

<b>Date</b>	11/01/2017	<b>Time</b>	2 p.m.
<b>Location</b>	Department of Revenue 2450 Shumard Oak Boulevard, Building 2, Room 1250 Tallahassee, Florida 32399		
<b>Objective</b>	November 1, 2017 Executive Steering Committee (ESC) Meeting		
<b>Attendees</b>	<p><b>ESC Members*:</b>          Chair Ryan West (DFS), Chair; <del>Tanner Collins (DFS)</del>; David DiSalvo (DMS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); <del>Michael (Mike) Jones (EOG)</del>; <del>Cynthia Kelly (EOG)</del>; <del>Robin Kinsey (DFS)</del>; Rachael Lieblich (DFS); Angie Martin (DFS); Kimberly McMurray (DCF); <del>Robin Naitove (FDOT)</del>; <del>Jennifer Reeves (DFS)</del>; Danta White (DFS); <del>Bob Wilson (DEP)</del></p> <p><b>Invited Speakers:</b>          Brian Eppig (Grant Thornton); Janice Jackson (DFS); Deana Metcalf (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="#">November 1, 2017 ESC Meeting PowerPoint Presentation</a></li> </ul>		
<b>Action Items</b>	N/A		

**Roll Call and Opening Remarks: Facilitated by Ryan West, DFS, Chair**

Chair Ryan West called the meeting to order at 2 p.m. with an introduction/roll call of the ESC members. Eight of the ESC members were present.

**Review of Meeting Minutes: Facilitated by Melissa Turner (DFS)**

The ESC was provided the [September 27, 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 Janice Jackson (DFS); Deana Metcalf (DFS); Melissa Turner (DFS)**

Ms. Turner began the Project update by reviewing the Spend Plan, as of September, 2017, citing the remaining percentage in each category. Ms. Turner also mentioned there will be a change in the upcoming spend plan to reflect the Integration Architecture support services. The Project intends to onboard two Integration Architecture contractors, as integration is a major focus for the Project.

Moving forward, Ms. Turner discussed Project risks and issues. One risk regarding sufficient funds for fiscal year 2017-2018, was closed. With the approval of PCR#26 and the extended Project timeline, the Project has sufficient funding through fiscal year 2017-2018, and there is no longer a risk. Ms. Turner said she will continue to report on risks of high impact and probability, and would be happy to discuss them with individual members, if requested.

Ms. Turner updated the members on the Project schedule. She stated the Project has adjusted the date range for negotiations to match the PCR#26 timeline. The duration will now go through June 20, 2018. Since last meeting, Ms. Turner announced the negotiators have begun strategy sessions, as well as some vendor negotiation sessions. Ms. Turner mentioned as these sessions will be leveraging Subject Matter Experts, there may be a possibility ESC members will be called to participate in strategy or negotiation sessions.

Ms. Turner continued by discussing the Project's scope and readiness activities. She announced the finalization of the Accounting Entries Analysis Template. She mentioned the Data Retention Analysis was submitted, and that the Project will continue to look at data retention information. Ms. Turner updated the members on the completed status of the planning for Initial Draft of Recommended Statutory Changes. Reminding members of the major Project deliverable, she shared that through the next few months the Project will finalize the deliverable format and templates, and will meet with ESC members one-on-one for their contribution. Ms. Turner also reminded them of the June 1, 2018 deliverable submission date. Additionally, Ms. Turner shared the Systems and Data Strategy (SDS) Track conducted knowledge transfer sessions with the Project Team, as well as held readiness collaboration sessions with DFS Office of Information Technology. Pausing for questions; there were none.

Ms. Turner then turned the floor over to Ms. Janice Jackson and Ms. Deana Metcalf for a Business Process Standardization (BPS) knowledge transfer session on the Financial Process Overview. For each of the 10 Business Process Areas an overview, description of significant business events, and anticipated changes was presented.

During the presentation, Ms. Rosalyn Ingram had a question regarding an agency process and the potential software capabilities with regards to entering data. Ms. Ingram wanted to clarify the Florida Accountability Contract Tracking System (FACTS) and Florida PALM would integrate so data could be entered one time. Ms. Jackson confirmed that is the intent.

Ms. Ingram followed with another question regarding travel advance and the creation of a receivable. Ms. Jackson responded that a receivable will be created with the creation of an advance, however, the "how" of the process is unknown.

Ms. Ingram wanted clarification on the language, "giving more and better data for management and operational decision making", referencing slide 42. Ms. Jackson responded, the intent of the

language is to give a sense of potential reporting opportunity, as well as the anticipated data elements in a more robust tool, capturing details of expenditures that cannot be captured today.

Ms. Ingram asked about the live capture capabilities between the new DMS fleet system that is being created and Florida PALM, asking if the data captured in the fleet system would integrate with Florida PALM. Additionally, she wanted clarification around entry into the fleet system and Florida PALM. Ms. Metcalf responded, stating the intent is to not have to have double entry.

During the summary of the overview, Ms. Rachael Lieblich mentioned noticing the process areas shared had workflows, but she did not see one for payroll. Ms. Lieblich asked if that process area had one. Ms. Metcalf responded that while automated workflow was not specifically listed as an anticipated change for this process area, that automated workflows would be implemented in all the process areas.

Mr. David Disalvo had a terminology question regarding the use of “we”. Ms. Turner said the “we” describes the Project’s vision and the collaboration the Project has had with agencies over the past years.

With the conclusion of questions, Ms. Turner thanked Ms. Jackson and Ms. Metcalf for the Financial Process overview.

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

Mr. Brian Eppig shared the Project has re-planned their activities for the revised timeline, due to the approval of PCR#26. The impact and quality of that timeline and activities were reviewed. Mr. Eppig said IV&V has seen additions, or a greater level of detail, to Project readiness activities. These actions are putting the State in a proactive role, which generally correlates to success. With the execution of target items, the Project is now “Green”. The focus for IV&V continues to be on DFS readiness.

Mr. Disalvo asked if the Project could share an updated timeline to include the extension. Ms. Turner, said she could provide one.

**Upcoming Activities: Facilitated by Melissa Turner (DFS)**

Ms. Turner stated that the Project will be focused on finalizing templates for the Initial Draft Recommended Statutory Changes through the remainder of the year. The Project will share drafts for consideration in January, then conduct one-on-one meetings in February. The anticipated approval will likely be held in April, which is ahead of schedule. Ms. Turner said she expects recommended statutory changes will continually evolve as the Project makes decisions about Florida PALM, as acknowledged by the Legislature.

**New Business: Facilitated by Melissa Turner (DFS)**

There was no new business.

**Next Meeting**

Ms. Turner announced the next two ESC meetings are scheduled for November 22, 2017 and December 27, 2017. Ms. Turner proposed changing those dates due to the holidays. The members agreed that a mid-December date would be preferred. Ms. Turner said they would look for a date and time and would adjust calendars appropriately.

The meeting adjourned at 3:31.