

Motorist Modernization Advisory Board – Phase I Monthly Meeting
Tuesday, December 15, 2020
1:00 to 2:00 PM, EST
VIA: GoToMeeting

Invitees

Ed Broyles
Pace Callaway
April Edwards
Kevin Bailey
Mary Ross
William Washington
Lisa Cullen

Representing

FLHSMV
FLHSMV
FLHSMV
FLHSMV
FLHSMV
Florida Court Clerks & Comptrollers
Florida Tax Collectors

Agenda

- Roll Call
- Welcome
- Review and Approval of Last Meeting Minutes
- Informatica Update
- MM Phase I Program Update
 - Financial Review
 - ORION Update
 - System Performance Update
 - Observations from the Field
- Stakeholder Outreach Update
- Communications Update
- Q&A
- Adjourn

MOTORIST MODERNIZATION ADVISORY BOARD PHASE I
Monthly Meeting Minutes
Tuesday, October 13, 2020
1:00 to 2:00 PM
VIA: GoToMeeting

WELCOME AND INTRODUCTIONS

- The meeting was called to order at 1:00 p.m. Terrence Samuel began the meeting by welcoming the attendees and proceeded with the roll call of board members.

Advisory Board members present included:

- Mary Ross (absent)
 - Ed Broyles (absent)
 - Pace Callaway
 - Lisa Cullen
 - April Edwards
 - William Washington
 - Kevin Bailey
- Additional FLHSMV members included: Terrence Samuel, Kristin Green, Rachel Graham, Chad Hutchinson, Scott Tomaszewski, Koral Griggs, Jessica Espinoza, Judy Johnson, Felecia Ford, Laura Freeman, Cheryl Dent, Aundrea Powell, Stacey Bayyari, Brenda Washington, Craig Benner, Scott Lindsay and Janis Timmons.
 - Visitors included: Michelle McGinley and Joseph Weldon from Accenture. Melvin Cox with the Florida Clerks, Gary Axtell with Civitek, Carl Ford with J Ford Consulting, Glenn Turner with Motorist Services Consulting, LLC, and Jessica Lanese from Department of Management Services. Melissa Primm also attended.

REVIEW AND APPROVAL OF THE LAST MEETING MINUTES

- Rachel Graham reviewed the meeting minutes from September 8, 2020. No corrections or comments were identified. A motion to approve the minutes was accepted by the board members and the September 8, 2020, meeting minutes were approved.

STAKEHOLDER OUTREACH

- Chad Hutchinson discussed the recent performance test executed at the Volusia County Tax Collector Office on September 28 – 30. On September 28, four sets of performance tests were executed with increasing load to observe network performance. On September 29, 10 office members evaluated end user performance after hours while we executed four sets of performance tests. While we were executing performance tests on September 29, the office members did not notice an impact to the end user experience during any of the performance tests. Additional performance tests are planned for October 21 – 23 in Levy County and Hernando County.

FINANCIAL REVIEW

- Janis Timmons presented a Phase I and II financial review. She stated Phase I was financially complete. The total for all Legislative Budget Requests for Phase I was \$37.3 million. The Phase II budget for the 2020 – 2021 fiscal year is \$9.8 million with \$1.3 million expended as of September 30, 2020. There was a 0% variance with approximately \$8.5 million in remaining funds. She stated the

Office of Motorist Modernization

Phase II Budget Amendment was submitted to shift funds from expenses to contracted services to meet deliverables for the IFTA/IRP project.

