

Date	09/25/2019	Time	2:00 – 4:00 p.m.
Location	Department of Revenue 2450 Shumard Oak Boulevard Building 2, Room 1250 Tallahassee, FL 32301		
Objective	September 25, 2019 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Ryan West (DFS), Chair; Carlton Bassett (DFS); Jimmy Cox (DMS); Renee Hermeling (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Renee Tondee (EOG); Danta White (DFS).</p> <p>Speakers: Matt Cole (Accenture); Mark Fairbank (ISG); Paul Lavery (Accenture); Angie Robertson (DFS); Melissa Turner (DFS); Ryan West (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"> • September 12, 2019 ESC Meeting Minutes • September 25, 2019 ESC Meeting PowerPoint Presentation 		
Action Items	<ul style="list-style-type: none"> • N/A 		

Roll Call and Opening Remarks: Facilitated by Ryan West, Chairman (DFS)

Chairman Ryan West called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Fourteen of the fifteen members were present. Chairman West welcomed the group and outlined the agenda items and then handed the floor to Ms. Melissa Turner.

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

Ms. Turner asked the ESC members if they had any comments on or revisions to the draft September 25, 2019 Meeting Minutes distributed prior to the meeting. There were no comments or revisions. The minutes will be posted to the Florida PALM website following the meeting.

Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Paul Lavery (Accenture); Angie Robertson (DFS); Melissa Turner (DFS)

Ms. Turner began by sharing the Project conducted a risk brainstorming session to identify potential Pilot go-live risks. Of the potential risks, there are none with a high probability or impact. The Project has logged thirteen new risks and closed one risk. The new risks relate to Go/No-Go decisions, organizational readiness, decision-making, fiscal year funding with regards to deliverable acceptance, Project staffing, and timeliness and scheduling activities.

Ms. Rosalyn Ingram read through several questions related to anticipated impacts of Florida PALM to FFMS partners. Ms. Turner said she would document each question and see if the Project Team addressed them throughout the meeting's presentations and respond to those unanswered as follow-up to the meeting. Ms. Ingram offered to share the list of questions with Ms. Turner.

Mr. Cox questioned how the Project intends to assess the readiness of all organizations for the 2021 transition to Florida PALM, with respect to general awareness and specifically for the Central FLAIR retirement. Ms. Turner replied the approach for implementing "legacy-like" interfaces with Wave organizations' business systems is an attempt to minimize efforts at Pilot go-live. Additionally, as the governing body, the ESC members as a group influence the Project's schedule through ongoing evaluation and by Go/No-Go decision points. In reference to the Go/No-Go decisions points, Ms. Ingram asked how the ESC members will know if organizations are ready for transition. Ms. Turner said ESC members act as representatives for their organizations (which includes three of the five Pilot organizations), whereas organizations not represented by the ESC will have opportunities to participate, share, and discuss their readiness position, similar to how the Department of Economic Opportunity participated in the ESC's review of the Process and Transaction Mapping Analysis. To address the concern of awareness for the 2021 transition, Ms. Turner recalled the collaboration activities from the past spring, summarizing the intentional approach for small group sessions and the all-agency sessions to create the Standardized Business Process Models before presenting to the ESC. Ms. Turner also reminded the group she and Mr. Scott Fennell met with each organization to discuss the anticipated 2021 transition impacts. Additionally, the Change Champion Network within each organization has recurring touchpoints and townhalls with the Project to discuss readiness.

Following, Ms. Turner spoke briefly on the current interface activities the Project is completing with FFMS partners and Pilot organizations. Such activities include mapping planned Florida PALM interfaces to current interfaces and meeting with individual FFMS and Pilot organizations for review. Ms. Turner highlighted this as an additional opportunity to discuss 2021 transition effects. The Project will also engage Wave organizations with these activities, as appropriate. Ms. Tanya McCarty reminded the group the replacement of the Cash Management System (CMS) is included in the 2021 transition so interactions with CMS (such as the completion of cash deposits) will be addressed by Florida PALM at Pilot go-live.

Ms. Turner gave an update on the budget by showing projected and incurred budget as of August 31, as well as the budget amendment for second quarterly release through December.

Mr. Paul Lavery addressed the group and gave a high-level update regarding the timeline, the Go/No-Go decision for the RICEFW Build, and the Project's fiscal year objectives. He called out the changes that are reflective of the approved Project Change Request #31.

