

Date	04/22/2026	Time	1:30 – 4:30 p.m.
Location	Department of Revenue		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (FDOT); Richard Evans (EOG); Rebecca Evers (DOR); Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); Dennis Hollingsworth (DEP); 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); Julian Gotreaux (DFS); Steven Fielder (DFS); Shannon Finley (PCG); Nikki Klein (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.

Mr. Gotreaux then provided an update on Project Risks and Issues. One Issue (38) remains open. Five Risks remain open with a score of six or higher with one Risk with a score of nine. There were no changes in status from the prior ESC meeting. The Florida PALM [Open Issues Log](#) and [Open Risk Log](#) details the above-mentioned Risks and Issues.

The Project remains on schedule to be implemented in January of 2027. The Schedule Performance Index increased from .98 to .99. Stage Gate 4 – Agency Readiness is on schedule. Likewise, the tasks in Stage Gate 5 – Deployment Readiness are also on schedule.

Testing Activities; Jimmy Cox, Stacey Terry

Mr. Jimmy Cox shared testing progress with enterprise partners and third-party vendors:

- LAS/PBS: Interface Cycle 2 Testing is still in progress; thirteen files for GLI088 were moved into UAT and initial test files provided to LAS/PBS on April 16.
- All other enterprise systems (People First, MFMP, STMS, FACTS) are in cycle 3 testing and conducting UAT with agencies.
- Bank of America build for the additional interface is complete and now in cycle 2 testing.

- FIS (Deferred Compensation Vendor) and Corebridge (OPS FICA alternative vendor) continue to test and validate results.

Some agencies have not yet completed Interface Testing – Cycle 2. Citrus has not started testing their 12 outbound files; DOE has one outbound file expected to start testing by the end of April; DCF has two inbound files with dependencies from Florida PALM which are expected to begin testing within two weeks; DMA has four inbound files with the same vendor and expects to begin testing by the end of April. As of April 17, 18 agency interface files remain in progress in Interface Testing – Cycle 2. The total number of outstanding files planned for testing in cycle 2 has gone down since it was last reported.

Since the last ESC meeting, the Project hosted 10 in-person UAT sessions covering Projects, Customers and Receivables, Collecting Funds and Receiving Revenues, Payroll, Contracts and Grants, and Assets. Roughly 15 percent who registered did not come or sent someone in their place. The Project continues to see participants attending with incorrect roles, hindering their participation and the pace of the session. Surveys show the overall satisfaction of the sessions range from 4.2 to 5.0 on a 5-point scale. The pace of the session continues to be the most received point of feedback (mixed reviews). The *All Agency UAT Mid-Point Survey* collected 207 responses, cumulative, from all but one agency. Seventy-nine percent reported performing some sort of independent testing activities, 90 percent knew their Security Access Managers (SAM) and UAT Coordinator, 95 percent feel supported by their agency, and 73 percent report having sufficient time to test. For the agencies who reported having insufficient time to test, they shared reasons such as daily job duties, lack of clear direction or expectations by their agency, absence of guidance and resources, missing roles, and not fully understanding the Process Steps. Agencies reported additional challenges such as understanding error messages, spreadsheet uploads, test scenarios not translating to Florida PALM functionality, available budget/valid combinations, and the ability to test full lifecycle. Looking ahead, agencies reported what they anticipated will impact testing, which includes year-end, access (adding users), testing agency business systems, and enterprise system testing.

Ms. Stacey Terry called out the special cycle 3 testing with DOR and their production files, which is going very well. She then reviewed the data from testing tickets which includes all testing being performed (e.g., regression, performance, system, interface, UAT). For all related testing services, the majority of open tickets have medium or low-priority status. The largest category of tickets/issues report is due to configuration and coding. For agency UAT tickets, the majority of the open tickets have a medium or low-priority status. The top two categories of tickets/issues are clarification and code.

Dry Run 1 activities are coming to a close and are 91 percent complete. Still remaining are conversion and downstream processing, interface files catch-up, and then turning on full loads for DW/BI. Regression Testing is now 99 percent complete; all but four payroll test scripts are complete.

Readiness Activities; Nikki Klein

Ms. Nikki Klein reported current and upcoming Readiness activities: Dry Run 1 results were shared with agencies where they must address errors before Dry Run 2. Updated guidance was published by the Project to support their clean up. Agency Configuration Workbook and Role Mapping Workbook must be maintained leading into Dry Run 2; the Project added additional “maintenance” Readiness Workplan tasks to support agencies. She reminded the Committee that Separation of Duties (SOD) conflicts must be resolved or approved by DFS Accounting and Auditing in order to be included in the UAT refresh in August. Agencies are also expected to

update their training plans that were originally created in 2025. Agencies have access to system and can use the Florida PALM Process Steps and demonstrations, to expand and finalize their training plans. Florida PALM training begins in October 2026.

