

Date	11/08/2021	Time	2:00 – 4:00 p.m.
Location	Department of Children and Families		
Objective	November 8, 2021 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Scott Fennell, Chair (DFS); Nancy Anderson (DFS); Jimmy Cox (DMS); Cody Farrill (AHCA); James Grant (FDS); Laurie Grasel (EOG); Renee Hermeling (DFS); Don Hurst (DFS); Rosalyn (Rez) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Jennifer Pelham (DFS)</p> <p>Speakers: Sean Buchanan (DFS); Chair Scott Fennell (DFS); Melissa Turner (DFS)</p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> Amendment 6, Attachments 1 (Statement of Work), 6 (Definitions), 10 (Service Level Agreement), 13 (Software Source Code) 		

Meeting audio is available on <https://myfloridacfo.com/floridapalm/oversight>.

Roll Call: 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 17 members were present.

Presentation: Facilitated by Sean Buchanan (DFS); Scott Fennell (DFS); Melissa Turner (DFS)

The meeting began publicly by addressing questions related to the public portions of attachments 6, 10, and 13. Attachment 1 table of contents was introduced. A portion of the meeting was shaded to discuss the confidential information in attachments 6, 10, and 13. The meeting resumed publicly before adjourning. The action items resulting from the meeting include:

- Send track changes for attachments 6 and 10
- Update attachment 10 (SLA) attachment to include acronym names
- Determine if the contract should incorporate expectations related to F.S. 282.318
- Send attachment 1 (SOW) in preparation for ESC discussion with a summary of changes
- Send attachments 2 (Payment Schedule), 8 (Deliverable Acceptance Criteria) and 14 (Optional Services) for future ESC discussions
- Determine date for next distribution of the Project Management Plan

Next Meeting: Facilitated by Melissa Turner (DFS)

The next meeting will be held virtually and is scheduled for November 10. The meeting adjourned at 2:56 p.m.