

Date	08/09/2017	Time	2 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard, Building 1, Room 1820 Tallahassee, Florida 32399		
Objective	August 9, 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); David Gilmore (DFS); Carolyn Hicks (DFS); Angie Robertson (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"> • August 9, 2017 ESC Meeting PowerPoint Presentation • Decision 96: Major Project Deliverable for FY 17-18 • June 20, 2017 ESC Meeting Minutes 		
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. Fourteen of the 15 ESC members were present.

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

The ESC was given the [June 20, 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 Eric Adair (DFS); David Gilmore (DFS); Carolyn Hicks (DFS); Angie Robertson (DFS); and Melissa Turner (DFS)

Ms. Melissa Turner presented a status update on the Florida PALM Project budget through June 30, 2017. She stated fiscal year reversions will be slightly over two million dollars. Next, Ms.

Turner provided an overview of the FY 17-18 Spend Plan, highlighting the enhanced readability, additional column for remaining release available, and the new footnotes tab. Ms. Turner reviewed the Spend Plan figures by budgetary category providing additional context for the Special Category. Ms. Turner reported \$18 million had been placed in reserve and may be released upon a budget amendment after the Department executes the contract for the Software and Systems Integrator (SSI).

Moving forward, Ms. Turner discussed Project risks and issues. She stated that there were no changes since the June 20 meeting. The Project will continue to report on risks and issues in the Project's Monthly Status Report and encouraged ESC members to contact the Project if they would like to discuss risks or issues further.

Ms. Turner provided a brief update on the SSI Invitation to Negotiate (ITN) activities since the last meeting. DFS withdrew the June 12 notice of decision and contracted with a third party to review financial information for all replies. Upon completion, the Department posted a new notice of decision on July 6, confirming the Department's original decision. The Project will now transition into supporting negotiation activities.

With no questions, Ms. Turner turned the meeting over to Project Track Managers for a brief summary of the Project's planned fiscal year activities. While these activities are intended for the Pre-Design, Development, and Implementation (Pre-DDI) phase, some may carry over into the DDI phase.

Ms. Angie Robertson shared six Project activities, including one Major Project deliverable, on which the Business Process Standardization (BPS) Track will be working. Ms. Carolyn Hicks then shared the Organizational Change Management (OCM) Track's six key activities for the fiscal year. Mr. David Gilmore followed, sharing six Project Management Office (PMO) Track planned fiscal year activities. Mr. Eric Adair concluded the fiscal year planned activities by sharing four Systems Data Strategy (SDS) Track activities.

Following the fiscal year activities summation, Ms. Turner asked for questions. Ms. Rachael Lieblick asked about the expected level of ESC involvement in the Project's fiscal year planned activities. Ms. Turner answered the question by directing members' attention to the next agenda item: Decision #96. The Project recommended identifying the Initial Draft Recommendations of Statutory Changes as a Major Project Deliverable even though this deliverable is not on the Project's schedule critical path. Ms. Turner offered other deliverables produced as a part of the Project's fiscal year planned activities could be identified as a Major Project Deliverable but there were no additional suggestions presented by the ESC members.

Voting Action (Including Public Comment) – Decision #96: Identify Major Project Deliverables for FY 17-18

Chair Kneip stated that no requests for public comment had been submitted. He provided additional opportunity for the public to speak; however, no public comments were made. Chair Kneip inquired if there were any final questions or comments from the ESC members, and there were none. He proposed that the ESC take a vote to approve Decision # 96 as recommended by the Project, identifying the Major Project Deliverable for FY17-18 as the Initial Draft Recommendations of Statutory Changes. All ESC members voted by stating, "yes". The vote passed.

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

Mr. Brian Eppig stated that while all internal Project activities are on schedule and in good order, the Project is currently rated “yellow” because of a delay in the commencement of negotiation activities. Mr. Eppig stated that the upcoming focus for IV&V would be DDI readiness, including the Office of Information Technology (OIT), the Division of Treasury, the Division of Accounting and Auditing (A&A), and the Florida PALM Project. IV&V will take a proactive approach in assessing the capabilities, established processes, and expectations of DFS stakeholders. Having no questions from the ESC members, the meeting moved forward to upcoming activities.

Upcoming Activities: Facilitated by Melissa Turner (DFS)

Ms. Turner stated that the Project will be focused on supporting SSI ITN activities and will continue to conduct DDI Readiness activities across all Project Tracks. At future ESC meetings, the Project will review a plan for development, review, and approval of the Major Project Deliverable: Initial Draft Recommendations for Statutory Changes.

New Business: Facilitated by Melissa Turner (DFS)

Chair Kneip began by stating this was his last ESC meeting as he will be retiring from the Department at end of the month. He introduced Ryan West, his successor as Chief of Staff, Executive Sponsor, and ESC Chairman. Chair Kneip thanked the ESC members, the Project Team, and the vendor community for their continued support and engagement in the Project.

Ms. Turner followed Chair Kneip and thanked him for his service. There were no further items of new business.

Next Meeting

Ms. Turner noted the next scheduled ESC meeting was planned to occur on August 30 but requested input from the ESC members on their preference. The group agreed to have the next ESC meeting in September (which is scheduled to occur on September 27, 2017). Calendar invites will be removed for August 30 and confirmed for September.

The meeting adjourned at 2:51.