

**Council Meeting Minutes**  
**August 14, 2008**  
**10:00 a.m.**  
**Cabinet Meeting Room, LL03**  
**The Capitol**  
**Tallahassee, FL**

**CALL TO ORDER**

The Council meeting was called to order at 10:02 a.m. by Chairman Linda H. South.

**ROLL CALL**

The roll call was taken by Council executive assistant, Suzanne Keele, with the following members present:

Chairman Linda H. South

Deputy Chief Financial Officer (CFO) Donna O'Neal for Council member  
CFO Alex Sink

Executive Director and Council member Lisa Echeverri

Council member Steve Evans

Council member Tim Yandell (via conference phone)

Council member Akhil Agrawal (via conference phone)

**Other Attendees**

Other attendees included COUNCIL staff members:

Henry Garrigo, Executive Director

Noah McKinnon, Senior Management Analyst

Evelyn Gonzalez, Senior Management Analyst

Suzanne Keele, Executive Assistant

A quorum for the meeting was called by Ms. Keele and Chairman South proceeded to the agenda.

**APPROVAL OF JANUARY 17, 2008 MINUTES**

**Motion:** Chairman South requested approval of the minutes.

**Second:** Mr. Evans moved to accept; Ms. Echeverri seconded the motion and the motion passed unanimously.

**Public Comments**

Chairman South asked if anyone from the audience wished to address the Council for public comment. Having none, the Council moved forward on the agenda.

**ADMINISTRATIVE**

### **Introduction of Staff**

Mr. Garrigo introduced new staff members Evelyn Gonzalez, Senior Management Analyst; Suzanne Keele, Executive Assistant; and, in absentia; Carolyn Mooney. Ms. Mooney recently joined the Council as an intern from the FSU Askew School of Public Administration; however, she was traveling and unable to attend the meeting.

### **Recognition of FSU Askew School of Public Administration**

Mr. Garrigo introduced Dr. Fran Berry and Dr. Neil Crispo from the FSU Askew School of Public Administration. Dr. Berry and Dr. Crispo have been instrumental in coordinating efforts between the university and the Council, as well as Florida TaxWatch and other organizations, in providing a student base for interns. Council staff will be working on a program pilot formalizing an internship program at DMS that the Council plans to introduce in the near future.

Chairman South expressed her gratitude to Dr. Berry and Dr. Crispo for their invaluable participation with the internship program and the Council.

### **Council Meeting Schedule**

Chairman South informed attendees of the two tentative Council meeting dates remaining for 2008: September 25<sup>th</sup> and November 17<sup>th</sup>. Staff will contact Council members to both confirm availability and determine if there is a need for the meetings. Mr. Garrigo asked Council members to make note of the tentative dates and also consider teleconferencing as an alternative to meetings.

### **Business Case Training Update**

Mr. Garrigo briefed the Council on the business case training initiatives the staff has undertaken to educate agencies on the Council and its mission. Council staff has created specific content that is targeted at both executive and staff level audiences to demonstrate how we may help their agencies achieve positive business results and meet agency objectives.

The Council has also worked with DMS state purchasing regarding the Project Management Professional (PMP) and the Florida Certified Contract Negotiators (FCCN) programs. Chairman South commented that having certified project managers working on projects does make a difference in the approach and end result of projects. Ms. O'Neal and Ms. Echeverri echoed her comments and Ms. O'Neal further stated that her agency has a project management office that has achieved good results.

### **Council Web site Informational Sheet**

Mr. Garrigo introduced two graphs depicting Council Web site traffic. One graph showed usage since the last Council meeting and the second graph provided a view of one full year of operations. These graphs included a drill-down showing the specific "hit" areas. The most popular hits continue to be the list of the Council members and the second most popular hit area is the Council tools where the publications and resources are located. The reports link also generated a high number of hits and Mr. Garrigo believes this number will increase once the 2008 Annual Report is available for viewing.

### **OLD BUSINESS**

## **January 17, 2008 Meeting Action Items**

The staff action items noted from the January 17, 2008 meeting are either completed or ongoing. Tools posted to the Web have been incorporated into development practices; the special report was incorporated and published into the final report; and there are also ongoing items relating to OPB that need to be tracked to completion.

## **NEW BUSINESS**

### **Budget**

During the FY 2007/2008 legislative special session, the Council's FY 2007/2008 budget was reduced by five open FTE positions and one vacant FTE position, leaving the Council with its current four staff positions.

In addition, the Council's PMP and FCCN training programs were reduced from \$500,000 to \$250,000. Given the very limited Council staffing, it was essential to outsource these two programs to the DMS State Purchasing office, as they were already processing and managing these two programs and their associated contracts. Subsequently, these two programs have been transferred to State Purchasing and will not be reported in the budget moving forward.

Mr. Garrigo noted that the Council's budget was transferred last year from general revenue through the special session to a trust fund that feeds from the one-percent fees that are accumulated through MyFloridaMarketPlace. This action places THE COUNCIL in Purchasing's oversight trust fund budget.

### **Annual Report**

Statute requires that the Council submit an annual report to the Governor and the legislature. Two required components of the report are the status of outsourcing in state agencies and the discussion of innovative trends in the delivery of state services. Staff worked diligently to deliver a robust 2008 Annual Report and Council members were provided a final draft of the report prior to the August 14 meeting. This year, the report was written to align with the Council's goals: Advocate, Educate, and Evaluate.

There was discussion regarding the Annual Report's emphasis on the need for due diligence and accountability in the pre-procurement process within state agencies. Mr. Garrigo stated that a large part of the Council's training is geared toward engaging agencies to help them realize this critical need.

Council member Echeverri stated agencies need to look at the duplicative business processes that happen between agencies and the need to combine resources for economic feasibility and productivity. While Ms. Echeverri realizes the Council is limited in resources and staffing, she is an advocate of this type of forward thinking. Council member Evans echoed Ms. Echeverri's point and asked Mr. Garrigo if staff had the capability of looking at this in more detail. Mr. Garrigo indicated that staff is already looking at ways to create a broader marketplace of vendors for this reason.

**Motion:** Chairman South requested approval of the 2008 Annual Report.

**Second:** Mr. Evans moved to accept; Ms. Echeverri seconded the motion, and the motion passed unanimously.

**Business Case Review**

The Council had a slight decline in the number of business cases reviewed this year (21), compared to last year (29). The value of the business cases, however, increased to \$94 million this year compared to \$62 million last year.

The Council is also seeing more variety in business cases. This year the Council had a potential impact of \$26 million in proposed savings to the state. With only six weeks into the new fiscal year, the Council has already received seven business cases valued at approximately \$75 million. The Council has also received business cases from agencies we have not previously engaged with. Also, through the efforts of active outreach with agencies, the Council has received an in-sourcing project.

The Council has one business case that is potentially over the \$10 million threshold. Mr. Garrigo indicated the due date for the Advisory Report should be carefully monitored as the Council may need to meet prior to September 25 to act on that business case. Should this occur, staff will contact Council members to set up a conference call. Looking forward, Mr. Garrigo felt the Council was way ahead of the curve in critical areas such as new engagements, new agency participation, dollar value impact, and potential savings.

**ANNOUNCEMENTS**

Chairman South asked if there were any announcements. Having none, the Chairman thanked everyone for their participation.

**ADJOURNMENT**

Having no other business, the meeting was adjourned at 10:50 a.m.