

<b>Date</b>	December 17, 2025	<b>Time</b>	10:00 a.m. – 12:00 p.m.
<b>Location</b>	Florida Department of Environmental Protection		
<b>Objective</b>	Advisory Council Monthly Meeting		
<b>Attendees</b>	<p>Advisory Council: Amy Barrow (DOR); Stephanie Cabrera (FLHSMV); Ramon Evans (APD); Lyndell Francis (DBPR); <del>Lydia Griffin (DEP)</del>; Renee Hermeling (DFS); <del>Robert Herron (DOH)</del>; Jim Lewandowski (FDACS); Tanya Maphis (FWC); Nona McCall (JAC); <del>Mike Moore (FDLE)</del>; Cheryl Morgan (FDOT); <del>Stephen Russell (DMS)</del>; Lisa Simpson (COM); Erica Starling (FDC); <del>Mary Sweat (DCF)</del>; Alexandra Weimorts (DFS)</p> <p>Facilitators: Jimmy Cox (DFS); Asif Sahaf (DFS); Angie Robertson (DFS)</p>		
<b>Related Documents</b>	Presentation		

<i>Topic</i>	<i>Facilitator(s)</i>
Opening Remarks	
Welcome and Roll Call	Jimmy Cox
Discussion Topics	
User Acceptance Testing	Jimmy Cox Angie Robertson
Cross-Agency Risk Management	Asif Sahaf
Walk-on Topics	All
Closing Remarks	
Reminders and Action Items	Jimmy Cox

## Welcome and Opening Remarks

*Facilitated by Jimmy Cox*

Mr. Jimmy Cox opened the meeting with roll call of the Advisory Council (Council) members and welcomed the group. A representative was present in place of the Advisory Council member for DCF, DEP, FDC, FDLE.

## User Acceptance Testing

*Facilitated by Jimmy Cox, Angie Robertson*

### Pre-UAT

Pre-UAT will conclude on Friday, December 19 with the environment sunseting after the close of business. The Project Team will continue testing in a separate environment to continue resolving open tickets. The Project will publish a new Known Issues and Enhancement list prior to All Agency UAT.

### All Agency UAT

The Council was reminded of Readiness Workplan (RW) tasks and activities that will help ready agencies' people, processes, technology, and data. Interface Cycle 2 Testing will continue in the INT environment over the next several weeks and after All Agency UAT begins until agencies complete that cycle of testing. To further assist agencies' preparation for All Agency UAT, the Project published flyers to convey focused information supporting RW tasks and Thursday Task Talk discussions.

A member of DFS announced Organization Change Management (OCM) agency-hosted events coming in 2026. They will be conducted on the fourth Tuesday of each month starting in February and ending in March for all agencies. Topics will include OCM, Training, and an agency Show-and-Tell. A Save-the-Date will be shared by DFS and advertised on the Florida PALM website.

All Agency UAT is planned to begin February 2026 following the Florida PALM Executive Steering Committee vote of approval in January 2026 (Stage Gate 3). The UAT environment will be available in February 2026 until go-live with the exception of two weeks in August 2026 when the environment will be down to undergo a data refresh. The environment will include Mock 4 data and the initial set of agency-identified end users without SOD conflicts enforced. The environment will also support Interface Cycle 3 End-to-End Testing with a full batch schedule. All Agency UAT will begin with a workshop for Identity Provider (IdP) subject matter experts and Security Access Managers (SAM) on January 27, 2026. Following, in February 2026, the Project will host in-person sessions and office hours for a limited number of end users (up to three per agency, per subject area). Each agency will also coordinate and host in-person and virtual sessions for their remaining end users.

Key agency resources were listed; UAT Coordinator, Testing Error Triage Team, File Manager, and SNow Ticket Reporter. These roles will now require documentation in agencies' Agency Testing Support worksheet as part of RW task 688 Update UAT Plan.

