

Department of Financial Services
Executive Steering Committee
June 20, 2017 Meeting Minutes

Date	06/20/2017	Time	2 p.m.
Location	Department of Children and Families Building 4 1317 Winewood Boulevard Tallahassee, Florida 32399		
Objective	June 20, 2017 Executive Steering Committee (ESC) Meeting		
Attendees	<p>ESC Members*: Robert (Budd) Kneip (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); Cynthia Kelly (EOG); Robin Kinsey (DFS); Rachael Lieblich (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p>Invited Speakers: Eric Adair (DFS); Brian Eppig (Grant Thornton); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • May 24, 2017 ESC Meeting Minutes • June 20, 2017 ESC Meeting PowerPoint Presentation 		
Action Items	N/A		

Roll Call and Opening Remarks: Facilitated by Robert (Budd) Kneip, DFS, Chair
 Chair Robert (Budd) Kneip called the meeting to order at 2 p.m. with an introduction/roll call of the ESC members. Twelve of the 15 ESC members were present.

Review of Meeting Minutes: Facilitated by Melissa Turner (DFS)
 The ESC was given the [May 24, 2017 ESC Meeting Minutes](#) for review and approval. There were no revisions or objections. The ESC was informed the meeting minutes would be posted on the Florida PALM Project website following the meeting.

Florida PALM Project Update: Facilitated by Eric Adair (DFS) and Melissa Turner (DFS)
 Ms. Melissa Turner presented a status update on the Florida PALM Project budget through May 31, 2017. Next, Ms. Turner provided an overview of the FY17-18 General Appropriations Act (GAA) which authorized 51 positions, \$21.8 million in Appropriations, and authorized the

Department to complete the competitive procurement award for the Software and Systems Integrator (SSI).

Ms. Turner then reviewed Proviso language which directed ESC to submit recommendations for changes to Florida Statutes that will be necessary to implement Florida PALM to the Florida House, Senate, and Executive Office of the Governor no later than June 1, 2018.

Ms. Turner then discussed the FY 17-18 Implementing Bill which reconfirmed expectations of the Project (which were consistent with the previous year). It states that Florida PALM will replace Central FLAIR, Departmental FLAIR, Payroll, the Information Warehouse, and select components of the state's Cash Management System (CMS). Florida PALM will not duplicate any Florida Financial Management Information System (FFMIS) functionality or agency business processes related to functions included in People First, MyFloridaMarketPlace (MFMP) or the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS). The Implementing Bill requires the Department to continue to support a 15-member ESC governance structure for Florida PALM.

Moving forward, Ms. Turner reported, since May 24, 2017, one new risk had been opened. In addition, one risk was closed related to Pre-DDI DMP feedback timing since an issue was created. This issue was anticipated to be resolved as a part of the ESC meeting.

Ms. Turner provided a brief update on the SSI Invitation to Negotiate (ITN) activities since May 24, 2017. The Department completed evaluation activities and subsequently posted a notice of decision on June 12, 2017. Ms. Turner reminded the ESC that Chapter 120, Florida Statutes, allows a 72-hour window for a Respondent to file a notice of intent to protest the decision. Ms. Turner informed the ESC that such a notice had been filed. The Negotiation team has not been appointed.

Ms. Turner then reviewed the DDI readiness activities for each track. Ms. Turner presented a video known as The Florida PALM Story. The story offered a high level visual description of the transition from FLAIR and CMS to Florida PALM.

Ms. Turner reminded the ESC they had approved the first 28 pages of the Pre-DDI DMP at the May 24, 2017 meeting. Ms. Turner offered the floor to Mr. Eric Adair who proceeded to explain the updated content of the remainder of the Pre-DDI DMP (Attachment A – Attachment D). Mr. Adair lead the ESC through the attachments, reviewing all changes, with no comments from members.

Voting Actions - Approval of four DMP Attachments: Facilitated by Melissa Turner (DFS)

Chair Kneip stated that no requests for public comment had been submitted and provided an additional opportunity for the public to speak but no public comments were made. Chair Kneip inquired if there were any final questions or comments from the ESC and there were none. He proposed that the ESC take a vote to approve Attachments A, B, C, and D to the Pre-DDI DMP. The ESC voted unanimously to approve all attachments.

Independent Verification and Validation: Facilitated by Brian Eppig (Grant Thornton)

Mr. Brian Eppig stated that while all internal Project activities are on schedule and in good order. The Project is currently rated "yellow" because of there has been a delay in the commencement of negotiation activities. Mr. Eppig stated that the upcoming focus for IV&V would be DDI readiness, including the Office of Information Technology (OIT), the Division of Treasury, the Division of Accounting and Auditing (A&A), and the Florida PALM Project.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Ms. Turner stated that the Project will be focused on supporting SSI ITN activities and will continue to conduct DDI Readiness activities across all Project tracks. Priority will be given to identifying major Project deliverables which require ESC approval for FY 17-18. Decision 96, to confirm the major Project deliverables for next fiscal year, will be presented before the ESC in the next meeting.

New Business: Facilitated by Melissa Turner (DFS)

No new business was presented by meeting attendees.

Next Meeting

The Project has set the date of July 26, 2017 for the next ESC meeting. *(Note: due to a conflict, the July 26, 2017 meeting has been rescheduled for August 9, 2017)*

The meeting adjourned at 2:41 p.m.