Date	05/24/2023	Time	2:00 – 4:00 p.m.
Location	Department of Transportation 605 Suwanee Street Hayden Burns Building Tallahassee, Florida		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	**Executive Steering Committee:** Steven Fielder, Chair (DFS); ~~James Grant (FDS);~~ Hunter Jones (FWC); ~~Mike Jones (EOG);~~ Matt Kirkland (DOE); ~~Angie Martin (DFS);~~ Mark Merry (DFS); Tomy Mollas (DMS); Robin Naitove (FDOT); Cliff Nilson (DMS); Jennifer Pelham (DFS); Shannon Segers (DOR); Christina Smith (EOG); ~~Lynn Smith (DBPR);~~ Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) **Speakers:** Matt Cole (Accenture); Tanner Collins (DFS); Jimmy Cox (DFS); Steven Fielder (DFS); Nikki Klein (DFS); Angie Robertson (DFS); Nicolle Suvada (PCG); Stacey Terry (Accenture); Tommy Werner (DFS)		
Attachments/ Related Documents	• [Presentation](#)		

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 members were present.

Presentation: Facilitated by Matt Cole, Tanner Collins, Steven Fielder, Nikki Klein, Angie Robertson, Nicolle Suvada, Stacey Terry, Tommy Werner
Mr. Tommy Werner gave an update on risks, issues, and the budget. He mentioned a new risk matrix that is being developed with the updated Project Management Plan (PMP).

Mr. Tanner Collins gave a progress report on the Investment Accounting Solution implementation for the state. Asset Reconciliation and Load Parallels are complete. The first look at the Compliance Matrix has been sent over for review. The GL/Custom Entry File coding is in progress. The Bloomberg AIM file builds are currently in progress, and the Cash positions file is complete. The go live date is set for July 1, 2023.

The Independent Verification and Validation (IV&V) team gave their assessments on Florida PALM activities.

Mr. Fielder mentioned the recent Sponsor Summit and the recent Advisory Council meeting. He then expounded the new Bimonthly Agency Status Report required by Proviso, its function and purpose. He stated the report template is in development and will be sent to the ESC in advance of the June meeting, where the template will be discussed and approved. Mr. Fielder also mentioned new Proviso language requiring an amendment to the Accenture contract. The draft

of the Amendment will be sent to the ESC in advance of the June meeting for discussion and vote.

Ms. Nikki Klein gave an update on current Readiness Workplan tasks and the current state analysis focus for this fiscal year. She discussed the recent Change Champion Network Town Hall and the noticeable lack of attendance, then she mentioned a follow-up survey to better understand attendance trends. Ms. Klein introduced two new Readiness Workplan tasks: 329 – Update CCN and Project Contacts; and 330 – Update Authorized Smartsheet Users. Ms. Klein also mentioned new Forums with specific Liaison groups, which are intended to be roundtable interactive sessions where agencies can share and discuss their approaches, plans and concerns.

Ms. Stacey Terry presented the six pillars of solution design and how they relate to the Project, as well as the timeline of solution design activities.

Mr. Matt Cole discussed Project Change Request (PCR) 99 that removes two customizations. Ms. Robin Naitove asked about tracking the credit that would result from the PCR. Mr. Fielder confirmed that there is a mechanism for tracking the credits, which the Project can share more information about during the June meeting. The Committee voted to approve the PCR.

Ms. Angie Robertson discussed the PMP and Project Charter updates and the high points of the changes. She then displayed the Project Charter and PMP draft documents and discussed committee feedback while making updates to said documents.

Action Items:
- Move the calendar invite for the June ESC Meeting June 28 to June 21.
- Send Bimonthly Agency Status Report Template in advance of the June meeting.
- Send the draft of Amendment 9 in advance of the June meeting.

Next Meeting: Facilitated by Steven Fielder
The next meeting is scheduled for June 21. The meeting adjourned at 3:15 p.m.