PROJECT UPDATES

- Michelle McGinley stated all prior AAMVA testing was completed and approved. The final Smoke Test is commenced on October 12 and is scheduled for completion by October 30. The team is monitoring the Shadow Stage Refresh impacts closely to ensure the environment is ready. Ms. McGinley stated the OCM team continued to work on implementation planning. The next Change Champion Network Connect meeting is scheduled for October 16. She stated testing for the most recent round of change requests as well as base performance testing are complete. The team also received final approval of the Enterprise Security Testing effort. Ms. McGinley stated there are four Train-the-Trainer make-up sessions scheduled by LDO to be completed by October 22.
- Koral Griggs stated the Operations Manual and all user guides are currently under review by the ESC. The team plans to have these all uploaded to PartnerNet by October 30.
- Cheryl Dent stated the Informatica team held the MS to DL deployment on October 11 including three workflows and eight mappings. The deployment was successful. The team continued to support SEU with end-to-end testing. All bi-directional workflows are scheduled to be deployed into production on November 15.
- Ms. McGinley stated the Operations team continued to track ISA critical WRAPS related to Phase I as part of the Department of State (DOS) Retrofit Project. The team continued to track the FRVIS Refresh Project. She stated there are a few GHQ offices whose schedule currently overlaps with the ORION DL Issuance Rollout. The team has a meeting scheduled to discuss prioritizing these offices. Ms. McGinley stated the CSC team plans to have the disassociate telephone number for MyDMV Portal ready by December 4. The secondary round of code deployment tests has been completed and updates are being applied to each team's deployment spreadsheets. The proposed Tax Collector Implementation Schedule was sent on October 12. The team will need to retain "old Stage" to practice deployments in October/November 2020. She stated the team is targeting code deployments on November 20 and November 27.

COMMUNICATION UPDATE

- There was no communication update at the meeting.

Q&A

- Lisa Cullen asked if notification emails have been sent for renewal notices in MyDMV Portal?
- Judy Johnson stated emails were sent to customers who had an email address on file with a January birth month. She stated additional reminder emails will be sent as well.
- Ms. Cullen requested to view the business rules regarding how many notices are sent and when.
- Ms. Johnson stated she will provide them.

ADJOURNMENT

- Mr. Samuel adjourned the meeting at approximately 1:20 p.m.
- The next Advisory Board Meeting for Phase I is scheduled for November 10, 2020.

Note: Handouts at this meeting included:

Consolidated in a meeting packet and emailed to members:

MM Advisory Board Agenda	1 Page
MM Advisory Board Monthly Meeting Minutes (9/8/20)	3 Pages
Financial Review	8 Pages
Phase I Team Updates – Key Enablers	5 Pages



