I. Call to Order

II. Roll Call

III. Member Introductions

IV. Adoption of 2019-2020 Florida Government Efficiency Task Force Procedures

V. Election of Task Force Chair & Vice Chair

VI. Presentation: Scope, Purpose, and Responsibility of the Task Force

VII. Presentation: Government in the Sunshine Training

VIII. Review Proposed Schedule

IX. Other Business & Public Testimony

X. Adjournment
Government Efficiency Task Force
Overview
During the 2006 election, voters approved Amendment 1: The Florida State Planning and Budget Process Amendment

The amendment modified Article III, Section 19 of the Florida Constitution to include:

(i) GOVERNMENT EFFICIENCY TASK FORCE.

No later than January of 2007, and each fourth year thereafter, the president of the senate, the speaker of the house of representatives, and the governor shall appoint a government efficiency task force, the membership of which shall be established by general law. The task force shall be composed of members of the legislature and representatives from the private and public sectors who shall develop recommendations for improving governmental operations and reducing costs. Staff to assist the task force in performing its duties shall be assigned by general law, and the task force may obtain assistance from the private sector. The task force shall complete its work within one year and shall submit its recommendations to the joint legislative budget commission, the governor, and the chief justice of the supreme court.
Amendment Implemented through s. 11.9005, F.S. which states:

(1) There is created the Government Efficiency Task Force. The task force shall convene no later than January 2007, and each 4th year thereafter. The task force shall be composed of 15 members. Five members shall be appointed by the President of the Senate, five members shall be appointed by the Speaker of the House of Representatives, and five members shall be appointed by the Governor. The task force shall be composed of members of the Legislature and representatives from the private and public sectors, as designated by the President of the Senate, the Speaker of the House of Representatives, and the Governor. Each member shall serve at the pleasure of the officer who appointed the member. A vacancy on the task force shall be filled in the same manner as the original appointment. The terms of the members shall be for 1 year.

(2) The task force shall elect a chair from among its members.

(3) The task force shall meet as necessary, but at least quarterly, at the call of the chair and at the time and place designated by him or her. The task force may conduct its meetings through teleconferences or other similar means.
(4) Members of the task force are entitled to receive reimbursement for per diem and travel expenses pursuant to s. 112.061.

(5) The task force shall develop recommendations for improving governmental operations and reducing costs. Staff to assist the task force in performing its duties shall be assigned by the President of the Senate, the Speaker of the House of Representatives, and the Governor. The task force shall consider reports issued by the Auditor General, the Office of Program Policy Analysis and Government Accountability, and agency inspectors general in developing its recommendations.

(6) The task force shall complete its work within 1 year and submit its recommendations to the chairperson and vice chairperson of the Legislative Budget Commission, the Governor, and the Chief Justice of the Supreme Court. The task force may submit all or part of its recommendations at any time during the year, but a final report summarizing its recommendations must be submitted at the completion of its work.
2011-2012 Government Efficiency Task Force Committees

Health and Human Services

Education

General Government
<table>
<thead>
<tr>
<th>Recommendation Topic</th>
<th>Summary</th>
<th>Legislation</th>
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<tr>
<td>Business Regulation and Licensing</td>
<td>Implement provisional business permits for select industries, business permit dashboard, and one-stop business portal to streamline and reduce redundancies in business regulation and licensing. $3.44 million in savings per each week reduced in unemployment benefits.</td>
<td>Regular 2012 Legislative Session: HB 5501 (SB 1976) – Senate and House passed as amended by Conference Committee Report</td>
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<td>Expressway and Bridge Authority Consolidation</td>
<td>Consolidate Mid-Bay Bridge Authority into Florida Turnpike Enterprise. Consolidate administrative functions and toll collections of select regional authorities. $24.3 million in annual savings.</td>
<td>Regular 2012 Legislative Session: SB 1866 – Died on Second Reading Calendar</td>
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<td>Consultants’ Competitive Negotiation Act</td>
<td>Implement Best Value and Modified Best Value options for design procurement.</td>
<td>Regular 2012 Legislative Session: HB 155 – Died in Government Operations SB 246 – Unfavorable by Regulated Industries</td>
</tr>
<tr>
<td>Enterprise Information Technology</td>
<td>Redefine and strengthen governance of state enterprise information technology.</td>
<td>Regular 2012 Legislative Session: HB 5509 (SB 1984) - Senate and House passed as amended by Conference Committee Report HB 5011 - Senate and House passed as amended by Conference Committee Report SB 1498 - Died in Banking and Insurance HB 1215 - Died in Government Operations</td>
</tr>
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15/16 Government Efficiency Task Force