Ms. Angie Robertson then gave an overview for the Chart of Accounts (COA) Design. While the discussion of COA is not new for the Project, the engagement with organizations has increased and includes organizations' feedback. Ms. Robertson emphasized the importance of ChartFields and Budget Structure as the backbone for an organization's accounting structure. She discussed the COA guiding principles, approach, ChartField elements and crosswalk, Budget Structure

elements, and the working meetings taking place in September and October with State organizations and FFMIS partners. Ms. Tondee asked if all organizations are being included in the COA meetings. Ms. Robinson responded that all have been invited and have signed up to participate except for one organization, the Department of Military Affairs (DMA). The Project Team is continuing to reach out to DMA to establish their Change Champion Network and increase engagement with Project activities. Mr. Cox inquired about the Department of Health's (DOH) satisfaction with the resolution of the Internal Budget Indicator (IBI) field. Ms. Robertson responded that DOH is pleased with the solution provided and feels it will meet their needs.

Continuing, Ms. Robertson discussed Interim Business Process Models purpose and approach. She explained the models will define the variations from the standardized business processes for organizations not transitioning to Florida PALM at Pilot go-live and will remain in Departmental FLAIR. The interim models will also define variations for how organizations will interact with other organizations that have not yet transitioned to Florida PALM. The Project Team has been working with the Department of Financial Services Divisions and Offices and FFMIS partners prior to collaborating with organizations in November. Both business processes and technical functions are being reviewed as part of the Interim Business Process Models.

Mr. Matt Cole shared the RICEFW (Reports, Interfaces, Conversions, Extensions, Forms, and Workflows) Inventory is a list of items that will feed the build and design activities. He then spoke to the approach of identifying inventory items which includes feedback from organizations. Following, Mr. Cole presented a brief demonstration for select features planned for the Florida PALM Solution.

Ms. Turner announced the Master Readiness Workplan (MRW) was published to the Project website and shared with the Change Champion Network in August. It lists tasks that will support each organization's transition. Tasks are appropriate to Pilot, Wave, and/or FFMIS organizations. The Readiness Dashboard is a support tool to evaluate the status of readiness, using MRW tasks. It will be updated monthly and shared in Readiness Touchpoints and Agency Sponsor meetings. Mr. Cox asked if the tasks included training. Ms. Turner responded, yes, the tasks were inclusive of training.

Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG)

Mr. Mark Fairbank gave an assessment for the month of August. He reported an overall green status for the Project based on the 15 industry standards for IV&V reviews. He said the Project continues to progress according to plan. Collaboration efforts continue both within the Project and with organizations. The IV&V Team is continually monitoring risks and mitigation strategies. The IV&V Team observed understanding by organizations of the changes coming with the 2021 implementation is increasing. The Project continues to convey impact messages via multiple channels. Mr. Fairbank said completion of Interim Business Process Models is key, since the phased and waved approach brings some complexity. The IV&V Team is looking at the timing of the finalization for the completion of the Interim Business Process Models and will be looking at contingency plans for the overall Project schedule in the event impacts prevent progress as planned. Mr. Fairbank complemented the COA design process for its clarity and inclusion with organizations, noting it was one of the most thorough, yet simplest designs compared to other state implementations.

Upcoming: Ms. Melissa Turner (DFS)

Ms. Turner reminded the committee, last year the legislature requested the Project work with ESC members on a recommendation for statutory changes necessary to implement Florida PALM. Similarly, the Project was directed this year to provide final ESC recommendations for statutory changes needed to implement Florida PALM and draft associated legislation updates. Ms. Turner said ESC members will be sent the updated list of recommended statutory changes which includes the removal of two items. Ms. Turner confirmed the Project Team will engage the DFS Legislative Affairs staff to follow its standard process for developing proposed legislation changes. The Project will submit a list of recommendations and proposed legislation changes the House, Senate, and Governor's Office by November 1.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for October 23. The group briefly discussed the meeting dates for November and December. The preference is to hold a meeting in early December to replace the scheduled November and December meeting dates due to conflicts with holidays. Additionally, Ms. Turner offered to provide ESC members meeting materials in a way most suitable to individual preference and asked for feedback. The meeting adjourned at 4:46 p.m.