



# Council on Efficient Government

## Meeting Minutes

August 30, 2007  
10:00 a.m. – 12:00 p.m.  
Cabinet Meeting Room, LL 03

Chair South called the meeting to order at 10:04 a.m.

### Council Members Present

- Linda South, Chairman
- Alex Sink
- Holly Benson
- James Zingale
- Steven Evans
- Akhil Agrawal
- Timothy Yandell

### Speakers

- Richard Ramos, Executive Director, Council on Efficient Government
- Barbara Carter, Office of Efficient Government
- Henry Garrigo, Office of Efficient Government

### Actions

- Incorporate common lessons learned into the final projects (People First, Project Aspire, and MyFloridaMarketPlace) report
- Create offshoring boilerplate language to add to state policies and procedures and include requirements that are important to us as a state, possibly by the rulemaking process
- Review and include lessons learned from the Convergys procurement process related to offshoring
- Research demonstrated security protocols related to offshoring, assure standards are being used and incorporate into business case reviews
- Research data rights and ownership related to offshoring
- Add a cost-benefit tool to website allowing for real time analysis of data
- Develop measures of efficiency/benchmarking tools
- Schedule meeting with the Governor's Office of Policy and Budget to discuss the Legislative Budget Request and Schedule XII in relation to the business case process
- Produce white paper on the Truth in Negotiation Act
- Create database of possible outsourcing projects

## **Votes**

- The Council unanimously approved the following:
  - June 7, 2007 meeting minutes
  - Continue with current council meeting schedule
  - 2007 Annual Report
  - Business case process documents

Chair South adjourned the meeting at 10:57 a.m. The next scheduled Council meeting is October 4, 2007.

## **Workshop Notes**

- Amend Flowchart # 3 by incorporating a funding, legislative, and final step: identify whether the project has been pre/post funded, when the contract will move to the legislature for review; and when the project will come back to the Council for a final approval
- Amend the scoring process in the business case review so that it is more intuitive by incorporating weights and identifying the showstoppers; items that a project cannot continue without
- Quantify the boundary when a deviation occurs from the original contract amount, and when the business case will be brought back into review by the Council
- Rework the 'Identifying an Outsource' flowchart by making the definition of outsourcing more specific