Date	12/17/2025	Time	1:30 – 4:30 p.m.
Location	First District Court of Appeal		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (FDOT); Richard Evans (EOG); Rebecca Evers (DOR); Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); Sally Huggins (DBPR); Charlotte Jerrett (FWC); ~~Jesse Johnston (DMS)~~; Matt Kirkland (DOE); Jon Manalo (AHCA); ~~Jesse Marks (DMS)~~; Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Warren Sponholtz (FL[DS]); Scott Stewart (DFS)		
Speakers	Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); Kimberly Kemp (DFS); Nikki Klein (DFS); Angie Robertson (DFS); Stacey Terry (Accenture)		
Materials	Meeting Presentation		

Meeting Recording

An audio recording is located on the Florida PALM website.

Opening Remarks and Roll Call
Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 1:30 p.m. with a roll call of the Executive Steering Committee (Committee) members. Fourteen members were present for the meeting. *(Names of members not in attendance appear with strikethroughs in the above table.)*

Presentation
Administrative; Julian Gotreaux

Mr. Julian Gotreaux gave an update on the Florida PALM Spend Plan for fiscal year (FY) 25-26, with a detailed breakdown of expense categories. He then provided an update on Project Risks and Issues, noting updates to Risks or Issues since the last Committee meeting. Issue 37 remains open. Risks 1 and 2 reduced in risk score from nine to six and were changed from a risk trend of 'increasing' to stable. Risks 5, 6, and 11 are in an 'increasing' in risk trend; however, all remain at a risk score of six. Risk 4 remains at risk score of nine and was changed from a risk trend of 'stable' to 'increasing. The Florida PALM Open Issues Log and Open Risk Log details the above-mentioned Risks and Issues.

The Project Schedule is currently being updated to align with Amendment 13. There are more than 15,000 tasks in the Schedule with 80% having been completed to date. In addition to the remaining approximately 2,900 tasks, 220 tasks are being added to represent the work for the six new deliverables added during Amendment 13.

UAT Support, Julian Gotreaux

Proviso requires the Project to procure UAT support services for agencies and enterprise partners. Canopy One Solutions Inc. was awarded the contract and will begin working with agencies in January 2026. Their role will support agencies by providing a standardized UAT and automation testing plan, identifying common agency Test Scripts, developing a functional/non-functional compliance report, deploying automated regression testing scripts, and giving a final assessment report. All work is scheduled to be completed by the August 2026 data refresh so agencies can

utilize the work products for their remaining testing. The vendor will leverage already developed agency resources (via RW task submissions) and meet with agencies one-on-one. The Council asked if the vendor knew what software would be used for automated regression testing and Mr. Jimmy Cox said Not at this time.

Independent Verification and Validation (IV&V) Update; Sarah Crouch

Ms. Crouch presented the IV&V assessment. The IV&V Risk Rating for the Project has a Medium-risk score. Pre-UAT was performed primarily by Advisory Council agencies and the Project's state Functional Team. The System Investigation Request (SIR) closure rate from September – December 2025 is approximately 63 percent. New SIRs outpace SIR closure, resulting in backlog of 241 unresolved SIRs; however, this is not uncommon with large projects.

Payroll testing in the System Testing and UAT environments is underway. There is a backlog of 78 unresolved SIRs, including 14 High business criticality that should be fixed prior to All Agency UAT.

DW/BI testing began December 1, 2025, by the Project's state Functional Team and is scheduled to be completed by December 19, 2025. Conversions SIRs include 2 High-priority and 21 Medium-priority. Critical and High-priority SIRs must be resolved, and Medium-priority SIRs must have an agreed-upon resolution status by scheduled completion date.

Finding 29 – Completion date for Interface Testing Cycle 2 is at risk of not being met. 74 percent (updated percent presented in meeting) of planned Interface connections have passed. There are 32 High-priority SIRs needing resolution to meet cycle 2 exit criteria.

Finding 31 – Unconfirmed testing dates for the PCard Works interfaces may delay cycle 3 End-to-End testing and All Agency UAT. The delay is due to PCard contractual issues. A separate testing timeline (December 2025 through April 2026) includes the testing efforts for newly added and deferred interface connections, such as PCard testing. The Project also has this documented as a Risk (#11).

Finding 27 – Preliminary concern that remediation of MFMP Interfaces may be delayed was closed in November.

Finding 30 – Preliminary concern for the lack of engagement during Pre-UAT may be an indicator of engagement levels during All Agency UAT was logged in November. This is based on participants not attending sessions and/or office hours, not logging into Florida PALM after in-person sessions, and not responding to surveys. Agencies reported competing work priorities and limited understanding of Florida PALM have hindered their ability to allocate time for testing or perform thorough testing.