An initial draft schedule of All Agency UAT in-person sessions was shared. The Project leadership and the Council talked through the details:

- Subject areas, timing, and agency groupings were based on lessons learned and feedback from Pre-UAT.
- Agencies will be grouped by their payroll schedule; Group 1 will consist of agencies that run biweekly payroll, and Group 2 will consist of agencies that run monthly payroll. Any biweekly OPS payroll processed by monthly payroll agencies will be covered during their Group 2 session for monthly payroll.

- The last two weeks of Project-hosted sessions will include Data Warehouse/Business Intelligence (DW/BI) sessions for report writers (Authors). The Author role for DW/BI will not be loaded into the UAT environment until closer to the Project-hosted sessions. Testers should conduct functional testing to understand the system and data structure before attending in-person sessions.
  - o Mr. Cox further stated SAMs will not establish DW/BI roles. Due to limited licensing, the Project will approve and establish all DW/BI reporting roles. The group discussed concerns about the limited number of available licenses (Consumer and Author) and how it may impact their agency's role mapping. Mr. Cox said to submit their request with the Role Mapping task due 12/19 and we would work through any discussion of limitation after we see the agency ask. The group further discussed that during DW/BI in-person sessions, the Project will explain how to create distribution lists and disseminate reports to offset the limited number of DW/BI reporting licenses.
- Year End will be covered (i.e., in-person sessions held) by the Project after the August data refresh.
- Each subject area will be conducted twice, with the exception of Customers/Receivables and Contracts/Grants. DW/BI pre-built reports will be included in applicable subject areas.

The Project and People First are in coordination to run payroll in alignment with Project-hosted in-person sessions. The Project noted the importance of agency Human Resource (HR) staff and accounting staff working together on payroll testing moving forward. Payroll and accounting are integrated in Florida PALM.

The Council mentioned being concerned with the lack of response or guidance by the DFS Bureau of State Payrolls (BOSP). Mr. Cox said BOSP was involved with the system design. At this phase of the Project, BOSP cannot update agency guidance or make changes. As testing progresses, policy and instructions will be shared by BOSP. Ms. Renee Hermeling agreed and reassured the group that BOSP is working closely with the Project and plans to support/attend Project-hosted in-person sessions.

The Project continues to work through a schedule of integrated testing with enterprise partners. They will not be ready in February 2026 when agencies begin testing.

## Agency Support

The fiscal year 2025-2026 Proviso requires the Project procure UAT support 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 scripts, developing a functional/non-functional compliance report, deploying regression testing automation, 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.

## Cross-Agency Risk Management

*Facilitated by Asif Sahaf*

An update from the Cross-Agency Risk Management meetings on their process, status, and current risks was shared with the Council. Assumptions and concerns are shared in collaborative meetings. If a risk is determined and affects more than one agency, a description, background,

and mitigation plan(s) are documented. Risks are categorized into groups; category 1) needs support by the Project team, or category 2) needs support by agencies. If support is needed by the Project team, the risk is shared with Florida PALM points of contact. A representative from the Cross-Agency Risk Management team shares an update with the Council on a quarterly basis. Currently, there are five logged risks in category 1 and one logged risk in category 2. The purpose of the Cross-Agency Risk Management meetings and documentation is to raise awareness between agencies, seek support from others, and be transparent to Project.

## Walk-on Topics

*Facilitated by Jimmy Cox*

Ms. Hermeling asked the Council to review how their agency pays vouchers in the future, paying close attention to supplier addresses in their agency business systems. When paying with a warrant or ACH, Florida PALM will default to the vendor's main remittance address if an address is not selected. Because of the difference in how FLAIR works versus Florida PALM, there could be an impact to vendors receiving their warrants to incorrect addresses. A best practice is to set an agency business system with all supplier addresses and the ability to select a remittance address (to match the invoice address).

Ms. Hermeling also said more information is coming from DFS A&A on cash revenue refunds. A Fund Questionnaire will be applied to revolving funds, and A&A will approve and set them up for agencies.

## Closing Remarks

*Facilitated by Jimmy Cox*

The next Advisory Council meeting will be held on January 21. Mr. Cox adjourned the meeting.