

Date	05/24/2017	Time	2 p.m.
Location	Department of Revenue Building 2, Room 1250 2450 Shumard Oak Boulevard Tallahassee, Florida 32399		
Objective	May 24, 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 Lieblick (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 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 [February 22, 2017 ESC Meeting Minutes](#) and [May 10, 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 Eric Adair (DFS), and Melissa Turner (DFS)
 Ms. Melissa Turner presented a status update on the Florida PALM Project budget through April 30, 2017. Next, Ms. Turner reported three risks had been closed since the February 22, 2017 ESC Meeting. Two of these risks were related to communications and the third was related to contracted resources. No new risks or issues have been created. Moving forward, Ms. Turner spoke about the Software and Systems Integrator (SSI) Invitation to Negotiate (ITN) schedule. The last evaluation activity in progress is compiling scores to establish a competitive range. Ms.

Turner concluded by providing a brief overview of on-going Design, Development, and Implementation (DDI) readiness activities for each Project Track.

The next section of the Project update focused on reviewing the Pre-DDI Data Management Plan (DMP). Per Proviso, the DMP is required to include an inventory of current system interfaces; migration activities required from FLAIR and CMS; and the data conversion requirements. Ms. Turner noted the work to create this document highlighted the necessity of the Project to work closely with the Department's operational staff. The Pre-DDI DMP is a plan for the current phase of Project and will be superseded by the DDI DMP and other related future deliverables. Ms. Turner thanked ESC members for their time and feedback in one-on-one sessions with the Project team prior the meeting. Given the volume of feedback, the group focused on the first 28 pages with the intention to seek approval for the remainder of the document (Attachments A-D) in the June ESC meeting.

Mr. Eric Adair initiated the DMP review discussion by stating that the majority of the updates were for clarification and language clean-up. He talked through the material updates, describing each in detail. Mr. Adair leveraged the "Track Changes" review feature in Microsoft Word to display all the changes in the documents.

On page 24, Ms. Robin Naitove requested removing the word "in" and the edit was completed. On page 25, Ms. Naitove inquired about the words "based on" vs. "consider," and it was agreed not to make any edits.

Voting Actions: 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 the first 28 pages of the DMP with edits made during the meeting. The ESC voted unanimously to approve the DMP with the updates discussed.

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

Mr. Brian Eppig provided a summary of the April assessment results, specifying that the Project status was currently "green." IV&V's upcoming focus will include an early readiness assessment of DFS's Division of Accounting and Auditing, Division of Treasury, and the Office of Information Technology for the DDI Phase of Florida PALM.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Ms. Turner summarized the Project's upcoming activities of continuing to support the SSI ITN, executing DDI readiness across all Project tracks, and conducting FY 17-18 planning activities.

New Business/Open Discussion: Facilitated by Melissa Turner (DFS)

Ms. Naitove asked if the DMP attachments will have significant changes. Ms. Turner explained that most of the edits are anticipated for Attachment B (FLAIR/CMS Current-State Interfaces).

Next Meeting

The Project will review potential meeting dates and locations in mid-June to mitigate overlap with end of the fiscal year activities. The meeting will be publicly noticed in the Florida Administrative

Register (FAR). During the next meeting, the ESC will vote on approval of DMP Attachments A-D.

The meeting adjourned at 2:43 p.m.