

Date	05/10/2016	Time	1 – 3 p.m.
Location	Department of Revenue 2450 Shumard Oak Blvd., Tallahassee, FL 32399 Building 2, Room 1250		
Objective	May 2016 Executive Steering Committee Meeting		
Invitees	<p>Executive Steering Committee: Robert (Budd) Kneip (DFS), Chair, Tanner Collins (DFS), David DiSalvo (DMS), Rosalyn Ingram (DMS), Maria Johnson (DOR), Mike Jones (EOG), Cynthia Kelly (EOG), Robin Kinsey (DFS), Rachael Lieblick (DFS), Angie Martin (DFS), Kimberly McMurray (DCF), Robin Naitove (FDOT), Jennifer Reeves (DFS), Danta White (DFS), Bob Wilson (DEP)</p> <p>Other Speakers: Chasity O’Steen (DFS), Melissa Turner (DFS)</p>		

Topic	Facilitator	Allotted Time
Roll Call and Committee Member Introductions	Chair Kneip	1 – 1:10 p.m. (10 mins)
Welcome Remarks	Chair Kneip	1:10 – 1:15 p.m. (5 mins)
Sunshine Laws Overview <ul style="list-style-type: none"> • Public meetings and managing communications • Public records 	Chasity O’Steen	1:15 – 1:30 p.m. (15 mins)
Florida PALM Project Overview	Melissa Turner	1:30 – 2:15 p.m. (45 mins)
Public Comment	Chair Kneip	2:15 – 2:30 p.m. (15 mins)
Voting: <ul style="list-style-type: none"> • Decision #88 • Project Change Request #21 	Chair Kneip	2:30 – 2:45 p.m. (15 mins)
New Business/Open Discussion	Chair Kneip	2:45 – 2:55 p.m. (10 mins)
Next Meeting: 06/08/2016; 1 – 3 p.m. Department of Revenue, Building 2, Room 1250	Chair Kneip	2:55 – 3:00 p.m. (5 mins)
Adjourn	Chair Kneip	3 p.m.