Viewing reported data from the March Agency Progress Reports, nineteen agencies reported they've begun testing in cycle 3, which is an increase of five from the previous reporting month. The reported performance outcome was 59 percent satisfactory and 33 percent above expectations for inbound files, and 50 percent satisfactory and 44 percent above expectation for outbound files. Thirty-two agencies reported they've begun testing their user stories, an increase of nine from the previous month. Eighty-three percent of agencies reported a 'Satisfactory' performance for testing user stories. No trends were seen across the reporting on 'Inadequate' performance; however, the Project team is following up with agencies who reported Inadequate.

Independent Verification and Validation; Sarah Crouch and Shannon Finley

Ms. Shannon Finley shared their monthly IV&V assessment, beginning with the March Risk Rating for the Project, which is a High-risk score based on open Findings.

Ms. Finley stated the Project has 84 delayed tasks, which increased by 58 percent since the end of March. Nineteen of the delayed tasks are on the Project's Critical Path.

The backlog of high-impact tickets total 61 across Payroll, Accounts Payable, Accounts Receivable, and General Ledger.

Regression Testing Event 2 was scheduled to end on April 10; however, seven percent still need to be executed, as of April 13, 2026. Those executed for Financials appear stable. Payroll test scripts were deferred to June. Payroll Parallel Testing did not complete on time with validation and remediation activities still in progress.

Ms. Sarah Crouch shared Finding 35 was opened in March due to the lack of visibility into agency reported testing. Five agencies have not participated in key UAT activities such as executing test scripts and opening SNow tickets, as of April 13, 2026. She recommends initial testing activities be completed before the August UAT refresh. She expects the pace of execution to increase after UAT sessions complete in early May.

Dry Run 1 is behind schedule with 95.6 percent of conversion files being loaded and having completed functional validation, as of April 15, 2026. Results for most files show significant increase in success rates from Mock Conversion 4. The combined run time for all files is six days, 20 hours, which is within the current cutover window.

Finding #33 was opened due to the declined pace for agencies still testing in cycle 2. At the current pace, testing may not be complete until the end of June. Ms. Crouch reminded the Committee inbound files must complete cycle 2 testing by the end of April and the outbound files must complete cycle 3 testing by the end of July.

Lastly, Ms. Crouch shared agency readiness observations. IV&V also produced a [recommendation for All Agency UAT](#). It is published on the Florida PALM website.

The Road to Go-Live; Jimmy Cox

Mr. Cox shared several updates for the upcoming go-live activities: Dry Run 1 and the Project-hosted in-person UAT sessions are wrapping up. CMS and FLAIR snapshots will be taken on July 1, 2026, after all June 30, 2026 processing is complete. This will be used to reconcile back to FLAIR. Agencies must resolve Dry Run 1 errors, ensure transactions are accurately posted in Departmental FLAIR and are in balance, and resolve errors in their configuration workbooks.

During the August 8 – 23 UAT refresh, the UAT environment will be unavailable. A PeopleTools upgrade will be applied, Dry Run 2 data will be applied, all agency transactions will be wiped, SOD conflicts will be enforced, and agencies will need to confirm their FLAIR balances.

Mr. Cox shared tentative cutover dates and details (slide 40). Timing and details will be refined through subsequent Dry Runs. The Project's goal is to move as many of the cutover activities into pre-cutover as they can in order to reduce the cutover downtime. Accurate agency workbooks and clean data will also reduce cutover downtime. Mr. Cox said the highest risk to cutover is clean data and clean configurations. Agencies should be thinking about critical payment processes during the downtime and considering alternative methods to address their needs.

Next Meeting and Adjournment

Steven Fielder, Chair

Mr. Fielder briefly assured the Committee he and the Project's leadership are working daily to support agencies. Meetings have been set with agencies based on their request, as well as meetings with the House and Senate, the Auditor General, Office of Economic and Demographic Research, and others, to give one-on-one, specialized support.

He also announced, the Project has received the cost for additional licenses for Data Warehouse and Business Intelligence (DW/BI) solution from Oracle and are reviewing budget options to determine if the purchase will be completed.

The meeting was adjourned at 3:45 p.m. The next meeting is scheduled for May 13, 2026, at the First District Court of Appeal.