

Date	09/27/2023	Time	2:00 – 4:30 p.m.
Location	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Drive Conference Room 115 Tallahassee, Florida 32308		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Angie Martin (DFS); Mark Merry (DFS); Tomy Mollas (DMS); Jennifer Pelham (DFS); Lee Schoonover (FLDFS); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)</p> <p>Speakers: Jimmy Cox (DFS), Steven Fielder (DFS), John Gunnufsen (PCG), Nikki Klein (DFS), Angie Robertson (DFS), Nicolle Suvada (PCG), Stacey Terry (Accenture), Tommy Werner (DFS)</p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation • PCR 104: Manual Reconciliation Page • PCR 105: Retiree Payment Remittance • PCR 106: Segment II Customization and Requirements Updates 		

The meeting can be viewed on: <https://myfloridacfo.com/floridapalm/oversight>.

Opening Remarks and Roll Call: Facilitated by Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Sixteen members were present.

Presentation: Facilitated by Jimmy Cox, Steven Fielder, John Gunnufsen, Nikki Klein, Angie Robertson, Nicolle Suvada, Stacey Terry, Tommy Werner

Mr. Tommy Werner shared the spend plan update for fiscal year (FY) 23-24. He then shared that no new Project Risks or Issues have been opened or closed. Project Risks 4 and 6 remain open. Mr. Werner then presented highlights of the critical path items that are in process or completed for three of the seven Stage Gates, also noting Design Segment I was completed and accepted.

The Independent Verification and Validation (IV&V) team gave a report of activities. Ms. Nicolle Suvada shared some of the Project design activities were late, but the IV&V team does not believe it will impact the timely completion of first Stage Gate. Mr. John Gunnufsen shared a new IV&V finding, stating inconsistencies in updating requirement references across multiple Project resources. The Project has since updated internal processes to better keep resources aligned. Mr. Cox further shared what changes the Project made. The IV&V team shared metrics related to functional design drafts and review, as well as their observations from recently conducted Project meetings.

Ms. Nikki Klein gave a readiness update including the progress of agencies' current state analysis tasks. The full Readiness Workplan (RW) with tasks through the 2026 go-live and post-implementation support was published on the Florida PALM website on September 11. There are 158 new agency tasks. A virtual meeting was held with agencies to discuss the summary and approach of new tasks. The video can be found on the Florida PALM website. Ms. Klein introduced the Agency Implementation Roadmap, a visual timeline depicting a high-level overview of RW tasks by task category. The Project published the roadmap with the release of the RW on September 11. Continuing, Ms. Klein highlighted the upcoming RW tasks for October that will focus on Project Management and Design Activities.

Ms. Klein gave a report on the first Technical Town Hall, hosted by the Project for agency Technical and Business Liaisons. The Town Hall was well attended and focused on re-baselining agencies, shared valuable resources, discussed data considerations, and encouraged ongoing involvement between technical and business areas, SMEs and the Project.

Ms. Angie Robertson discussed the submissions of the first Bimonthly Agency Readiness Status Report. Summarizing the results, she shared overall key trends, metrics and themes reported for risks, issues, assumptions, and agency readiness activities. She then shared lessons learned for the next reporting period and solicited feedback from both an internal perspective of completing the report and the summation she gave during the meeting. The members agreed the summary was helpful and tells a better story of agency's needs and overall readiness. The members also discussed agency risks and how the Project is supporting those concerns/needs.

Ms. Stacey Terry reported on the six pillars of Segment I Solution Design activities, sharing the progress reports for various implementation activities. The Project is currently engaged in Segment II for business process models and design specifications. Ms. Terry said Segment II includes a higher volume of functional designs which impacts the number of drafts, reviews, and team collaboration.

Mr. Cox discussed the Payroll Wave, sharing the Project recently increased the payroll Project team with the goal to staff another team member. Accenture has likewise added members to their payroll team. Mr. Cox discussed the Payroll Wave Business Process Model Review meetings that took place on September 18 & 19 with the Advisory Council and agencies. He mentioned the payroll process models rely heavily on enterprise process and the Project has been meeting one-on-one with People First, as well. Mr. Cox shared design impacts to agencies worth noting, listing significant process changes. He then summarized the [business process models](#) that were previously shared with the members and also discussed at the Payroll Wave Business Process Model Review meetings and solicited feedback and questions. The models are not final and will be updated as the Project progresses through the Design Phase. Final models will be shared at the end of Segment IV. Following the process models discussion, Mr. Steven Fielder asked for public comments. Having none, Mr. Fielder conducted a voting action to approve the Payroll Wave Business Process Models. The ESC unanimously approved the Payroll Wave Business Process Models.

Mr. Cox discussed three Project Change Requests (PCR). PCR 104 describes a production enhancement for the Manual Reconciliation Page related to cancelled deposits. The PCR will use contractual credit to cover the cost of the changes. The change did not require a vote by the ESC and has been approved by Mr. Cox, Project Director.

PCR 105 describes the added requirement and customization for the Retiree Payment Remittance process. Due to the vulnerability of the receiving group and frequency of attempted fraud against this population, the Project recommends the scope update to continue the current process for remittance checks.

PCR 106 describes Segment II updates to requirements contained in attachment 5.1 Business Requirements and extensions contained in 5.2 Customizations of the SSI Contract, as well as a new customization to support new fiscal year activities.

Before conducting a voting action, Mr. Fielder asked the public for comments. A representative from the Department of Management Services spoke, saying DMS looks forward to continuing future design collaboration. Mr. Fielder then conducted a voting action for PCRs 105 and 106. The ESC unanimously approved both PCRs.

Mr. Cox reminded the members of the upcoming Design Workshops being held October 3 & 4 for all design work completed in Segment I. He emphasized who should attend. Ms. Robertson shared several Liaison forums will be held for the second time. These will be held on October 26. This is an opportunity for continued engagement among Project Management, Change Management, and Training Liaisons.

Mr. Cox announced updated meeting dates for the months of November and December due to holidays. Calendar meeting invites will be updated following this meeting.

Action Items:

There were no action items.

Next Meeting: Facilitated by Steven Fielder

The next meeting is scheduled for October 25 at the Department of Financial Services. The meeting adjourned at 4:30 p.m.