Date	09/12/2019	Time	4:00 – 5:00 p.m.
Location	Conference call, only		
Objective	September 12, 2019 Executive Steering Committee (ESC) Meeting Minutes		
Attendees	**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). **Speakers:** Brian Cliburn (Accenture); Mark Fairbank (ISG); Angie Robertson (DFS); Lisa Simpson (DEO) Melissa Turner (DFS); Ryan West (DFS) *Members who were unable to attend are denoted by strikethrough text.*		
Attachments/ Related Documents	• July 24, 2019 ESC Meeting Minutes • September 12, 2019 ESC Meeting PowerPoint Presentation • Project Change Request #31		
Action Items	• Process and Transaction Mapping Analysis voting action • Project Change Request # 31 voting action		

Roll Call and Opening Remarks: Facilitated by Ryan West, Chairman (DFS)
Chairman Ryan West, Chairman called the meeting to order at 4:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Twelve of the fifteen members were present. A quorum was established. Chairman West welcomed the group and thanked the members for adjusting their schedule to attend the call. He outlined the agenda items and 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 July 24, 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 Brian Cliburn (Accenture); Angie Robertson (DFS); Lisa Simpson (DEO); Melissa Turner (DFS)
Ms. Turner began the Project updates by sharing Ms. Danielle Kosberg, Deputy Project Director, will be leaving the Florida PALM Project to purse an opportunity with the private sector. With her transition, the Project is changing its leadership structure and will now have two Deputy Project Directors: Rachael Lieblick and Angie Robertson. Ms. Lieblick's role will be expanded to include Deputy Director responsibilities for the Project Management Office (PMO) and Organizational Change Management (OCM) Tracks. Ms. Robertson's role will be expanded to include Deputy

Project Director responsibilities for the Business Process Standardization (BPS) and Systems and Data Strategy (SDS) Tracks.

Ms. Turner shared the floor with Brian Cliburn, Deputy Project Manager with Accenture, to discuss the Project Schedule. Mr. Cliburn discussed during fiscal year planning, the Project Team identified opportunities to better align an upcoming Go/No-Go decision with the design and organizational engagement activities. Therefore, the Project logged two Project Change Requests (PCR). PCR #31 was logged requesting ESC approval to change the Production Support Strategy to a written deliverable (instead of Major Project Deliverable) and the Interim Process Models and Chart of Accounts deliverables as Major Project Deliverables. Prior to the ESC meeting, individual conversations were held with ESC members to discuss the reasoning for schedule changes proposed with PCR #31. PCR #32 was logged requesting approval by the Project Director with changes related to deliverable names, deliverable acceptance criteria, and inclusion of 11 new work products to track the completion of planned activities. Ms. Turner approved PCR#32 on September 11. Mr. Jimmy Cox asked why the Project was shifting the upcoming Go/No-Go date and what the impact to building interfaces would be. Ms. Turner explained the engagement activities on the original schedule were not planned to occur until early 2020. The proposed changes will now support collaboration with partners to occur this fall, allowing the engagement work to inform the development activities.

Ms. Turner and Ms. Robertson then gave an update on the Standardized Business Process Models deliverable. In the July 24 ESC meeting, the committee approved the deliverable with the understanding there would be additional discussions related to the W9 validation process. Ms. Robertson shared the Project worked with the Department of Financial Services (DFS) Division of Accounting and Auditing, including Mr. Paul Whitfield, Division Director, and Ms. Angie Martin, ESC member and Bureau Chief of DFS Vendor Relations, to further discuss the current process and impacts for Florida PALM. DFS is working on an enterprise procedure change that will support the business process as currently documented. This discussion closes the follow-up item from the July 24 ESC meeting.

Continuing, Ms. Robertson discussed the Process and Transaction Mapping and Analysis updates from the previous meeting. The updates include minor edits or clarification, the Departmental FLAIR transactions identified during the July 24 ESC meeting, and language based on feedback received from Pilot organizations. Ms. Robin Naitove asked if the current version contained significant changes from the document that was shared prior to the meeting. Ms. Robertson said there was no significant changes. Ms. Renee Hermeling mentioned she thought the additions made the document comprehensive. Ms. Lisa Simpson with the Department of Economic Opportunity, an ESC requested reviewer of the deliverable, was given the opportunity to share observations of the deliverable and its impact to organizations. Her remarks recognized the importance of the document for upper level financial managers and accounting system staff as it will help prepare front-line users transition between current and future. Ms. Simpson said the document is a solid foundation and is comprehensive. Ms. Robertson thanked Ms. Simpson for her input and provided an opportunity for additional ESC questions or comments. Having none, Ms. Turner moved to the Independent Verification and Validation update.

Independent Verification and Validation (IV&V) Assessment: Mr. Mark Fairbank (ISG)
Mr. Mark Fairbank reviewed July's assessment report. The IV&V team observed the Project producing on-time deliverables and work products. The fiscal year planning activities resulted in

activities with interfaces and data exchanges occurring earlier than originally planned. Efforts will also concentrate on the completion of interim solution analysis to confirm and provide information for DFS operations, FFMIS partners, and State organizations. He said the work continues to progress according to plan. Ms. Hermeling asked why the interim processes will identify some but not all potential modifications to FLAIR. Mr. Fairbank stated the objective of the interim models is to define the flow of business processes of operating Florida PALM concurrently with FLAIR. However, there may be other technical or operational modifications required for FLAIR. Mr. Cox asked if the interim models will include payroll and FFMIS systems, or will they be purely focused on FLAIR. Mr. Fairbank confirmed that the models will include the impact on payroll and FFMIS at the Pilot implementation.

Mr. Carlton Bassett asked if the design and implementation of interim FLAIR should be on the risk log. Mr. Fairbank responded that he is aware of ongoing related discussions but a new item could be added if one does not already capture risk. Ms. Turner offered to meet with members to discuss existing or new risks. Mr. Cox mentioned the potential challenge of completing activities by August 2020 for interface testing. Mr. Fairbank reassured Mr. Cox information is being shared with FFMIS and State organizations as quickly as possible. Ms. Turner offered to add a recurring agenda topic to the ESC meetings to support the dialogue between members for upcoming engagement: Interim Business Process Models, Chart of Accounts Design, and the inventory of conversions, interfaces, reports, and extensions. Mr. Fairbank continued his assessment report, stating the Processing and Transaction Mapping Analysis deliverable is of great value and should be voted on with confidence.

Voting Action: Chairman Ryan West (DFS); Melissa Turner (DFS)
Chairman West asked if there were any requests for public comment. Having none, Chairman West proceeded with the vote to approve the Process and Transaction Mapping Analysis. The ECS members unanimously voted in favor of approval of the Process and Transaction Mapping Analysis. Ms. Turner noted that approvals will be recorded electronically. Proceeding with the vote to approve the Project Change Request #31, the ESC members unanimously voted in favor of approving PCR #31.

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 draft a final recommendation for statutory changes need to implement Florida PALM. The Project will set the topic for discussion in a future meeting. The Project will then submit a list of recommendations to the House and Senate by November 1. Ms. Turner shared the Project will hold the first Change Champion Network Town Hall in later September, as well as continue holding Chart of Accounts working meetings through October.

Next Meeting: Ms. Melissa Turner (DFS)
The next meeting is scheduled for September 25. The meeting adjourned at 4:41 p.m.