

Integration Management Council Meeting (IMC) –
10/27/05



Tom Gallagher
Chief Financial Officer



Meeting Name:	Integration Management Council
Date:	Thursday, October 27, 2005
Time:	10:00 am – 11:00 am
Location:	Koger Center, Alexander Building, Room 1217, 2020 Capital Circle, S.E., Tallahassee, Florida
Requestor:	Scott Ward & Donna Vollertsen

Attendees

Name	Company/Agency
Donna Vollertsen	Aspire/Deputy State Project Director
Scott Ward	Department of Financial Services
Felix Adams	Department of Community Affairs
Ethel Ball	Department of Agriculture and Consumer Services
Jim Biddy	Department of Revenue
K. Bussey	Florida Department of Law Enforcement
Denise Duggan	Department of Business and Professional Regulation
Elisa Durfee	Aspire/Organizational Change Management Group/Communications
Denise Friedman	Aspire/BE/Organizational Change Management Group/Communications
Charles Ghini	Aspire/Technical Group

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Name	Company/Agency
Linda Grove	Department of Revenue
Gary Hamrick	Department of Highway Safety and Motor Vehicles
Ella Hinson	Department of Health
Erin Higgins	Aspire/Organizational Change Management Group/Communications
Laurie Keen	Aspire/BE/Organizational Change Management Group/Communications
Kaye Kendrick	Aspire
Kathleen McAvoy	Department of Children and Families
Kayren McIntyre	Department of Environmental Protection
Elwood McElhaney	Aspire/Department of Children and Families
Dave Mick	Department of Financial Services
Kyong-A Minter	Aspire/Department of Education Advocate
Chris Noel	Department of Financial Services
Angelica Otero	Department of Transportation
Michael Phinazee	Aspire/Department of Management Services
Barney Ray	Agency for Persons with Disabilities
Mark Redig	Florida Legislature

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Name	Company/Agency
Jennifer Rocks	Aspire/BE/Organizational Change Management Group
Patrick Sampey	Fish and Wildlife Conservation
Rebecca Smid	Department of Elder Affairs
Rita Smith	Aspire/Department of Business and Professional Regulation Advocate
Mary Ann Thorner	Department of Highway Safety and Motor Vehicles
Bill Tremper	Department of Corrections
Robert Altavilla	Aspire/Technical Group
Rhonda Vause	Department of Corrections
Debra Weeks	Agency for Health Care Administration
Jodi Wilder (conference call)	Department of Education
Rich Wilson	Aspire/DMA, FSDB Advocate
Mike Wolfe	Aspire/Department of Children and Families Advocate
Joanne Kriberg- Wolin	Aspire/Organization Change Management Group
Trish Young	Department of Health
Demarco Speight	Aspire/Project Management Office
Charles Byrne	Department of Financial Services

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Work Products Reviewed:

- *Agency Infrastructure Readiness Assessment Guide Presentation October 27, 2005*

Agenda:

- Opening Remarks – *Scott Ward & Donna Vollertsen*
- Status on Appropriation Act – *Don Northam (Dave Mick)*
- IMC Dashboard Criteria – *Scott Ward*
- Agency Technical Infrastructure Assessment Guide – *Charles Ghini*
- Next Meeting – *Scott Ward*

DECISIONS:

- **Decisions Made:** N/A
- **Decisions Pending:** N/A

DISCUSSION

- Scott Ward began the meeting. Donna Vollertsen gave the status of the project; she stated that the Chart of Accounts solution will be completed in mid November, and that the updated Business Process Designs (BPDs) are currently being reviewed.
- Dave Mick discussed the status of the Appropriation Act, in Don Northam's absence. He stated that currently seven agencies are being tracked for LBC preparation; two of the seven agencies have set dates with the CIO council. The CIO council will meet on November 7, 14, 21, and 28. The business case solutions are due to OPB by November 4, 2005.

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- Charles Ghini presented the *Agency Infrastructure Readiness Assessment Guide* and entertained questions throughout.
- Bill Tremper, Department of Corrections, asked what the LMS was. Charles replied that it was the Learning Management System, and that the website was in production. The LMS website is used as an online tool for individuals registering for training classes for Aspire.
- Mike Wolfe, Department of Children and Families, asked that if agencies are currently using zip programs will that change with Aspire connectivity. Charles replied that zip programs could continue to be used, but it is his hope that everyone uses the same programs/packages.
- Scott Ward adjourned the meeting and stated that a November meeting will not be scheduled. One meeting will be scheduled covering the months of November/December and will be held the second week of December, date to be determined.

ACTION ITEMS:

Action	Responsible	Priority	Due Date
Make available to agencies an informal shell of the PeopleSoft environment that agencies can log on to and navigate through. This shell <i>will not</i> include functionality.	Charles Ghini	Medium	January 2006

Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
1	10-28-05	DRAFT	Demarco J. Speight
2			