



Office of Motorist Modernization

Florida Department of Highway Safety and Motor Vehicles Motorist Modernization Phase I Advisory Board Charter

I. Board Name

This Charter constructs a standing board officially named as the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) Motorist Modernization Phase I Advisory Board.

II. Purpose

The Phase I Advisory Board is created for the purpose of providing strategic input to the Motorist Modernization Program Director and the Executive Steering Committee (ESC) on matters relevant to the Motorist Modernization program's first phase. The specific purposes of the board may include the following responsibilities:

- Facilitate cooperation and communication between the FLHSMV and stakeholders impacted by the Motorist Modernization program;
- Offer recommendations for program improvement and stakeholder management and outreach; and
- Make recommendations for establishing priorities which includes participating in ongoing program planning.

III. Duration

The Motorist Modernization Phase I Advisory Board shall be a standing Board that will be in existence until the FLHSMV Executive Director disbands the body. It is assumed that this body will remain intact throughout the Motorist Modernization Program's Phase I lifecycle.



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IV. Motorist Modernization Program Structure

The Motorist Modernization Program structure is critical to the success of the program. The program structure consists of several major entities that share the common goal of a successful completion of the Motorist Modernization Program, so it can achieve its planned benefits and anticipated outcomes. Figure 1 below depicts the Motorist Modernization Program’s organizational chart.

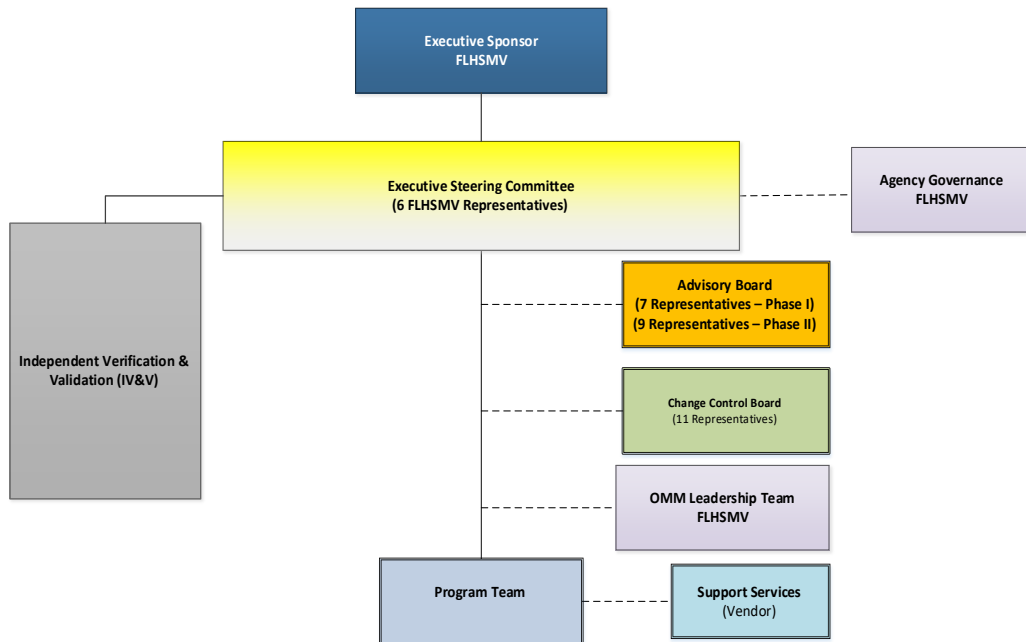


Figure 1



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V. Motorist Modernization Program Responsibilities

a. Executive Sponsor

- Initiate and provide overall funding for the program;
- Advocate the program both internally and externally;
- Review any major deliverables; and
- Support the Motorist Modernization Program Director to successfully deliver the program.

b. Executive Steering Committee

Ensure the program meets overall objectives and:

- Provide management direction and support to the Program Team;
- Assess the program's alignment with the strategic goals of the Department;
- Review and approve or disapprove high-priority changes to the program's scope, schedule and costs;
- Review and approve or disapprove major program deliverables, based on recommendations from the Motorist Modernization Program Director; and
- Recommend suspension or termination of the program (or any of its sub-project initiatives) to the Governor, the President of the Senate, and the Speaker of the House of Representatives if determined that the primary objectives cannot be achieved.

c. Advisory Boards (Phase I & Phase II)

Provide input and strategic guidance to the Motorist Modernization Program Team and the ESC to assist in decision-making. Members should advise, assist, support, and advocate for the program. Responsibilities will include the following:

- Provide support to the Program Team;
- Review and make recommendations related to any changes to the program's scope, schedule, and cost;
- Review any major deliverables;
- Review requirements for all projects in the Motorist Modernization program;
- Attend / participate in each Advisory Board meeting;
- Identify issues vital to their interest on the Board and help to build consensus for the program;
- Support the implementation goals and schedule adopted for the program; and
- Balance their specific interests with an understanding of the overall goal to better serve the citizens of Florida.



