

Date	07/26/2023	Time	2:00 – 4:00 p.m.
Location	Department of Children and Families 2415 North Monroe Street Room C100 Tallahassee, Florida 32303		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Angie Martin (DFS); Mark Merry (DFS); Tomy Mollas (DMS); Jennifer Pelham (DFS); Leo Schoonover (FL[DS]); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) Speakers: Jimmy Cox (DFS), Steven Fielder (DFS), Nikki Klein (DFS), Tony Lloyd (DCF), Deana Metcalf (DFS), Jennifer Pelham (DFS), Angie Robertson (DFS), Nicolle Suvada (PCG), Stacey Terry (Accenture), Tommy Werner (DFS)		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation • PCR 100: IAM Remove User Roles • PCR 101: AM Business Requirements Implementation Period and Attachment 5.2 Changes 		

The meeting can be viewed on: <https://myfloridacfo.com/floridapalm/oversight>.

Opening Remarks and Roll Call: Facilitated by Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Thirteen of members were present. Mr. Fielder welcomed Mr. Jason Adank as a new member representing Florida Department of Transportation, and Mr. Leo Schoonover as a new member, representing Florida Digital Services. Mr. Fielder recognized Ms. Robin Naitove for the years of service as an ESC member and thanked her for the support and dedication to the state’s transition.

Mr. Fielder also brought up a couple of recent instances when ESC members could not attend and asked about sending a delegate. The Project Charter does not currently allow for delegates for either meeting attendance or voting. Mr. Fielder said the Project would review and consider changes to the ESC Charter.

Presentation: Facilitated by Jimmy Cox, Steven Fielder, Nikki Klein, Deana Metcalf, Jennifer Pelham, Angie Robertson, Nicolle Suvada, Stacey Terry, Tommy Werner

Mr. Tommy Werner shared the spend plan update for fiscal year (FY) 22-23. He then went over the projections for FY 23-24 and first quarter request and gave a preview of the FY 24-25 legislative budget request (LBR). Mr. Werner reviewed the risks and issues; there are no open issues and two high-scoring risks that remain open. Mr. Werner addressed ESC member feedback on risks from the previous meeting. He shared the risk that was modified due to ESC

feedback and the risks that remained unchanged. Ms. Naitove asked the Project to reconsider amending the Project risk to include agency budget. He also reminded the group that all risks are published on the Florida PALM website.

Ms. Jennifer Pelham shared the state's new investment accounting solution, Clearwater, is live. She said the Treasury team is working in the system daily, confirming and validating data, and making adjustments as needed. Clearwater and the Project team are working on the connection to Florida PALM.

The Independent Verification and Validation (IV&V) team gave a report out of activities. Ms. Nicolle Suvada also shared the IV&V team is working under a new contract as of July 1. They are expanding their team to align with expansion of the Project and Proviso. Future monthly reports will be updated to represent their expanded focus, including additional agency outreach and engagement.

Ms. Nikki Klein gave an update on agency readiness activities. The Project hosted two agency forums for specific CCN roles. It was an environment for an open dialogue between agencies about concerns, strategies, and opportunities. Ms. Klein gave a brief status update on the current state analysis tasks agencies are completing this calendar year. She also shared the upcoming release of the Readiness Workplan is planned for September.

Ms. Stacey Terry reported on the six pillars of Segment I Solution Design activities. Segment I activities close on August 4. Meetings will be hosted with the Advisory Council and agencies following the close with Segment I design to share design information.

Mr. Jimmy Cox shared two Project Change Requests (PCR). PCR 100 is a production enhancement that includes synchronizing inactive system end user between the Identity Access Management (IAM) tool and the Florida PALM system. This PCR did not require a vote by the ESC and has been approved by Mr. Cox, Project Director. PCR 101 addresses changes identified during the design of segment I and proposes updates to requirements contained in attachment 5.1 Business Requirements and extensions contained in 5.2 Customizations of the SSI Contract. This PCR provides an additional credit to the state that can be used for future enhancements. A voting action was held and the ESC unanimously approved PCR 101. Following the vote Mr. Cox discussed the credit tracker showing the credit change with PCR applied.

Mr. Tony Lloyd, Department of Children and Families Agency Sponsor and Advisory Council Chair, gave a report on the Advisory Council's review of the draft Bimonthly Agency Readiness Status Report. He said the Council supports the content, format, cadence. Their review was focused on giving the ESC a valuable report reflecting true readiness of an agency. They believe the risks, issues, and assumption by people, processes, data, and technology is a good approach to capture this information, but also calling attention to the importance of transparency needed on the report and the engagement needed by Agency Sponsors. Ms. Angie Robertson then discussed the feedback provided by the AC and ESC members prior to the meeting and the recommended changes to the template. Next steps include updating and finalizing the report to include all feedback, resharing it with ESC members in August, and publishing for agency use with the first report in September.

For upcoming activities, Mr. Cox announced the Project team is working on scheduling a meeting for agency IT professionals in the fall to discuss agency questions as it pertains to Florida PALM and agency-specific technologies.

Ms. Deana Metcalf reviewed the upcoming Business Process Models (BPM) Review sessions. The Financials Wave Segment I BPM sessions [for select processes] are scheduled in August to review updates to BPMs. The target review audience is the Advisory Council; however, the sessions are open to other agency attendance. The Payroll BPM sessions are scheduled for August and September to review initial BPM. These target review audience includes all agencies for input and collaboration. Segment I Solution Design meetings will be scheduled this fall to discuss segment I design elements with agencies.

Action Items:

- The Project will consider updating the ESC Charter to add the ability for an ESC member to send a delegate in their absence.
- The Project will readdress the request to include agency budget, as it pertains to Florida PALM, into the Project risks.
- Send updated Bimonthly Agency Readiness Status Report to ESC members reflecting all feedback.

Next Meeting: Facilitated by Steven Fielder

The next meeting is scheduled for August 23 at the Department of Transportation. The meeting adjourned at 4:00 p.m.