Date	06/16/2021	Time	2:00 – 3:30 p.m.
Location	Virtual Meeting		
Objective	June 16, 2021 Executive Steering Committee Meeting Minutes		
Attendees	**Executive Steering Committee:** Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Laurie Grasel (EOG); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); ~~Tony Lloyd (DCF)~~; Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT) **Speakers:** Sean Buchanan (DFS); Matt Cole (Accenture); Scott Fennell (DFS); Melissa Turner (DFS) *Members who were unable to attend are denoted by strikethrough text.*		
Attachments/ Related Documents	• Executive Steering Committee Meeting Presentation		

Roll Call and Opening Remarks: Facilitated by Scott Fennell (DFS)
Mr. Scott Fennell called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Thirteen of the 14 members were present, establishing a quorum. Mr. Fennell reminded the members that Agency Sponsors were invited to the meeting and were welcome to join in the discussion. Additionally, he reached out to each Agency Sponsor to discuss any transition readiness concerns they may have, and he reported they had none. He conveyed CFO Patronis is excited for the Florida PALM launch and thanked the ESC members for their leadership.

Florida PALM Project Update: Facilitated by Sean Buchanan (DFS); Matt Cole (Accenture); Scott Fennell (DFS); Melissa Turner (DFS
Mr. Sean Buchanan shared all CMS Wave Ready to Deploy Go/No-Go deliverable components were complete and have been accepted. He has no concerns in beginning Pre-Cutover activities for the July 6 launch.

Mr. Matt Cole, Accenture Deputy Project Manager, shared a final deployment readiness assessment. As of June 16, most items are complete or on track. System Investigation Request (SIR) Resolutions remains outstanding and is categorized as requires attention. This category is based on continued resolution of open SIRs. A document listing the status of open SIRs was shared with ESC members prior to the meeting, including Known Issues. Known Issues are non-critical business functions that will be unresolved at the time of launch. Mr. Cole addressed each Known Issue and gave an opportunity to discuss and address questions. One Known Issue has been resolved and closed since sharing the list on June 15. Ms. Rosalyn Ingram asked if the

Project team was concerned with user account security related to SIR 6300. Mr. Cole said the team was not concerned because the workaround for the account would be clearly documented. Continuing the SIR update, Mr. Cole shared resolution progress, noting 13 previously documented SIRs had been closed. Additionally, four SIRs not listed due to data sensitivity were identified as a result of security testing. He offered to meet with members individually if they would like more information on these SIRs. The Project worked with DFS Office of Information Technology (OIT) Chief Information Security Officer to create a path to resolution prior to launch with no expected issues. Mr. Fennell was a part of the meeting and assured the members the Department has no concerns from a cyber security perspective. Mr. Fennell asked Mr. Cole if the two items In-Progress and three items in Retest would cause a delay in launch should they be unresolved prior to launch. Mr. Cole said they would not. Ms. Melissa Turner also noted, if they were unable to be resolved, they would become a Known Issue and published for ESC and agencies. Ms. Tanya McCarty asked for more information on the two new SIRs. Mr. Cole said they were related to configuration based on 1) routine Chart of Account maintenance and 2) the Treasury accounting reversal process.

Ms. Turner gave an update on the status of agency training. All agencies had at least one team member access the web-based training; twenty-seven agencies have completed 100% of their identified instructor-led training courses; and 32 of 34 agencies completed at least 70% of available training. Ms. Turner mentioned agencies have an agency cutover checklist they should be working through to help prepare them for their transition. Agencies are also actively adding end users to their Identify Provider, so end users can access Florida PALM once launched. Ms. Turner shared impressive statistics representing collaboration and engagement with agencies, third parties, and enterprise partners through the years leading to the first Florida PALM implementation.

Voting Action: Tanner Collins (DFS); Mark Fairbank (ISG), Scott Fennell (DFS)
Mr. Tanner Collins, DFS, Division of Treasury shared his observations on his team's readiness to launch. The Treasury team completed 712 training courses, completed 96 User Acceptance Testing (UAT) scripts, and participated in several one-on-one demonstrations with the Florida PALM team to become more familiar with daily operational functions. The Treasury team participated in two Full Dress Rehearsals (FDRs) and conducted real-time conversion activities. He complimented the Project team on their skill, knowledge, and quick service to triage and correct errors during FDRs. The Treasury team feels extremely prepared and confident as they head into launch.

Mr. Mark Fairbank said the Project is consistent in producing valuable work products and displays a high degree of collaboration and cooperation with partners. They are diligent and have a commitment to quality. Project turnover has been relatively low which speaks to how well the Project team is managed. There is a high degree of comradery and moral. Mr. Fairbank said none of the Known Issues cause concern to the IV&V team. He is impressed by the ownership of the Treasury team. He concluded that there was no reason for concern on Go/No-Go Decision.

Following Mr. Collins and Mr. Fairbanks comments, Mr. Fennell asked the members if they had further comments or questions they would like to discuss. Mr. Jimmy Cox asked Ms. Maria Johnson for her readiness perspective on the CMS Wave launch. Ms. Johnson said the Department of Revenue team responsible for depositing on behalf of agencies is trending very well and feel positive about the transition. Mr. Carlton Bassett commented on the great work of

the DFS OIT FLAIR team and the Project team. He is confident the right people are in place and are ready to support the launch of Florida PALM and address any unexpected issues that may be encountered.

Proceeding with the vote, Mr. Fennell asked if there was a request for public comment. There being none, Mr. Fennell proceeded with the vote to approve the CMS Wave – Ready to Deploy Go/No-Go Decision. The ESC members unanimously voted to approve the CMS Wave – Ready to Deploy Go/No-Go Decision.

Upcoming: Melissa Turner (DFS)
Ms. Turner shared the upcoming deployment activities. Communications will be sent to ESC members at the beginning and end of each key activity, keeping aware of the deployment status.

Next Meeting: Ms. Melissa Turner (DFS)
The next meeting is scheduled for June 23. The meeting will be held virtually. The meeting adjourned at 3:02 p.m.