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d. Independent Verification and Validation (IV&V)

Perform an independent assessment of the Motorist Modernization Program to ensure that the deliverables meet defined requirements/specifications in accordance with industry leading practices. The IV&V vendor reports to the ESC. As of July 1, 2019, funding for Independent Verification and Validation services was not appropriated by the Florida Legislature. The remaining work for Phase I Services will be monitored by the ESC.

e. Program Team

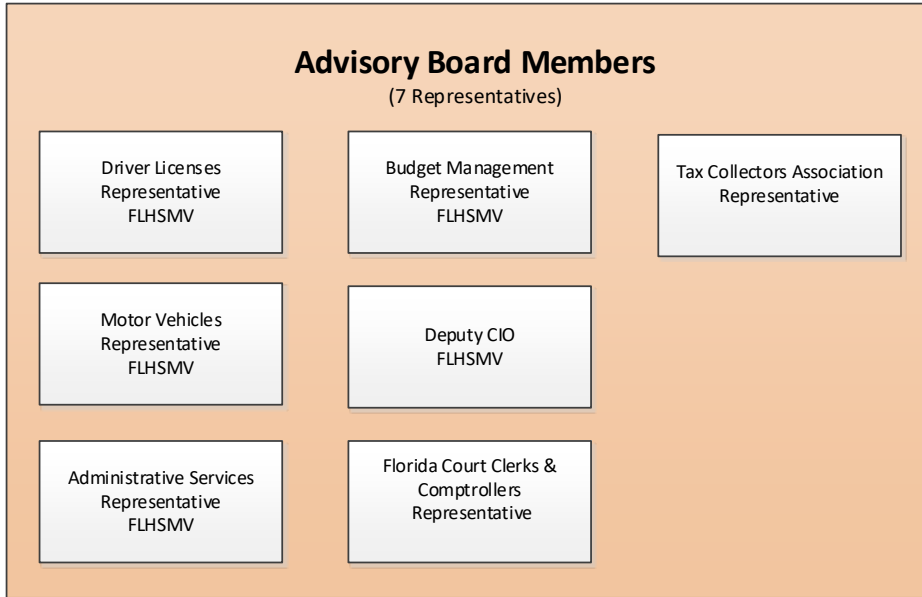
The Program Team, led by the Motorist Modernization Program Director, is responsible for providing daily planning, management and oversight of the Motorist Modernization program. The responsibilities of the Program Team also include the following:

- Submit written monthly program status reports to the ESC which include:
 - Planned vs. actual program costs;
 - An assessment of the status of major milestones and deliverables;
 - Identification of any issues requiring resolution, proposed resolution for these issues and information regarding the status of the resolution; and
 - Identification of risks that must be managed.
- Review and approve or disapprove all deliverables. Major program deliverables may also require ESC approval.
- Identification of necessary changes in the scope, schedule, or costs. All recommended changes must be reviewed by program stakeholders before submission to the ESC.



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VI. Motorist Modernization Advisory Board Members



a. Official Members

- The Phase I Advisory Board membership shall be comprised of members approved by the FLHSMV Executive Director. The Advisory Board shall consist of 7 members. Members will be selected and appointed by their respective stakeholder organizations. The following are the designated representation for the Phase I Advisory Board:
 - Department of Highway Safety and Motor Vehicles (5 representatives)
 - Florida Court Clerks and Comptrollers (1 Representative)
 - Florida Tax Collector Association (1 Representative)



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VII. Meetings

The Phase I Advisory Board shall meet monthly, and all meetings shall be facilitated by the Motorist Modernization Program Director. All meetings must adhere to the Sunshine Law. A vital element of the Sunshine Law is the requirement that Boards subject to the law provide "reasonable notice" of all meetings. The Motorist Modernization Program Director shall establish and publish a schedule for all Advisory Board meetings. The Director may call ad hoc meetings at their discretion. A conference line will be provided for every meeting for those members that are not able to attend in person.

The Motorist Modernization Program Director shall update the Advisory Board on all matters related to the Motorist Modernization program, including, budget, scope, schedule, resources management, stakeholder outreach, status updates, risks, issues and other relevant program information.

Any strategic program decisions will be presented to the Advisory Board members to document their insight and direction for presentation to the Executive Steering Committee.

Agenda and supporting materials will be provided to the Advisory Board members no later than three (3) business days prior to the scheduled meeting.

A quorum of (5) Advisory Board members must be present in person or via a conference line before the board can conduct business.

The Motorist Modernization Program Team will prepare and distribute the draft meeting minutes to the membership as a part of the next meeting's packet. The final minutes will be stored as permanent records on the Advisory Board's public-facing website.

VIII. Discussion and Decision Making

The Motorist Modernization Phase I Advisory Board is intended to facilitate open discussion of issues and options. Program Team members will provide background information related to key issues that the Advisory Board may consider and provide recommendations on. The Advisory Board will strive to provide consensus-based recommendations to the Motorist Modernization Program Director and the Executive Steering Committee. (Consensus is a preponderance of opinion. It does not mean "unanimity.")

If Advisory Board members find that consensus cannot be achieved, the Advisory Board will send the complete range of their input to Executive Steering Committee for final consideration.



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IX. Signature and Acceptance Page

I have reviewed the Motorist Modernization Phase I Advisory Board Charter and agree that the content is accurate and agreed upon.

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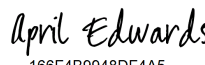
 4F7A276E5323482...
 Name William Washington
 Representing: Florida Clerk Courts and Comptrollers

7/13/2020
 Date

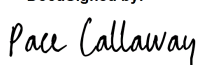
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 D9C04A0DB473410...
 Name Ed Broyles
 Representing: FLHSMV


7/8/2020
 Date

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 166E4B9948DE4A5...
 Name April Edwards
 Representing: FLHSMV

7/6/2020
 Date

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 5D2EC95EFC164A9...
 Name Pace Callaway
 Representing: FLHSMV

7/6/2020
 Date

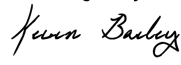
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 ECC1CA4FC9274F6...
 Name Lisa Cullen
 Representing: Florida Tax Collector Association

7/2/2020
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 Name Mary Ross
 Representing: FLHSMV

7/6/2020
 Date

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 Name Kevin Bailey
 Representing: FLHSMV

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