FLHSMV
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES



FLORIDA
ARRIVE ALIVE
BUCKLE UP



Financial Update Motorist Modernization

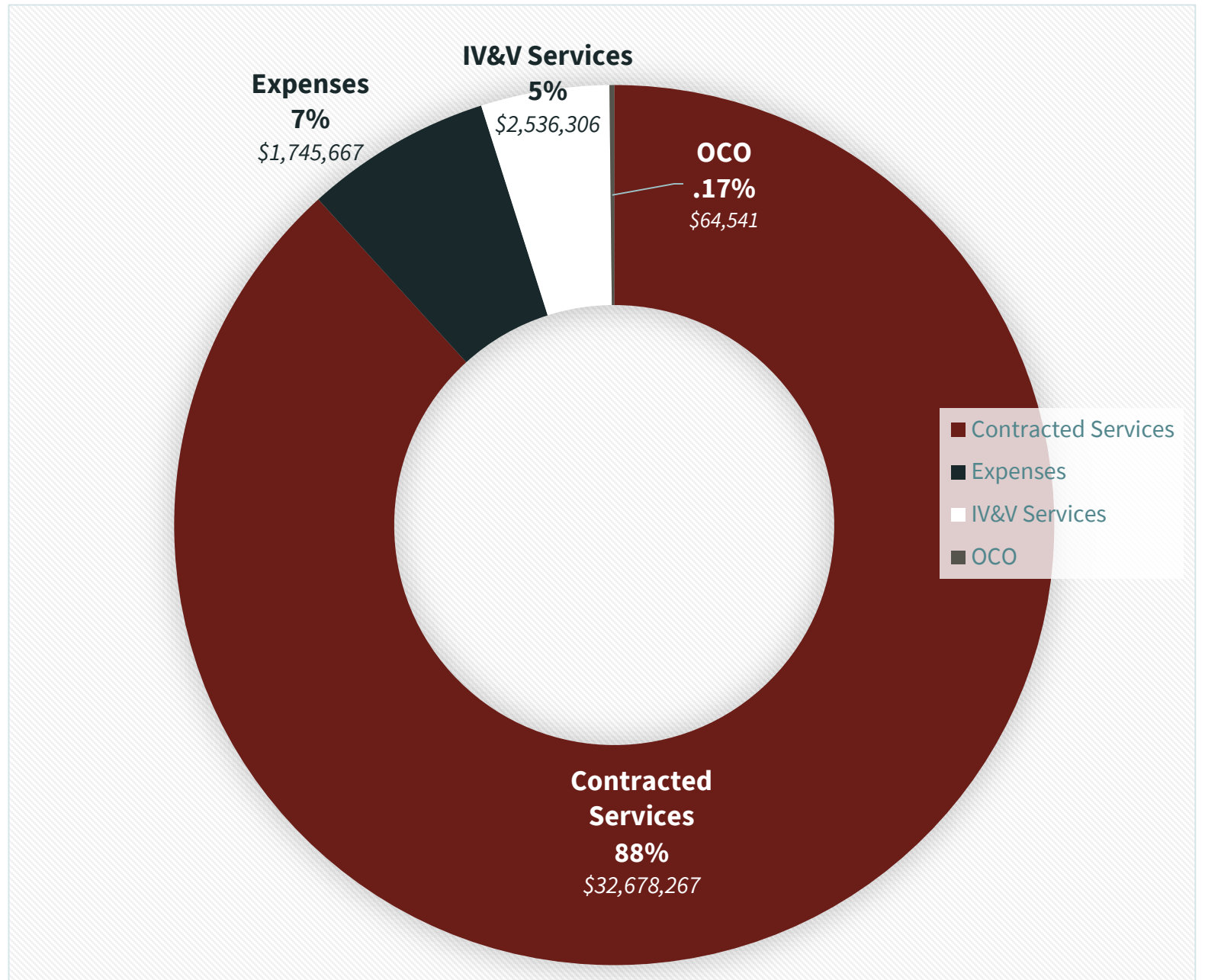
DECEMBER 15, 2020



Phase I LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expenses</i>	OCO
2014-2015	\$2,500,000	\$1,514,762	\$619,186	\$61,478	-
2015-2016	\$6,362,609	\$5,468,933	\$479,280	\$382,501	\$31,895
2016-2017	\$8,749,351	\$7,907,512	\$479,280	\$336,688	\$25,871
2017-2018	\$9,857,775	\$8,506,720	\$479,280	\$865,000	\$6,775
2018-2019	\$7,536,000	\$6,976,720	\$479,280	\$80,000	-
2019-2020	\$2,323,620	\$2,303,620	-	\$20,000	-
TOTAL	\$37,329,355	\$32,678,267	\$2,536,306	\$1,745,667	\$64,541

