

**Motorist Modernization Advisory Board
Monthly Meeting Minutes
July 14, 2015, 1:00 p.m. to 3:00 p.m.
DHSMV Neil Kirkman Building, Room A339
Tallahassee, Florida**

WELCOME and INTRODUCTIONS

- Motorist Modernization (MM) Director Terrence Samuel began the meeting with the *Welcome and Introductions*. He proceeded with roll call for the Board Members. Advisory Board members present included:
 - Deb Roby
 - Ed Broyles
 - Steven Fielder
 - Katherine Sanders (via teleconference)
 - April Edwards
 - Beth Allman
 - Linda Fugate
- Other DHSMV members present included: Jessica Espinoza, Cathy Thomas, Brenda Washington, Judy Johnson, Kristin Green, Kelly Shannon and Damaris Reynolds.
- Visitors included: Robert Hosay (Foley), T. Jeremie Wells (TitleTec), Chris Gamache and Jennifer Svendsen (Auto Data Direct).
- The meeting was called to order at 1:00 p.m. Terrence reminded members that this meeting is governed by the Sunshine Law. He briefly reviewed the topics from the June 11, 2015, meeting minutes. A motion to approve and adopt the June 11, 2015, minutes was agreed by all members.

CHARTER CHANGES and SIGNING

- MM Deputy Director Kristin Green discussed the minor changes to the MM Advisory Board's Charter. There were some grammatical changes and modifications to the program structure to clearly delineate reporting relationships. Also, Section V. was reordered to align with the program structure in Section IV. of the program responsibilities and prioritization of the Executive Sponsor, Executive Steering Committee, Advisory Board, Independent Verification and Validation (IV&V) and the Program Team.
- A new paragraph was added to Section VII indicating that the MM Program team will prepare and distribute the draft meeting minutes to the members electronically within seven (7) business days after the meeting. The final minutes will be stored as permanent records on the Advisory Board's public-facing website.

- A motion to approve the changes made to the Charter were approved and agreed upon by all members.

DECISION MATRIX REVIEW

- Kristin Green provided an overview of the MM Program Decision Escalation Matrix document. This document conveys the program's governance structure and the decision-making authority of each body.
- The matrix will be placed on the website for all to review.

MM PHASE I PROGRAM UPDATE

- Terrence informed members that the program team originally requested \$8.4 million, and received \$6.4 million. The development effort, originally slated to begin in FY 2015-16 was not funded. Development will now shift to FY 2016-17.
- The June 25 deadline for submitting the Requirements Report deliverable was met. The deliverable was split by Functional Area. The documents were vetted with DHSMV stakeholders for 10-day review period, and comments were received from all reviewers on July 10, 2015. Accenture must respond to the comments and changes within 10 business days.
- The team discussed the need to keep the requirement up to date in Blueprint as changes occur.
- Judy Johnson discussed the Requirements Validation process. There was discussion that additional software developers and testing personnel will need to be added to the program to assist with the validation process. The Program Team will need to document the risk of staff turnover and appropriate knowledge transfer.
- The first draft of the Phase I Release Plan is tentatively scheduled for November 2015.
- Every Advisory Board meeting will include a status update of suggestions, decisions and proposals that are finalized, which includes personnel, budget and costs.
- A new Administrative Assistant and Budget & Contracts Consultant have been hired and both will start on Monday, July 20, 2015. The Communications Consultant is slated to start on July 31, 2015.
- Kristin Green provided a brief overview of the IV&V deficiencies. All members present were advised to refer to the list of deficiencies handout for detailed information regarding each specific item.

POLICY AND DECISIONS REVIEW

- During the requirements gathering phase of this project, tax collector personnel expressed an interest in including the email address in the renewal file. The recommendation was whether or not to include the email address in the renewal file. The ESC (Executive Steering Committee) and the legal department are currently reviewing the file and a decision is pending.

- Bulk transcripts will be offered via the portal. The tax collectors would like to offer bulk transcripts in their offices if the department offers this functionality via the portal. The ESC is reviewing this issue and a decision is pending.
- The issue was raised that offering bulk transcripts via the portal could impact revenue for the Florida Court Clerks and Comptrollers. Beth Allman plans to discuss this recommendation with the FCCC leadership and discuss her findings with the Advisory Board at the next scheduled meeting. The ESC is reviewing this issue and a decision is pending.
- Terrence indicated that these items will continue to be discussed at the next ESC meeting on Thursday, July 16, 2015.

Other items of Discussion

- The tax collector representative expressed her concern of the Department's decision to implement a central issuance model for DL issuance.
- The Central Issuance discussion brought about a concern with Commercial Driver Licensing and the steps CDL drivers would have to take to obtain a license before their current expiration. The discussion also included Temporary Permits and the cost of new license type "Commercial Learner's Permit."
- Due to the concern of this particular license requirement, Terrence discussed some of the CDL deficiencies, mandates and their current status.
- There were several corrections noted on the decision document. Item numbers CDL09, CIT01 and CIT02 listed in the function areas should be CDLIS instead of Citation Processing. The spreadsheet will be updated with noted changes prior to future distribution.
- Members discussed the current address change process and if a fee reduction would encourage more people to comply in a timely manner.
- ***The next meeting is scheduled for Tuesday, August 11, 2015, from 1-3 p.m.***

ADJOURNED

- The meeting came to a close and was officially adjourned at approximately 3:00 p.m.

Note: Handouts at this meeting included:

- MM Advisory Board Agenda
- MM Advisory Board Monthly Meeting Minutes (4 pages)
- DHSMV MM Advisory Board Charter (7 pages)
- MM Summary of Open Deficiencies (13 pages)
- MM Phase I Decision Document ((13 pages)
- MM Advisory Board Issues & Recommendations Update
- MM Program Decision Escalation Matrix

Subject: Charter Changes and Signing			
#	Who	Due	Description
1	OMM team	7 days after every meeting	MM Program team will prepare and distribute the draft meeting minutes to the membership electronically within seven (7) business days after the meeting.
2			The final minutes will be stored as permanent records on the Advisory Board's public-facing website.
Subject: Decision Matrix Review			
#	Who	Due	Description
1			The MM Program Decision Escalation Matrix document will be placed on the website for all to review.
Subject: MM Phase I Program Update			
#	Who	Due	Description
1			The team discussed the need to keep the requirement up to date in the Blueprint as changes occur.
2			The Program Team will need to document the risk of staff turnover and appropriate knowledge transfer.
Subject: Policy and Decisions Review			
#	Who	Due	Description
1			The recommendation was whether or not to include the email address in the renewal file. The ESC (Executive Steering Committee) and the legal department are currently reviewing the file and a decision is pending.
2			Bulk transcripts will be offered via the portal.
3	B. Allman	8/11/15	Beth Allman plans to discuss offering bulk transcripts via the portal recommendation with the FCCC leadership and discuss her findings with us at the next scheduled meeting.
4	T. Samuel		Terrence indicated that these items will continue to be discussed at the next ESC meeting on Thursday, July 16, 2015.
Subject: Q&A			
#	Who	Due	Description
1			The decision spreadsheet will be updated with noted changes prior to future distribution.
2			The selling of someone else's redacted records will be discussed in depth at a later time.