2015-2016 Government Efficiency Task Force Committees

- Government Efficiency
- Health and Human Services
- Criminal and Civil Justice
- General Government
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<tr>
<th>Recommendation Topic</th>
<th>Summary</th>
<th>Legislation</th>
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<tr>
<td><strong>Expand Alternative Forensic Mental Health Programs</strong></td>
<td>The Task Force recommends legislation be enacted and funding appropriated to expand the number of community-based alternative forensic sites that provide an added emphasis on reintegration as well as competency restoration.</td>
<td>Regular 2016 Legislative Session: CS/SB 12 – Approved by Governor; Chapter No. 2016-241.</td>
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<td><strong>Replace the Florida Accounting Information Resource (FLAIR) and the Cash Management System (CMS)</strong></td>
<td>The Task Force recommends the Legislature continue funding to replace the Florida Accounting Information Resource (FLAIR) and Cash Management System (CMS), consistent with the March 2014 business case study submitted by the Department of Financial Services (DFS) to the Legislature. To provide the Legislature with the information necessary to appropriate sufficient funding each year and to avoid delays or disruptions, a multi-year financial model to cover the entire project life cycle should be developed and maintained.</td>
<td>Regular 2016 Legislative Session: HB 5001 – Approved by Governor; Chapter No. 2016-66.</td>
</tr>
<tr>
<td><strong>Funding and Governance of the Agency for State Technology (AST)</strong></td>
<td>The Task Force recommends the Legislature require the AST to develop and maintain a multi year financial model to cover the next 5-10 year life cycle to ensure sufficient funding and spending authority are appropriated to implement the AST’s core mission. The use of public-private partnerships as a means for delivering cost-effective implementation of the financial model should be explored. The Task Force also recommends a joint committee of the House and Senate be appointed to provide the proper governance, oversight and direction of the AST.</td>
<td>Regular 2016 Legislative Session: HB 5001 – Approved by Governor; Chapter No. 2016-66.</td>
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<td><strong>Improved Access and Use of Telehealth Services</strong></td>
<td>The Task Force recommends the Legislature further remove disincentives and barriers to the use of telehealth services, and while detailed policies are being determined, Florida should provide a foundation for the statewide expansion of telehealth. This will increase access to healthcare and avoid future costs.</td>
<td>Regular 2016 Legislative Session: HB 7087 – Approved by Governor; Chapter No. 2016-240.</td>
</tr>
</tbody>
</table>
Proposed Government Efficiency Task Force Committees
Why Technology?

• During the 2019 Session, HB 5301 was passed and signed into law

• The Bill merged the Agency for State Technology into the DMS Division of Telecommunications to create the Division of State Technology

• Established the State Chief Information Officer reporting to the DMS Secretary

• Established a “Cloud-First” policy for state agencies

• Created the Florida Cybersecurity Task Force led by Lt. Governor Nuñez to study cybersecurity procedures, rules, and vulnerabilities and make recommendations

• Encourages the conversation of data-interoperability between agencies
Specific Focus: Technology & Operations

• How can the state better leverage technology to increase efficiency?

• Can Floridians and visitors be better served through new technologies?

• How can we best leverage data analytics and interoperability to increase service across policy silos?

• How can we increase efficiency in customer service operations?
Florida Government Efficiency Task Force  
2019-2020 Rules

The following rules shall govern procedures of the 2019-2020 Government Efficiency Task Force (“Task Force”):

(1)(a) The Task Force shall meet at the call of the chair. The Task Force shall meet only within the dates, times, and locations authorized by the chair.

(b) In the absence of the chair, the vice chair shall assume the duty to convene and preside over meetings and such other duties as provided by law or rule.

(c) During a meeting properly convened, the presiding chair may temporarily assign the duty to preside at that meeting to another Task Force member until the assignment is relinquished or revoked.

(2)(a) Meetings shall be open and noticed and conducted in a manner that complies with section 286.011, Florida Statutes.