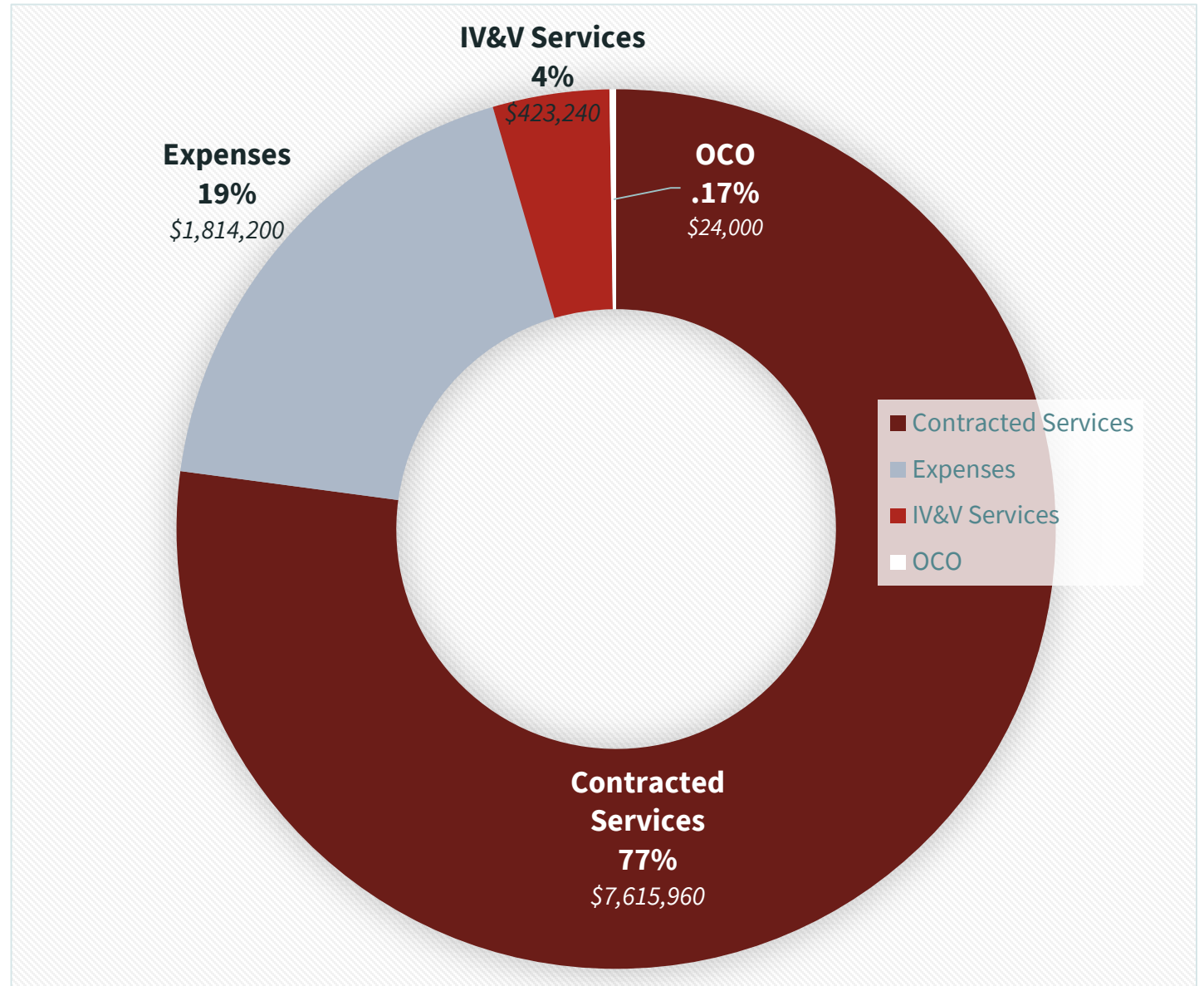
Phase I Total Actuals 2014-2020



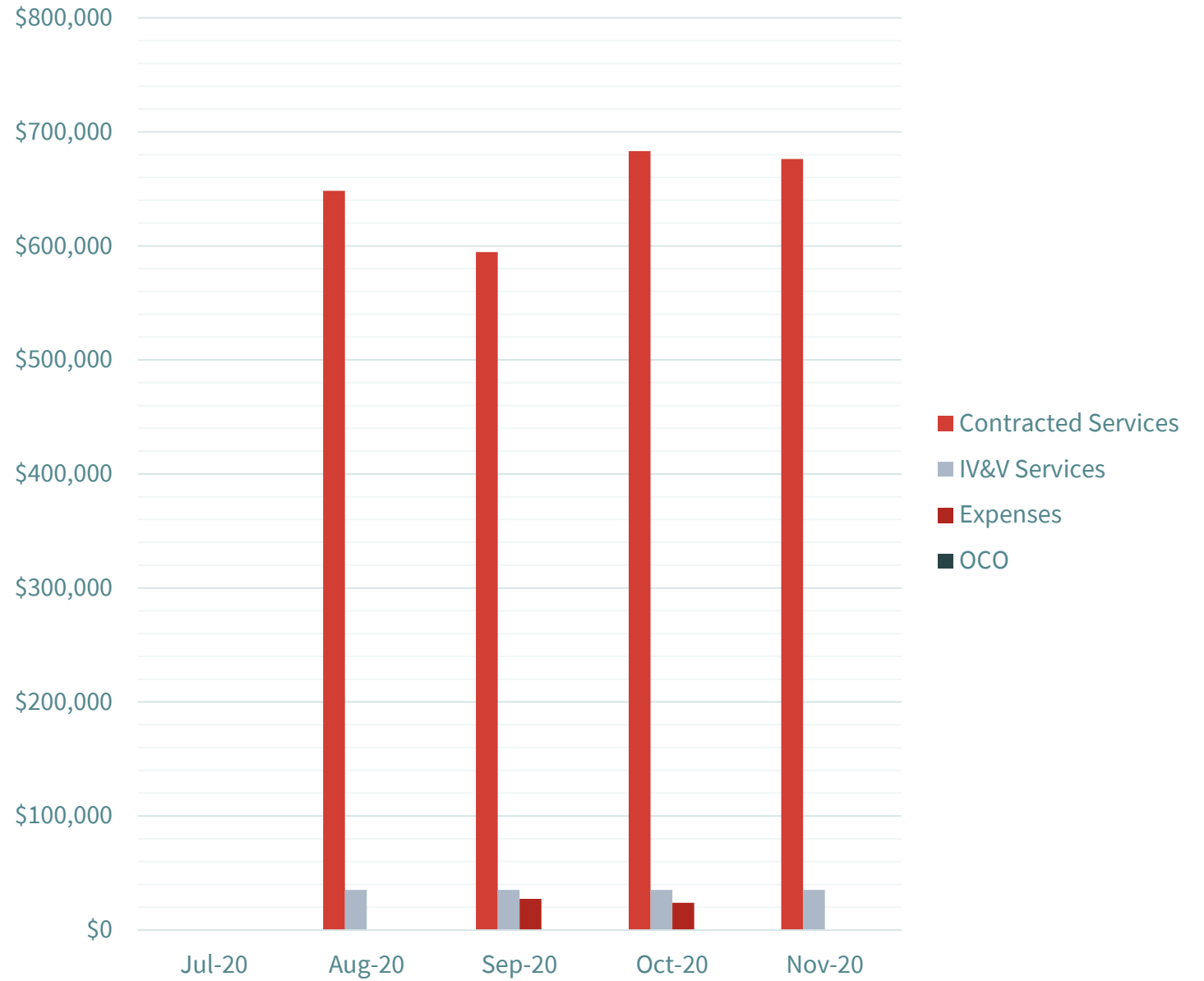
Phase II LBR Requests

<i>Fiscal Year</i>	<i>Total Request</i>	<i>Contracted Services</i>	<i>IV&V Services</i>	<i>Expenses</i>	<i>OCO</i>
2017-2018	\$4,132,180	\$3,575,240	\$357,190	\$179,850	\$19,900
2018-2019	\$5,037,000	\$4,455,960	\$423,240	\$150,000	\$7,800
2019-2020	\$13,742,200	\$9,715,960	\$423,240	\$3,570,000	\$33,000
2020-2021	\$9,877,400	\$7,615,960	\$423,240	\$1,814,200	\$24,000
2021-2022	\$10,639,010	\$9,278,070	\$423,240	\$904,700	\$33,000
2022-2023	\$10,400,830	\$9,065,890	\$423,240	\$887,700	\$24,000
2023-2024	\$7,467,560	\$6,132,620	\$423,240	\$887,700	\$24,000
TOTAL	\$53,828,620	\$43,707,080	\$2,473,390	\$7,506,450	\$141,700

Phase II Total Budget 2020-2021



Phase II Expenditures by Month



Phase II Budget v. Actuals

Description	Budget Total	Budget to Date	Actuals to Date	Variance
Fiscal Year to Date	\$9,877,400			
Month to Date (November 2020)		\$2,743,432	\$2,743,431	0%
Remaining Funds	\$7,082,631			

Phase II – Budget Amendment

ORIGINAL REQUEST

CURRENT

Contracted Services	• \$7,615,960	Contracted Services	• \$8,715,960
IV&V Services	• \$423,240	IV&V Services	• \$423,240
Expenses	• \$1,814,200	Expenses	• \$738,200
OCO	• \$24,000	OCO	• \$0