Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Executive Steering Committee
Meeting Minutes

Date	06/21/2023	Time	2:00 – 5:00 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:** Steven Fielder, Chair (DFS); Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Angie Martin (DFS); Mark Merry (DFS); Tomy Mollas (DMS); Robin Naitove (FDOT); Jennifer Pelham (DFS); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) **Speakers:** Matt Cole (Accenture); Jimmy Cox (DFS); Steven Fielder (DFS); John Gunnufsen (PCG); Nikki Klein (DFS); Jennifer Pelham (DFS); Angie Robertson (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Attachments/ Related Documents	• Presentation • Amendment 9 Attachment 1 • Amendment 9 Attachment 2 • Amendment 9 Attachment 8 • Bimonthly Agency Readiness Status Report Example • Agency Readiness Dashboard		

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.

Presentation: Facilitated by Matt Cole, Steven Fielder, John Gunnufsen, Nikki Klein, Jennifer Pelham, Angie Robertson, Stacey Terry, Tommy Werner
Mr. Tommy Werner gave an update on the Project budget. He presented the Project Risks and Issues updated scoring matrix and approach, as well as the newly identified Risks using the applied scoring matrix. ESC members requested to view the full text of all Project risks, for awareness. The Project will share access to the Risk Log. Ms. Robin Naitove requested the Project consider creating a risk specifically for agency funding and related events.

Mr. Jimmy Cox discussed the contract credit amounts available to the Project, including the source of the credits and uses to-date. The Project will use these credits, as needed, for implementation-related costs before considering requesting additional funding. All consumption of the available credits will either be presented to the ESC as awareness (Project Director Approval Project Change Requests) or presented to the ESC for approval (ESC Approval Project Change Requests).

Ms. Jennifer Pelham gave a progress report on the Investment Accounting Solution implementation for the state. Asset Reconciliation and Load Parallels are complete. The Compliance Matrix is complete. Custom Entry file is complete. The General Ledger is coded, and the team is confirming or adjusting as needed. The Bloomberg AIM file builds are currently in progress, and the Cash positions file is complete. The go live date is still on track for July 1, 2023.

Mr. Gunnufsen shared the Independent Verification and Validation (IV&V) assessments on Florida PALM activities, including Amendment 9, the Project Schedule, the Project team's design planning efforts, and their review of Project artifacts. Mr. Gunnufsen confirmed that there are currently no open findings.

Ms. Nikki Klein gave a readiness update, describing the importance of the Change Champion Network role validation. The Project team is working with agencies to broaden their scope for those who support CCN roles. This is a continuation of current state analysis focused tasks. Ms. Klein shared the two upcoming summer Forums. The Project Management Liaison Forum will be hosted in June and the Change Management and Training Liaison Forum will be hosted in July. Ms. Klein announced the new webpage on the Florida PALM website where agencies allow the Project to publish agency-created resources for peer-sharing and for supporting other agencies' transformation journey.

Ms. Stacey Terry presented the progress for the six pillars of solution design. She then discussed progress of the solution design activities for segment I.

Ms. Angie Robertson discussed the new Bimonthly Agency Readiness Status Report that will replace the current monthly agency status report. The ESC received the documents prior to the meeting and the intent and format was further reviewed and discussed during the meeting, including feedback from the Advisory Council. Mr. Fielder asked the ESC to contemplate the report template by simulating the completion of the bimonthly report for their agency or entity and provide feedback prior to the July meeting. The ESC will consider the feedback and further discuss the report template in July for approval, adoption, and roll out to agencies for a September submission covering the July – August reporting period.

Mr. Cox shared the Project Schedule is progressing as planned and will be submitted for approval and acceptance by the end of June. Mr. Cox provided the seven Stage Gates within the Project Schedule. Stage Gates are drivers and the "critical path" for an on-time implementation of the Financials and Payroll Waves. While the Project Schedule is a tool for the Project team, agencies should focus and rely on the Project timeline, Readiness Workplan, an agency-specific project schedule with agencies tasks/deadlines, and Project communications. The Schedule includes all known activities for the Financials and Payroll Waves and Data Warehouse implementation; however, the schedule will continue to elaborate with activity specificities.

Mr. Fielder gave a summary of updates for the SSI Contract Amendment 9. Updates that were discussed included Attachment 1 Statement of Work, Attachment 2 Payment Schedule, and Attachment 8 Deliverable Acceptance Agreement. The ESC met a quorum; therefore, a vote was taken to approve Amendment 9. The ESC unanimously approved Amendment 9.

Action Items:
- Share the Risk Log with ESC members.
- Consider creating a new risk for agency budget and impact to implementation.

- Members simulate completing the Bimonthly Agency Readiness Status Report.

Next Meeting: Facilitated by Steven Fielder
The next meeting is scheduled for July 26. The meeting adjourned at 4:25 p.m.