IV&V reports 75 percent of agencies that have not completed or updated their progress for open Readiness Workplan tasks 573-B and 574 which are tied to their Agency Certification #2. This could impact readiness dashboards shared with the Committee prior to the Stage Gate 3 vote in January 2026.

Implementation Activities; Stacey Terry

Ms. Stacey Terry gave an update on implementation activities, beginning with a DW/BI update. DW/BI System Testing, Gap Analysis Extensions, and Full/Incremental Loads are complete. The Project's state Functional Team is testing reports and self-service functionality and the UAT environment has been established.

To date, 422 interface connections have been executed which is 92% of the planned connections. Enterprise partner testing continues with 2 connections remaining for FRS, 4 for STMS, 2 for People First, 2 for MFMP (updated numbers during presentation) and 1 for LAS/PBS (updated numbers during presentation). DFS completed testing.

Agency business systems testing continues with 28 of 30 agencies. Seventy-four percent of their connections have passed. Third parties continue testing with their four systems. Overall, there are 46 open SIRs with 6 High, 37 Medium, and 3 Low business criticalities.

Mock Conversion 4 activities trail slightly behind schedule. Details for load rate (95%), load to target, and pending validations for individual conversions was presented.

During Pre-UAT, 284 tickets were logged; 18 High, 252 Medium, and 14 Low business criticalities. The categorization of tickets was shared, with the majority of tickets being code, data issues, configuration, or clarification. Mr. Cox noted the difference between a closed status (cannot reopen or update) SIR versus a resolved status (can update and retest as needed) SIR.

Readiness Activities; Nikki Klein

Ms. Nikki Klein shared Pre-UAT is concluding Friday, December 19, 2025. There were 54 testers that included 16 Advisory Council agencies, DFS Divisions of Treasury and Accounting & Auditing. The Project hosted six in-person sessions and eleven virtual office hours. Participant feedback was shared; some of which includes participants felt they did not have enough time to test given operational priorities, needing to understand the 'why' to support their learning, and needing to rethink their UAT Plan for rolling out All Agency UAT within their agency. Several 'ah-ha' statements where shared. The Project is sharing their feedback and lessons learned with all agencies to further assist their preparation for testing.

Ms. Klein reminded the Committee that role mapping for initial testers is due Friday, December 19, 2025. This task has a hard deadline and agency workbooks will be locked from editing. Other critical UAT tasks are due January 9, 2026, include updated agency UAT Plans and documentation, Identify Provider confirmation and end user load into the agency active directory, and their Agency Readiness Certification #2. Ms. Klein said the agency response to the Agency Readiness Certification #2 will be shared with the Committee prior to their Stage Gate 3 vote in January 2026. The criteria include a readiness status and/or remediation plan across an agency's people, processes, technology, and data with regard to beginning UAT.

Training Activities; Kimberly Kemp

Ms. Kimberly Kemp updated the Committee on the completion and viewing metrics for the UAT Prerequisite on the People First LMS and Pre-Materials demo videos and articles. The Project published eight new process steps and refined 14 existing process steps or articles, based on Pre-UAT feedback. Updates include clarifying language, additional steps, including screen shots, and adding notes to provide further direction.

Stage Gate 3; Angie Robertson

Looking ahead to the next meeting, Ms. Angie Robertson reminded the Committee of the Stage Gate 3 vote planned in January 2026. The criteria for Stage Gate 3 - Ready to Begin UAT is system design and build is complete; the contractor system test is at least 90% complete; and the UAT environment is ready for testing. Mr. Fielder asked the Committee if they would like to see additional information, to which the Committee said none at this time. Rather a few questions were asked; Mr. Cox and the Committee discussed the testing of agency business systems, remediation, and the possibility of their business systems requiring a design change in Florida

PALM. Agency business systems interfaces are successful when they can generate a file that Florida PALM can process, including downstream processes, and then create an outbound file back to the agency. Agencies cannot begin the next cycle of testing (Cycle 3 End-to-End interface testing) until their 'in bound' (i.e., into Florida PALM) interfaces pass Cycle 2. Mr. Cox does not anticipate significant design changes based on agency business system remediation. The Committee also discussed the benefit of agencies beginning UAT even if they don't report 100% with their Agency Readiness Criteria #2 items. Agencies will benefit more from testing the system for a longer period of time than waiting to begin. Several Committee members voiced their support for beginning UAT.

Next Meeting and Adjournment
Steven Fielder, Chair

The meeting was adjourned at 3:00 p.m. The next meeting is scheduled for January 21, 2026, at the Department of Revenue.