

<b>Date</b>	December 11, 2024	<b>Time</b>	10:00 a.m. – 12:00 p.m.
<b>Location</b>	Department of Financial Services, Division of Workers' Compensation		
<b>Objective</b>	Advisory Council Monthly Meeting		
<b>Attendees</b>	Advisory Council: Chad Barrett (DCF), Amy Barrow (DOR), Stephanie Cabrera (FLHSMV), Ramon Evans (APD), Lyndell Francis (DBPR), Lydia Griffin (DEP), Renee Hermeling (DFS), Robert Herron (DOH), Jim Lewandowski (FDACS), Tanya Maphis (FWC), Nona McCall (JAC), Mike Moore (FDLE), Cheryl Morgan (DOT), Stephen Russell (DMS), Lisa Simpson (COM), Erica Starling (FDC), Alexandra Weimorts (DFS)  Facilitators: Matthew Breeding (DFS), Jimmy Cox (DFS), Renee Hermeling (DFS), Robert Herron (DFS), Nikki Klein (DFS), Angie Robertson (DFS)		
<b>Related Documents</b>	<a href="#">Presentation</a>		

<b>Topic</b>	<b>Facilitator</b>
Welcome and Opening Remarks	Robert Herron
Cutover – Downtime	Renee Hermeling
Data Configuration and Conversion	Matthew Breeding Jimmy Cox Nikki Klein Angie Robertson
Readiness Certification	Angie Robertson
Closing Remarks	Robert Herron

## Welcome and Opening Remarks

*Facilitated by Robert Herron*

Mr. Herron, Chair, opened the meeting with roll call and welcomed the group. A representative was present for DCF and FDC.

## Cutover – Downtime

*Facilitated by Renee Hermeling*

Ms. Renee Hermeling facilitated an open discussion about mitigation planning for the implementation cutover downtime. FLAIR will be down for a period of time during 'cutover' where agencies will not be making accounting entries or transactions. The cutover timeframe is projected to be two-weeks; however, the Project will conduct cutover dry runs that will further define how much down time will be needed. During cutover, neither FLAIR nor Florida PALM (including production) will be operational and agencies must prepare ahead of time for payments due. The Council discussed some mitigation ideas, such as:

- reviewing their historical volume of payments during the month of December and closely monitoring and tracking types of payments that occur this year during the same time periods
- reviewing critical payments due during cutover
- making payments from the Pcard or Revolving Funds
- communicating with vendors, including federal cognizant agencies
- increasing/reassigning staff for increased volume before cutover
- printing warrants sooner
- planning draws and indirect payments
- prefunding SPIA accounts
- adding accounting data to newly remediated agency business systems

Ms. Hermeling said DFS, Accounting and Auditing (A&A) will send memos with A&A requirements directions closer to cutover. The Council was mindful the A&A team will need to audit and process vouchers before the cutover begins, further extending agencies' down time. Mr. Cox mentioned downtime would not affect banking processes / windows. Revenue can still be deposited or collected but would be considered 'unverified cash'. A Readiness Workplan (RW) task will help agencies plan for their internal transition during cutover.

## Data Configuration and Conversion

*Facilitated by Matthew Breeding, Jimmy Cox, Nikki Klein, Angie Robertson*

Ms. Nikki Klein reviewed the current configuration Readiness Workplan (RW) task (567 A-I). Agencies are confirming their configurations but also updating/adding information for Org Security Rule, Budget Structure, and Budgetary Tree. The next sequence of this task (567 J-K) releases on December 18, 2024, and is dependent on agencies completing the current task (due Friday, December 13, 2024). Ms. Klein imparted the importance of agencies completing the current configuration task (567 A-I) on time.

Then, Ms. Klein discussed the recently closed conversion RW task where agencies reviewed Mock 1 data. She said the upcoming Mock 2 task will be released in January 2025. Agencies must confirm agency-specific field data mapping as there are dependencies across conversion and configurations.

Ms. Angie Robertson facilitated an open discussion. The Council discussed how they are approaching data cleansing. Ms. Hermeling announced A&A will hold another set of office hours to answer questions agencies may have while performing data cleansing. The open discussion transitioned to agency-unique planning for critical 'must do' tasks before go-live.

## Readiness Certification

*Facilitated by Angie Robertson*

Ms. Robertson discussed a Change Analysis graphic depicting a path to Agency Readiness Certification. Agencies must certify that they have completed readiness activities across the four critical operational elements: people, processes, technology, and data. The graphic shows the foundation for an agency's Change Analysis, what will be impacted, and what should be a result of the analysis. Following the Change Analysis path (current RW task 560), agencies will have

four opportunities to certify their readiness to transition. The timing, criteria for each certification, and associated RW tasks, are listed on the [Agency Reporting](#) page of the Florida PALM website.

## Closing Remarks

*Facilitated by Robert Herron*

The next Advisory Council meeting will be held on January 15. Mr. Herron adjourned the meeting.