

<b>Date</b>	11/15/2021	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	GoToMeeting		
<b>Objective</b>	November 15, 2021 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  Scott Fennell, Chair (DFS); Nancy Anderson (DFS); Jimmy Cox (DMS); <del>Gody Farrill (AHCA)</del>; James Grant (FDS); Laurie Grasel (EOG); Renee Hermeling (DFS); Don Hurst (DFS); Rosalyn (Roz) Ingram (DMS); <del>Maria Johnson (DOR)</del>; Mike Jones (EOG); <del>Tony Lloyd (DCF)</del>; Angie Martin (DFS); <del>Darinda McLaughlin (DEP)</del>; Mark Merry (DFS); Robin Naitove (FDOT); Jennifer Pelham (DFS)</p> <p><b>Speakers:</b>                  Sean Buchanan (DFS); Chair Scott Fennell (DFS); Melissa Turner (DFS)</p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Presentation</a></li> <li>• Amendment 6, Attachments 1 (Statement of Work), 6 (Definitions), 10 (Service Level Agreement), 13 (Software Source Code)</li> </ul>		

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)**

Mr. Sean Buchanan reviewed key changes to Amendment 6 document and attachments 1 (Statement of Work), 2 (Payment Schedule), 8 (Deliverable Acceptance Criteria), and 14 (Optional Services). The action items resulting from the meeting include:

- Evaluate the timing of post-implementation support and completion of key activities listed in attachment 1
- Determine if there are any changes needed in attachment 1 to reflect Florida PALM as the payroll book of records for employment records and retention
- Review acronyms and formatting suggestions in attachment 1

**Next Meeting: Facilitated by Melissa Turner (DFS)**

The next meeting will be held virtually and is scheduled for November 16. The meeting adjourned at 2:45 p.m.