

Date	December 13, 2023	Time	9:00 a.m. – 12:00 p.m.
Location	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Drive, Room 115 Tallahassee, Florida 32317		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV) , Amy Barrow (DOR), Amber Burns (FWC), Ramon Evans (APD), Jennifer Gaines (DMS) , Lydia Griffin (DEP), Renee Hermeling (DFS), Robert Herron (DOH), Sally Huggins (DBPR), Jim Lewandowski (FDACS), Tony Lloyd (DCF), Nona McCall (JAC), Mike Moore (FDLE), Cheryl Morgan (DOT), Erica Starling (FDC) , Lemuel Toro (COM) Facilitators: Jimmy Cox (DFS), Tony Lloyd (DCF), Deana Metcalf (DFS)		
Related Documents	Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Tony Lloyd
Segment II Business Process Models Review Meetings	Jimmy Cox
Design Considerations <ul style="list-style-type: none"> • Security Roles • Exporting Attachments • Speed Keys on Interface Files 	Jimmy Cox Deana Metcalf
Segment IV Design Workshop Approach	Jimmy Cox
Other	Jimmy Cox
Closing Remarks	Tony Lloyd

Welcome and Opening Remarks: Facilitated by Tony Lloyd

Mr. Tony Lloyd opened the meeting with roll call and welcomed the group. Representatives were present in the place of Council members for the following agencies: DSHMV, FDC, DMS and COM. The Council welcomed Amy Barrow as the new representative for the Department of Revenue.

Segment II Business Process Models Review: Facilitated by Jimmy Cox

Mr. Jimmy Cox asked the Council if they had feedback or further questions after attending the Segment II Business Process Models Review the prior week. A few Council members shared feedback for consideration for future meetings but had no questions. Mr. Cox shared the Segment II Design Workshops will be held in January.

Design Considerations – User Security Roles: Facilitated by Deana Metcalf

Ms. Deana Metcalf discussed security functionality and impacts planned for Florida PALM implementation. The Project team is working to better understand agency security needs in preparation for solutioning that will take place in Segment IV. Ms. Metcalf shared some overarching capabilities of Florida PALM (such as Business Unit security, role security, etc.) and highlighted some of the FLAIR features that allow agencies to secure or segregate information. Ms. Metcalf said security within Florida PLAM should be considered in two ways; legal requirements (e.g., confidentiality) and operational needs (e.g., segregation or work). Ms. Metcalf then discussed each Florida PALM module (e.g., Purchase order, Accounts Payable, Accounts Revenue, etc.) highlighting specific areas of attention and requesting input from the members. The Council asked questions and discussed several scenarios through her presentation.

Design Considerations – Exporting Attachments: Facilitated by Jimmy Cox

Mr. Cox described how users will have access to open, view, and print (with appropriate security) attachments that are uploaded into Florida PALM. Mr. Cox asked the Council to share their need or desire for exporting attachments from the Florida PALM system through an interface (in bulk). He asked for scenarios to understand the need to export the attachments, given that Florida PALM is not the system of record, nor will it be the data repository for agency supporting documents. The group discussed various scenarios including process improvements. Mr. Cox said this functionality, if determined necessary, would require a system change and approval by the Executive Steering Committee.

Design Considerations – SpeedKeys for Interface Files: Facilitated by Jimmy Cox

Mr. Cox baselined the Council on the purpose and use of SpeedKeys. Due to questions from the Segment II Business Process Models Review, the Project team revisited their decision of not allowing SpeedKeys on interface files. Mr. Cox discussed functionality considerations for determining the need for SpeedKeys for agency business system interface files with the Council. He asked the Council if there is a reason or suggestion to include SpeedKeys in the interface files. After discussion, the Council recommended not adding SpeedKeys to Florida PALM for agency business system interface file layouts.

Segment IV Workshops: Facilitated by Jimmy Cox

Mr. Cox shared the Segment IV Design Workshops will have a different approach than previous segments. In an effort to tie all design concepts together, while also detailing Segment IV design work, the Project will hold a series of meetings that include Segment IV Business Process Model Reviews, Payroll design, Segment IV-specific functional design, and an overall summary. This will also reduce the volume of meetings overall.

Other: Facilitated by Jimmy Cox

Mr. Cox reminded the Council of the upcoming Segment II Design Workshop in January. A new meeting will be held in the spring with dedicated discussions on data questions from design meetings, conversations, configurations, and data cleanup. Lastly, the January Advisory Council will be moved to January 24, 2024, due to a conflict with Segment II Design Workshop.

Closing: Facilitated by Tony Lloyd

Mr. Lloyd concluded the meeting.