

Date	September 16, 2026	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Environmental Protection		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: 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 (FDOT);~~ Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); Mary Sweat (DCF); Alexandra Weimorts (DFS) Facilitators: Jimmy Cox (DFS); Steven Fielder (DFS); Robert Herron (DOH); Angie Robertson (DFS)		
Related Documents	Presentation		

<i>Topic</i>	<i>Facilitator(s)</i>
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
Cutover	Jimmy Cox Steven Fielder Angie Robertson
Testing	Jimmy Cox Angie Robertson
Training	Angie Robertson
Other or “Walk On” Topics	
Closing Remarks	Robert Herron

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron opened the meeting with roll call of the Advisory Council (Council) members and welcomed the group. Representatives were present in place of the Advisory Council members for FDACS and FDOT.

Cutover

Facilitated by Jimmy Cox, Steven Fielder, Angie Robertson

Mr. Jimmy Cox shared testing and cutover reminders: User Acceptance Testing (UAT) is nearing completion. The UAT environment will be available after testing ends only for training purposes. The [Deployment Planning](#) page in the Knowledge Center continues to be updated with additional cutover and deployment information. Two notable updates include the deadlines for payroll processing and a communication to current vendors regarding payments during the cutover downtime; details included in the presentation. Updates to the Deployment Planning page are included in the page's Version History and on the Knowledge Center Change Log. Additionally, the Project will be creating a Q&A page for Cutover & Deployment questions.

The Council addressed member-submitted questions to the Project:

Paper warrant cancellation and clearing negatives for Payroll

Ms. Renee Hermeling shared an A&A memo ([AAM08](#)) was released this week with additional guidance on FLAIR and Florida PALM cutover activities that includes agency activities and deadlines. She reiterated that processes and transactions will be different in December. Sharing what is listed in the memo, Ms. Hermeling outlined payroll processing for December: biweekly will be on the 18th, processing for monthly will be on the 21st, and the last day to process supplemental payroll will be on the 22nd. The last day to process on demand payments will be the 22nd at 5:00 p.m. Pay dates are not changing. Agencies should not cancel paper warrants they don't have in hand. Any warrants on the 22nd that are cancelled will be restored to agency funds on the 22nd. There will also be no EFT cancellations for the last round of payroll. If there are overpayments, efforts should be made to track and collect funds.

The deadline for agencies entering disbursement transactions for payment before downtime is December 17th. Vouchers will print on the 18th and agencies will have until the 21st to send to DFS A&A. The DFS A&A team may work with agencies to manually clear negative vouchers. Agencies should post payroll in December the way it would post in Central FLAIR; negatives will ultimately be cleared by DFS A&A where budget is available. Agencies will have access to RDS during this time. The Council asked if it would be helpful for agencies to give a default account to DFS A&A to help clear negatives and Ms. Hermeling said, yes, it would be helpful (for payroll and all transactions); the information can be sent to the DFS A&A Administrative team who sent the memo.

Advanced Payments

The AAM08 memo addressed advanced payments in relation to Florida Statutes 215 and 216, with a deadline of November 2 for "normal" advance payment requests. DFS A&A is developing additional guidance for "temporary" advance payments as it relates to the downtime. DFS A&A will not be making or approving advanced payments until they are aligned with the involved stakeholders. Guidance is planned to be published by the end of September on the DFS A&A website.

The Council shared concern about the cycle time to react and communicate with all divisions and offices and collect the information needed to submit to DFS A&A by the established deadlines. Ms. Hermeling stressed the importance of planning and prioritizing these types of payments and has committed DFS A&A to processing all agency payments submitted by December 17.

The Council asked if DFS A&A would like to view a list of planned advanced payment requests from agencies. Other Council members supported this concept because having pre-approval for

advanced payment items would expedite payment during a tight timeframe for agencies and DFS A&A. Ms. Hermeling said she would take back the request for discussion.

Mr. Steven Fielder supported this conversation by sharing a [Sample Payment Processing Communication Content for Vendor/Supplier Community](#), per the Council's request for standard communication to vendors regarding payments during the cutover downtime. He instructed the Council that the letter should be from an agency, not Florida PALM and not from DFS A&A. Additionally, DFS A&A will publish FAQs on their website for vendors by the end of the week to include in the communication.

Mr. Fielder discussed the implementation options for a financial management system, by way of encouraging the current January 2027 implementation path. Sharing, there are four main options when implementing an accounting system:

- At Fiscal Year: As a state, we've demonstrated the lack of resources agencies can dedicate to testing during year-end activities. If implementation occurred during year-end, it can be predicted that the same behavior would occur.
- By Quarter at September/October: The timing would coincide with certified forward and Legislative Budget Request submission.
- By Quarter at March/April – The timing would coincide with Legislative session, data reporting, bill analysis, and impact conferences.
- By Quarter at December/January – The current timing utilizes holidays during system downtime, current payroll processing deadlines can remain the same, and it avoids other resource issues seen during the year.

