

<b>Date</b>	08/23/2023	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Transportation, Burns Auditorium 605 Suwannee St Tallahassee, Florida 32399		
<b>Objective</b>	Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  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 (FL[DFS]); Shannon Segers (DOR); <del>Christina Smith (EOG)</del>; Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)</p> <p><b>Speakers:</b>                  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>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Presentation</a></li> <li>• <a href="#">PCR102: Production Enhancements</a></li> <li>• <a href="#">PCR103: New Segment II AP and AR Extensions</a></li> </ul>		

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. Fifteen members were present. Mr. Fielder shared draft changes to the Project Charter in order to discuss the option for a delegate to sit in place of an ESC member in their absence but without voting authority. The ESC discussed this potential change and benefit and decided to not make a change to allow ESC delegates but did agree to two administrative edits to the Project Charter. A motion to vote was placed and seconded. The ESC unanimously voted the changes to the Charter.

**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. The enhancements to the Project’s Risk 4 language that includes agency risk were displayed for the group’s awareness. Mr. Werner then presented the schedule update, highlighting the critical path items that are in process or completed for three of the seven Stage Gates.

Mr. Jimmy Cox gave a report on the Segment I Financials Wave Business Process Models Review meetings held August 14-15 with the Advisory Council and agency guests. During the Advisory Council’s August meeting, the Council discussed the business processes and did not have objections to the updated process models. Mr. Cox also reported the Advisory Council meeting included a round table on the different approaches’ agencies are using to engage their team members, noting good conversation and unique ideas being shared. The Council was

briefed on the upcoming Payroll Wave Business Process Model Review meetings, the Council's role during those meetings, and expected engagement.

The Independent Verification and Validation (IV&V) team gave a report of activities. Mr. John Gunnufsen shared the IV&V sees no current risk to the Project Schedule. They shared the Project's functional design reviews for Segment I were slightly late, but it did not impact their completion timing. The IV&V team reported seeing good progress and discussion on the Readiness Workplan. Ms. Nicolle Suvada displayed a breakdown of their expanded team by subject expertise and responsibilities. Ms. Suvada also shared the IV&V team's steps to risk assessment and management and how it differs to Project and/or agency risk assessment. The IV&V shared they have no current open risks or findings.

Ms. Nikki Klein gave an update on the progress of agencies' current state analysis tasks. She said the Readiness Workplan is scheduled to release in September and agencies should expect an increase in tasks and Florida PALM activities.

Ms. Stacey Terry reported on the six pillars of Segment I Solution Design activities, sharing the progress reports for various implementation activities.

Mr. Cox discussed two Project Change Requests (PCR). PCR 102 enhances production activities to streamline the processes. There was no cost associated with PCR 102. This PCR did not require a vote by the ESC and has been approved by Mr. Cox, Project Director. PCR 103 addresses changes identified during the design of Segment II for Accounts Payable (AP) and Accounts Receivable (AR) Extensions and proposes updates to requirements contained in attachment 5.1 Business Requirements and extensions contained in 5.2 Customizations of the SSI Contract. This PCR will use contractual credit to cover the cost of the changes. A voting action was held and the ESC unanimously approved PCR 103. Mr. Cox reviewed the credit tracker showing the credit change with PCR 103 applied.

Mr. Fielder and Ms. Angie Robertson concluded the ESC's review of the Bimonthly Agency Readiness Status Report by reiterating what the Implementing Bill requires, how agencies will be reporting, and how reports will be shared. A voting action was held to confirm the report format. The ESC unanimously approved the report. Mr. Fielder assured the group the format can be edited in the future if needed, or requested, by the ESC. Mr. Fielder reminded the group the first report will be due in September for July-August reporting data.

Mr. Fielder shared a new PALMcast episode providing an overview of the Design Phase was published.

Mr. Cox discussed several upcoming meetings. He shared the purpose, audience, and dates of the Payroll Wave Business Process Models Review Sessions. Mr. Cox highlighted the upcoming Tech Town Hall scheduled for mid-September which is intended to engage agency IT staff. He mentioned the agency's functional lead should also attend the Town Hall, so the two roles can be in-step with agency decision. The Solution Design Workshops will be held in early October with more information to be shared with agencies in the near future. Lastly, Mr. Cox displayed the cadence of when business process models will be reviewed with agencies by design segment.

Mr. Fielder shared with the group where to find meeting and design information on the website. He asked if they had questions or suggestions about getting information to agencies.

**Action Items:**

There were no action items.

**Next Meeting: Facilitated by Steven Fielder**

The next meeting is scheduled for September 27 at the Department of Financial Services. The meeting adjourned at 3:10 p.m.