(b) Before the Task Force may hold a meeting, a notice of such meeting shall be provided to the Executive Office of the Governor, the Secretary of the Senate, and the Clerk of the House of Representatives no later than 4:30 p.m. of the seventh day before the meeting. The chair may cancel noticed meetings.

(c) An agenda for a properly noticed meeting shall be created by the chair. Any changes or additions to the agenda shall be decided by a two-thirds vote of the members of the Task Force present and voting.

(3) A quorum of the Task Force is necessary to take any action or transact any business. A quorum for the Task Force shall be a majority of the membership.

(4) The chair shall decide all questions of order, subject to appeal by any member to the Governor, President of the Senate, and Speaker of the House of Representatives. The appeal must be resolved by agreement of the Governor, President of the Senate, and Speaker of the House of Representatives. The latest edition of Mason’s Manual of Legislative Procedure may be consulted, but shall not be binding, when a question of procedure is not addressed by the State Constitution, the Florida Statutes, these Rules, or prior rulings.

(5) The chair may appoint work groups to study issues and present findings and recommendations to the Task Force.
FLORIDA SUNSHINE & PUBLIC RECORDS LAW
Meetings of public boards or commissions must be open to the public; reasonable notice of such meetings must be given; and minutes of the meetings must be taken, promptly recorded, and open to public inspection.
• Board members may not use the telephone, Facebook, email, or text messages to conduct a private discussion about board business.

• While a board member is not prohibited from discussing board business with staff or a non-board member, these individuals cannot be used as a liaison to communicate information between board members. For example, a board member cannot ask staff to poll the other board members to determine their views on a board issue.

• The Sunshine Law provides that no resolution, rule, regulation, or formal action shall be considered binding except as taken or made at an open meeting.

• If you receive a communication regarding the task force, specifically soliciting an idea or process, reach out to the board’s staff for guidance.

• Penalties can be levied for violations, including misdemeanors and fines.
SCOPE OF THE SUNSHINE LAW

• It provides a right of access to governmental proceedings at both the state and local levels.

• The law is equally applicable to elected and appointed boards.

• It has been applied to any gathering of two or more members of the same board to discuss some matter which will foreseeably come before that board.

• Advisory boards created are subject to the Sunshine Law, even though their recommendations are not binding upon the agencies that create them.
WHAT IS A PUBLIC RECORD?

• “All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission.”

• “…made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency…”

• That is “intended to perpetuate, communicate, or formalize knowledge of some type.”

  • Communicate Knowledge – share/exchange/pass-on/impart/convey/transmit
  • Formalize Knowledge – to give a certain or definite form; to shape
  • Perpetuate Knowledge – to cause the knowledge to last indefinitely
Documents that are NOT intended to perpetuate, communicate, or formalize knowledge of some type

- Includes documents that are not intended as final evidence of the knowledge to be recorded.
- Personal notes such as handwritten notes that are “merely preliminary materials” intended to aid in the creation of a document that is later formalizing knowledge.
- Personal notes to yourself which are designed for your own personal use in remembering certain things.
- These only include those documents that serve no governmental function.
Be careful of your notes and drafts.

Documents and Records are considered public if they are used to “perpetuate, communicate, or formalize knowledge.”

“When-in-doubt”, check with the Task Force attorney before making a decision to disclose your documents and records.
• All public records must be open for inspection and copying by any person except if they have been limited in some way by the legislature.

• The legislature has enacted statutes that have general exemptions and confidentiality provisions that prevent certain types of records from being inspected or copied.
  • These appear in Chapter 119, F.S., and other statutes.
  • These can also be program or division specific.
• Expect everything to be a public record.

• Before you send anything, consider it could end up on the front page of the New York Times.

• Best Practice: Don’t mix work and pleasure when emailing and texting.

• Just because it is an exchange between you and your attorney, there is no guarantee the attorney-client privilege protects it.

• If you get a question or request for a public record, see the board’s public record liaison.
When in doubt or if you have questions:

- Look it up in Chapter 119, Florida Statutes (or other governing statutes and rules)
- Look it up in the Government-In-Sunshine Manual (the current year’s edition)
- Speak to your board attorney or ethics attorney:
  
  Chasity O’Steen  
  Chasity.Osteen@DMS.myflorida.com

  Sean Gellis  
  Sean.Gellis@DMS.myflorida.com