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| Date | 10/12/2016 | Time | 2 p.m. |
| Location | Department of Revenue Building 1, Room 1820 2450 Shumard Oak Boulevard Tallahassee, Florida 32399 | | |
| Objective | October 12, 2016 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 Lieblick (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Dana White (DFS); Bob Wilson (DEP)</p> <p>Invited Speakers: Danielle Kosberg (DFS), 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"> • September 28, 2016 ESC Meeting Minutes • October 12, 2016 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. starting with an introduction/roll call of the ESC members. Twelve of the 15 ESC members were present.

Review of September 28, 2016 Meeting Minutes: Facilitated by Melissa Turner, DFS
 The ESC was provided the [September 28, 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 Danielle Kosberg, DFS, and Melissa Turner, DFS

Ms. Melissa Turner began by announcing that Ms. Danielle Kosberg had been promoted to the position of Deputy Project Director and Mr. David Gilmore had been hired as the new Project Management Office (PMO) Manager. Ms. Turner went on to provide a status update on the Project budget and schedule. A budget amendment was submitted following ESC approval of the Business Requirements but had not yet been released as of October 11, 2016.

Ms. Kosberg explained that the remainder of the meeting would be spent discussing general observations and overall themes of the ESC's feedback to the draft solicitation-related

documents. At the time of the meeting, the Project Team had met individually with 10 of the 15 ESC members and the majority of feedback received was very positive. Moving forward, the discussion of feedback was structured by each section/attachment of the solicitation documents. Ms. Kosberg provided a summary of the feedback received to date on each document allowing for an opportunity for ESC members to ask questions and make comments by document.

Ms. Rosalyn (Roz) Ingram asked how the Project Team planned to document and share changes that are made to the documents. Ms. Kosberg explained that feedback would be considered and incorporated into the documents using the Microsoft Word Track Changes feature with two exceptions: (1) Attachment C – Cost Reply Workbook is an Excel file so Track Changes cannot be used and (2) screenshots within Attachment E – DecisionDirector 2 (DD2) Instructions will be replaced with new ones. The Project Team will work with each individual member to resolve specific questions or comments. If a question or comment requires discussion by the ESC, it will be presented to the group at the next meeting. Attachment G – Software and System Integrator (SSI) Contract is still undergoing revisions by outside counsel and will be sent to the ESC for review as soon as possible. The ESC had no other questions or comments.

For more information, please see the [PowerPoint presentation](#) on the Florida PALM Project website.

Upcoming Activities: Facilitated by Melissa Turner, DFS

Ms. Turner provided a high-level review of the Project's upcoming activities, including updating solicitation documents based on ESC feedback, and confirming that Business Requirements are successfully loaded into DD2.

Ms. Ingram inquired into the timeline for approval of the solicitation documents. Following discussion, it was determined that the ESC will consider voting to approve all solicitation-related documents at the October 26, 2016 Meeting; however, the vote may be extended to October 31, 2016, if needed.

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

No new business was presented by meeting attendees.

Next Meeting

The next ESC Meeting is scheduled for Wednesday, October 26, 2016 at 1 pm.

The meeting adjourned at 2:23 p.m.