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| Date | March 27, 2024 | Time | 2:00 – 4:00 p.m. |
| Location | Department of Children and Families 2450 North Monroe, Room C100 Tallahassee, Florida 32303 | | |
| Objective | Executive Steering Committee Meeting Minutes | | |
| Attendees | Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Sally Huggins (DBPR); Hunter Jones (FWC); Mike Jones (EOG) ; Matt Kirkland (DOE); Tony Lloyd (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Leo Schoonover (FL[DS]); Shannon Segers (DOR); Christina Smith (EOG); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) Speakers: Matt Cole (Accenture); Jimmy Cox (DFS); Steven Fielder (DFS); Kimberly Kemp (DFS); Nikki Klein (DFS); Nicolle Suvada (PCG); Tommy Werner (DFS) | | |
| Attachments/ Related Documents | <ul style="list-style-type: none"> • Presentation • PCR 114 - Segment IV Customizations and Requirement Updates • PCR 115 - Segment IV Payroll Redistribution Customizations | | |

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. Sixteen members were present for the meeting.

Presentation: Facilitated by Matt Cole, Jimmy Cox, Steven Fielder, Kimberly Kemp, Nikki Klein, Nicolle Suvada, Tommy Werner

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for fiscal year (FY) 23-24. Following the budget update, and as requested by a Committee member, Mr. Fielder gave an update on the appropriations for FY 24-25 for both the Project and agencies, noting most agencies were awarded funds for Florida PALM transition activities as well as access to request Administered Funds. Mr. Werner shared that no new Project Risks or Issues have been opened or closed since the prior ESC meeting; however, the Project is proposing to open three new Risks. The Risks encompass impact to the schedule resulting from Design Segment IV, impact to Stage Gates 2 and 3 due to Build Segments III and IV, and the impact of UAT and system testing overlap. Mr. Jimmy Cox discussed each of the three proposed Risks with the Committee, answering questions and concerns. The Committee agreed with the opening of these risks. The Project will update the risk matrix to include the three Risks and will republish it on the Florida PALM website. Mr. Werner then highlighted the Project Schedule’s critical path items that are “in progress” or “completed” for three of the seven Stage Gates.

The Independent Verification and Validation (IV&V) team gave a report of activities. Ms. Nicolle Suvada noted delayed Project Schedule tasks and the Schedule Performance Index (SPI),

sharing this is captured in the proposed Project Risks shared earlier. Ms. Suvada shared there were no new updates for Open Finding 12; however, the IV&V team continues to monitor for inconsistencies. Risk 13 has been closed. Ms. Suvada shared the Readiness team is doing a good job at conducting Organizational Change Management activities to support agencies with tasks. Lastly, Ms. Suvada shared that they reviewed Project Change Requests (PCR) 114 and 115 and shared their analysis, agreeing the PCR customizations were needed. A report was sent to the ESC directly before the ESC meeting providing the IV&V team's assessment of these PCRs.

Ms. Nikki Klein shared an agency readiness update. She displayed a visual snapshot of current and upcoming Readiness Workplan (RW) tasks, and themes were briefly discussed. She specially discussed the task where agencies were asked to identify future end users, and shared reported end user metrics across all agencies as well as how this information will be useful to agencies in future tasks. Ms. Klein gave a brief summary of the CCN Town Hall held on February 29, which represented 30 agencies and had two agency guest speakers. Ms. Klein then reviewed the trends and observations of the Bimonthly Agency Status Report for the January – February reporting period. The report reflects the dashboard updates discussed and approved in previous Advisory Council and Executive Steering Committee meetings. She shared general trends and discussed observations on reported Risks, Issues, Assumptions, and Agency Specific Activities.

Ms. Kimberly Kemp shared the strategy for training and educating Florida PALM end users. She discussed high level activities the Project team will provide during the various stages to develop, deliver, measure, and support the training and education of end users. She also shared multiple resources that are available now for current and future end users.

Mr. Matt Cole reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities. He reviewed the Segment IV functional design progress, noting the timeframe was extended by four weeks for reviews only. Mr. Cole reviewed the development and progress status of the Segment I App Dev Build. He noted the overall progress is improving and the target completion is in April.

Mr. Cox reviewed and discussed, in detail, PCR 114 – Segment IV Customizations and Requirements Update, which included four new customizations and the cancellation of one. He then reviewed and discussed, in detail, PCR 115 – Segment IV Payroll Distribution Customization, which included one customization. Mr. Cox displayed the expense tracker showing the financial impacts of PCRs 114 and 115. Mr. Fielder asked for any public comments. With none, Mr. Fielder conducted a voting action held to approve PCRs 114 and 115. A unanimous vote was given by the ESC to approve PCRs 114 and 115. Ms. Christina Smith requested receiving voting PCR forms and the IV&V analysis more in advance of the meeting, giving the Committee more time to review prior to their discussion and vote.

Mr. Cox gave a summary of the March Advisory Council (Council) meeting. The Project team discussed the design topic 'Intra/InterUnit' in preparation for Segment IV design in detail with the Council. An additional Council meeting will be held in April to discuss another design topic, Carry/Certified Forward Process. Mr. Cox mentioned the Florida PALM Data Day was held on March 26 and was attended by over 300 individuals representing all agencies. The meeting was focused on helping agencies better understand how to analyze their data, make decisions, and complete data-related tasks.

Mr. Cox reminded the members of the upcoming Sponsor Summit in April.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 4:10 p.m. The next meeting is scheduled for April 24, 2024, at the Department of Children and Families.