

Date	May 15, 2024	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Transportation 605 Suwannee Street, Haydon Burns Building Tallahassee, Florida 32301		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV); Chad Barrett (DCF) ; Amy Barrow (DOR); Amber Burns (FWC) ; Ramon Evans (APD); Lyndell Francis (DBPR); Jennifer Gaines (DMS) ; Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH); Jim Lewandowski (FDACS); Nona McCall (JAC); Mike Moore (FDLE); Cheryl Morgan (DOT); Lisa Simpson (COM); Erica Starling (FDC) ; Alexandra Weimorts (DFS) Facilitators: Jimmy Cox (DFS); Steven Fielder (DFS); Renee Hermeling; Robert Herron (DOH); Angie Robertson (DFS)		
Related Documents	Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Robert Herron
Payroll Employee Self-Service Access	Jimmy Cox
Revenue Object Code & Data Cleansing	Renee Hermeling
Walk On Topics & Closing Remarks	Jimmy Cox Steven Fielder Robert Herron Angie Robertson

Welcome and Opening Remarks: Facilitated by Robert Herron

Mr. Robert Herron opened the meeting with roll call and welcomed the group. Representatives from DCF, DMS, FDC, and FWC were present.

Payroll Employee Self-Service Access: Facilitated by Jimmy Cox

Mr. Jimmy Cox shared the plan for Employee Self-Service (ESS) access through ePay. Employees are able to view/update information unique to them. Access is defined automatically when an employee is hired, based on data attributes. Employees will be required to register and create a login. Their access is not tied to the Active Directory nor will Security Access Managers (SAMs) be involved with providing access. Multifactor authentication is required for each log-in. Former employees will also need to register to gain access and will be provided access for four years following employment separation.

Access to core HR / Payroll functionality will be used by Human Resources and Accounting users. Their access will be granted by their SAM, using the same request process as today. Users will use the Active Directory login process. Login issues will be triaged through their SAM and the Solution Center.

Revenue Object Codes & Data Cleansing: Facilitated by Renee Hermeling

Ms. Renee Hermeling discussed how the DFS Accounting and Auditing (A&A) team is reconciling the published list of revenue account code titles established by the Florida PALM Project with the list of state standard revenue object codes. The A&A team will work with the Project to fill the gaps between titles and codes. Design Segment IV is not yet complete so there may be iterations to the revenue codes and title list. Ms. Hermeling said A&A has a goal to republish the list for agencies to review in a few weeks.

In addition, Ms. Hermeling shared A&A's approach for cleansing FLAIR data. They are leveraging the current purge process when reviewing the Master Balance Files. She said they will continue their clean up through May but cease cleanup activities during June (year-end activities).

Walk On Topics: Facilitated by Steven Fielder, Angie Robertson

Sponsor Summit

Mr. Steven Fielder shared a summary of the Sponsor Summit conducted in April with Agency Sponsors. The Summit focused on communication with their teams, strengthening their CCN, and anticipated activities through go-live. Mr. Fielder and Ms. Angie Robertson, Project Deputy Director, have been meeting one-on-one and in person, when possible, with those who could not attend the Summit. Agency Sponsors requested a second Sponsor Summit this year with the addition of the subject matter experts. The second Sponsor Summit has been scheduled for November 14, 2024, following the completion of the Design Phase.

RW Tasks

Ms. Angie Robertson went over areas in RW task materials that help agencies understand what happens with the information after they submit an RW task. In the Task Instructions, a section called "How will Florida PALM use this information" explains if and how the Project will use agency submissions, or if the benefit is for the agency's transition. To support this, in the Readiness Workplan, a column for "Project Impact" lists one of three impacts:

- Direct impact – information will be used by the Project to complete implementation or cutover activities.
- Indirect impact – information will be used by the Project for a future activity or be used to produce future information used by the Project in order to complete implementation or cutover activities.
- No impact – information is for agency use and will support their transition.

Current State tasks are solely for agency use. Information gathered and provided by agencies are meant to support agency understanding of their current systems, reports, processes, and data uses.

Documenting Current State

Mr. Herron shared his agency's effort to review and address current-state processes and shared their interest in finding software that finds broken links within documents. He asked the group if they had exposure to such software or advice. Ms. Lisa Simpson suggested that "bots" may be an option to create repeatable actions.

System Attachments

Ms. Lydia Griffin asked for an update on the planned process/interface for attaching files within Florida PALM. Mr. Cox said the interface will be inbound only. He reminded the Council this is an optional interface. End users can attach images/documents within the system without using an interface. Ms. Hermeling added that A&A is looking at the documentation policy which will clarify appropriate documentation for audits.

Closing: Facilitated by Robert Herron

With no further topics for discussion, Mr. Herron adjourned the meeting.