

<b>Date</b>	02/22/2017	<b>Time</b>	3 p.m.
<b>Location</b>	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
<b>Objective</b>	February 22, 2017 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>            Robert (Budd) Kneip (DFS), Chair; <del>Tanner Collins (DFS)</del>; <del>David DiSalvo (DMS)</del>; Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Michael (Mike) Jones (EOG); <del>Cynthia Kelly (EOG)</del>; <del>Robin Kinsey (DFS)</del>; <del>Rachael Lieblick (DFS)</del>; Angie Martin (DFS); <del>Kimberly McMurray (DCF)</del>; Robin Naitove (FDOT); Jennifer Reeves Foster (DFS); Danta White (DFS); Bob Wilson (DEP)</p> <p><b>Invited Speakers:</b>            Brian Eppig (Grant Thornton), David Gilmore (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="#">January 25, 2017 ESC Meeting Minutes</a></li> <li>• <a href="#">February 22, 2017 ESC Meeting PowerPoint Presentation</a></li> </ul>		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• The Project will schedule one-on-one meetings with ESC members to discuss the Data Management Plan in preparation for the May ESC meeting.</li> </ul>		

**Roll Call and Opening Remarks: Facilitated by Robert (Budd) Kneip, DFS, Chair**

Chair Robert (Budd) Kneip called the meeting to order at 3 p.m. starting with an introduction/roll call of the ESC members. Nine of the 15 ESC members were present.

**Review of January 25, 2017 Meeting Minutes: Facilitated by Melissa Turner, DFS**

The ESC was given the [January 25, 2017 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 David Gilmore, DFS; Danielle Kosberg, DFS; and Melissa Turner, DFS**

Ms. Melissa Turner presented a status update on the Florida PALM Project budget through January 31, 2017. Next, Ms. Turner explained that two Risks had been closed since the January 25, 2017 ESC Meeting. These two Risks were related to ITN responses and securing key support staff. No new Risks or Issues were opened. Ms. Turner concluded by providing a brief overview of DDI readiness activities.

Moving forward, Mr. David Gilmore, presented information about the Florida PALM Project Management Plan (PMP). The PMP contains standards and procedures for 16 different processes. Mr. Gilmore spoke in greater depth about two PMP processes: Quality Management and Performance Management. Quality Management establishes standards for all Project deliverables and services received. Performance Management describes how the Project measures its performance. Lastly, Mr. Gilmore explained the Oversight Analysis Executive Summary and Quarterly Dashboard that will be published to the Project's website in the near future.

Concluding the Project update, Ms. Danielle Kosberg reviewed the Invitation to Negotiate (ITN) schedule. The Evaluation Team has begun their review of replies. Software demonstrations and team presentations are scheduled to start next week. Negotiation activities will begin following completion of evaluation activities.

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

Mr. Brian Eppig provided a summary of the January assessment results and upcoming focus. He noted that the Project is working on readying the State to support implementation. Mr. Eppig also commended the Project for increased cross-Track collaboration.

**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. In addition, Project Team members will begin scheduling one-on-one meetings with ESC members to discuss the Data Management Plan in preparation for the May ESC meeting. Ms. Rosalyn (Roz) Ingram requested the one-on-one meetings be scheduled on Fridays.

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

No new business was presented by meeting attendees.

**Next Meeting**

The next meeting is scheduled for Wednesday, May 24, 2017 at 2 p.m. There are no ESC meetings scheduled in March and April so as to avoid conflicts with the 2017 legislative session.

The meeting adjourned at 3:25 p.m.