

<b>Date</b>	01/25/2017	<b>Time</b>	2 p.m.
<b>Location</b>	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
<b>Objective</b>	January 25, 2017 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>          Robert (Budd) Kneip (DFS), Chair; Tanner Collins (DFS); David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG)</del>; Robin Kinsey (DFS); Rachael Lieblick (DFS); Angie Martin (DFS); <del>Kimberly McMurray (DCF)</del>; Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); <del>Bob Wilson (DEP)</del></p> <p><b>Invited Speakers:</b>          Brian Eppig (Grant Thornton), Carolyn Hicks (DFS), Danielle Kosberg (DFS), Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
<b>Attachments/        Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">December 14, 2016 ESC Meeting Minutes</a></li> <li>• <a href="#">January 25, 2017 ESC Meeting PowerPoint Presentation</a></li> </ul>		
<b>Action Items</b>	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. starting with an introduction/roll call of the ESC members. Twelve of the 15 ESC members were present.

**Review of December 14, 2016 Meeting Minutes: Facilitated by Melissa Turner, DFS**  
 The ESC was provided the [December 14, 2016 ESC Meeting Minutes](#). 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 Carolyn Hicks, DFS; Danielle Kosberg, DFS; and Melissa Turner, DFS**

Ms. Melissa Turner began by presenting the re-baselined Project spend plan that recognized savings for the July – December 2016 time period and updated projections for the January – June 2017 time period. She also discussed one Project Risk that had been closed since the December 14, 2016 Meeting, and noted that no new risks or issues had been opened. Ms. Turner concluded by providing an overview of DDI readiness activities.

Next, the presentation transitioned to Ms. Carolyn Hicks who discussed organizational change management (OCM) activities. The Project is currently leveraging the ADKAR Model (Awareness, Desire, Knowledge, Ability, Reinforcement) as recommended in the FLAIR Study. A Strategic Plan for Pre-SSI OCM Activities was developed that covers seven areas:

- 1) Journey Planning and Management,
- 2) Vision and Case for Change,
- 3) Stakeholder Analysis and Engagement Planning,
- 4) Business Readiness and Resistance Management,
- 5) Benefits Realization, Change Metrics, and Feedback Mechanisms,
- 6) Change Impact Analysis, and
- 7) Cross-Track Coordination and Knowledge Transfer.

Ms. Hicks explained that 11 tasks were prioritized from the Strategic Plan with a focus on four tasks in the current fiscal year. The first three tasks are Agency Profiles, OCM Success Measures, and the Change Champion Strategy. These three tasks were chosen because they may be helpful resources for the Invitation to Negotiate (ITN) negotiation team and are targeted to be completed by the end of June. The fourth task that will begin during the current fiscal year is OCM Knowledge Transfer. Ms. Hicks described each of the four tasks in greater detail.

Moving forward, Ms. Turner provided an update on Project collaboration activities. Prior to receiving responses to the ITN, the Project met with several states and universities using financial enterprise resource planning (ERP) systems.

To complete the Project update, Ms. Danielle Kosberg reviewed the ITN schedule. At this time, all solicitation activities are complete and evaluation activities have started. The evaluation team is comprised of representatives from the Department of Financial Services (DFS) Divisions, the Florida PALM Project Team, and other State agencies. Vendor responses were received and are undergoing review by the DFS Purchasing Office. Vendor demonstrations are tentatively scheduled to begin in late February 2017. Negotiation activities are planned to begin April 2017.

ESC member Mr. David DiSalvo asked if the demonstrations would be open to the public. Ms. Kosberg explained that they will not.

**Independent Verification and Validation (IV&V) Assessment: Facilitated by Brian Eppig (Grant Thornton)**

Mr. Brian Eppig provided a summary of the December assessment results and upcoming focus.

**Upcoming Activities: Facilitated by Melissa Turner, DFS**

Ms. Turner summarized the Project's upcoming activities of continuing to support the ITN process and execute DDI readiness activities across all Tracks.

Ms. Rosalyn Ingram asked for clarification regarding the ESC's access to see the DecisionDirector tool (which contains vendor response to Business Requirements). Ms. Turner replied that the tool would not be used by the ESC but instead by the negotiation team.

**New Business/Open Discussion: Facilitated by Melissa Turner, DFS**

No new business was presented by meeting attendees.

Ms. Robin Naitove asked when the evaluation team will know which vendors responded to the ITN. Ms. Turner explained that following the DFS Purchasing Office review, evaluators will sign an attestation form indicating no conflict of interest which will include names of Respondents. After confirming there are no conflicts, evaluators will then be given access to the responses.

**Next Meeting**

The next meeting is scheduled for Wednesday, February 22, 2017 at 2 p.m. The ESC agreed not to hold ESC meetings in March and April to avoid any conflicts during the 2017 legislative session. Ms. Turner added that the ESC is scheduled to vote on the Data Management Plan (DMP) in May. Project Team members will schedule meetings with individual ESC members to answer questions about the DMP in preparation for the May ESC meeting as was done in the past with Business Requirements and the solicitation documents.

The meeting adjourned at 2:30 pm.