Continuing, Mr. Fielder addressed questions about hiring during the cutover downtime while People First is down. He said Florida PALM does not recommend a hiring freeze. If the hiring information is updated in People First on or before December 23, their payroll will run as normal. If the information is not in People First before the downtime, information will be held until People First reopens on January 8 and will run with January processing. A [draft HR email](#) was published on the Deployment and Planning page under Personnel / Human Resource Officers (HRO) that has guidance on how and where payroll will be processed, as well as the downtime for both the payroll system (PYRL) and People First.

The Council asked how OPS employees should complete their December timesheet. Mr. Cox said they should submit their timesheet with what they worked up until People First is down, business as usual. Likewise, managers should approve submissions until People First is down.

Alternative Payment Processing

Question from the August meeting that carried forward; Ms. Angie Robertson asked the Council for feedback on impactful payments such as entitlement, Medicaid/Kid Care, WIC, etc. A Council member shared her agency treats re-employment assistance payments like they would an emergency, in that they prefund debit cards with money to cover the expected downtime and make draws from the bank account which is separate from concentration account to fund EFT and child support. Another Council member shared a similar concern and challenge with childcare. Their process is to pay through SPIA which is typically a year-end process; notifying federal partners of the temporary process change. Another agency is also paying through SPIA. The group discussed communication with federal partners and agreed it should come from agencies, as needed, to make them aware of code and data changes they may encounter post go-live.

The Council asked about investments during the downtime. Mr. Cox said investment of all funds in the State Treasury would still occur, though it has not been determined how apportionment of interest for deposits received during the downtime would be impacted.

Testing

Facilitated by Jimmy Cox, Angie Robertson

Ms. Robertson introduced Ms. Deana Metcalf to speak about year-end testing updates. Ms. Metcalf shared the deadline for Carry Forward Obligations is Friday, September 18, 5:00 p.m. Users will be locked out of Florida PALM starting at that time through Monday morning September 21. The DW/BI Solution will also be unavailable during the weekend but available on Monday, September 21.

Ms. Robertson shared the Pulse Check 2 responses, due this week, have been published on the Florida PALM website. She asked for feedback from the Council on their reported confidence levels. A representative sitting in place for a Council member shared their agency's confidence decreased for 'data' due to conversion data issues and inconsistencies and with no further opportunities to test with converted data process. Mr. Cox said the conversion detailed extract were shared with agencies, and Ms. La'Vondria Norton reiterated previously presented information on the GLC001 reconciliation. Agencies should let the Project know if they have specific concerns regarding the Master Balance File reconciliation.

A Council member asked if agencies will be expected to prove their fulfillment of the UAT Proviso requirements. Mr. Fielder responded that he is expecting the Project report on this requirement rather than agencies.

Ms. Robertson addressed an additional member-submitted question:

IU Attachments

A Council member asked what fellow agencies were planning regarding attachments for Inter/IntraUnit (IU) transactions and if DMS had a plan or guidance. The Council and DMS representatives discussed a few ideas; however, with no definitive plan and multiple agency questions and suggestions, it was determined that a workgroup was needed to fully solution an IU attachment process. DMS agreed to spearhead the workgroup.

Training

Facilitated by Angie Robertson

Ms. Robertson shared the Project will soon be publishing the first set of Web-Based Trainings (WBT) in the People First LMS. Disbursements Management and Inter/IntraUnit Management will be released October 2, and Payroll Management will be released October 16. Agency Readiness Certification #4 will be measured against the two release dates (25% completion). Ms. Robertson suggested agencies plan for who will need to take these trainings when they are released. She reminded the group the WBT is using content already published in the End User Manual (EUM) but has been recreated in a consumable form (Read It, Watch It, Do It). The EUM has released content over the past two weeks.

The Project will be holding several in-person training sessions for various topics: Florida PALM Fundamentals will be offered to all end users to kick-start their learning journey. It will help them understand the interconnectedness of the system and processes. Other topics, such as Vouchers, IU, Deposit Processing, Building Reports and Queries, and Payroll, will be limited to seasoned testers in order to expand their knowledge in these areas. Weekly virtual sessions will be held

with the Project team to support agency training/questions. A training calendar will be published detailing all training events including when to expect WBT publications.

Closing Remarks

Facilitated by Robert Herron

Mr. Herron adjourned the meeting. The next meeting will be held via the Agency Sponsor Summit, October 21, 2026.