

Date	06/09/2021	Time	2:00 – 3:00 p.m.
Location	Virtual Meeting		
Objective	June 9, 2021 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Laurie Grasel (EOG); Renee Hermeling (DFS); Rosalyn (Rez) 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)</p> <p>Speakers: Sean Buchanan (DFS); Matt Cole (Accenture); Scott Fennell (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"> • Executive Steering Committee Meeting Presentation 		

Roll Call and Opening Remarks: Facilitated by Scott Fennell (DFS)

Mr. Scott Fennell called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Thirteen of the 14 members were present. Mr. Fennell thanked the ESC members for their attendance and commitment to Florida PALM.

Florida PALM Project Update: Facilitated by Sean Buchanan (DFS); Matt Cole (Accenture); Scott Fennell (DFS); Melissa Turner (DFS)

Beginning with a contract management update, Mr. Sean Buchanan shared Amendment 5 remains en route for approval; Amendment 6 remains in progress. Mr. Buchanan and Ms. Turner are meeting with ESC members to discuss their considerations on Amendment 6.

Ms. Melissa Turner displayed the CMS Wave timeline and said the Project team is focused on CMS Wave readiness, deployment, and cutover activities. Mr. Matt Cole, Accenture Deputy Project Manager, shared updates on testing. The Full Dress Rehearsal 2 which tests the deployment process is nearing completion. The team completed cutover activities and is close to completing post-cutover activities. The exercise has given the team more confidence in the cutover checklist activities, as well as the ability to perform them a second time prior to deployment. End-to-End Batch Testing is complete. The Project team is testing interest apportionment with Treasury partners this week.

The Department of Revenue (DOR) and the Department of Business and Professional Regulation (DBPR) have worked closely solutioning and testing the depositing process DOR performs on behalf of DBPR. Ms. Sally Huggins, Bureau Chief for DPBR and Ms. Leslie Gomez, Florida PALM Project Manager for DOR, shared their collaboration approach to create a solution for the

processing between their agencies, with support from the DFS Division of Treasury and the Project team. Both DOR and DBPR feel comfortable and confident in the proposed process. Currently, DOR is conducting user acceptance testing on the proposed process with DBPR and other agencies DOR deposits on behalf of. Ms. Maria Johnson applauded the successful collaboration and shared a take-away from the experience to apply to future implementation waves is to bring agency information technology subject matter experts into conversations and planning early. Mr. Fennell thanked the agencies for their work and for sharing what they accomplished by working together.

Mr. Cole gave an update on the deployment readiness assessment. Many items are complete or on track. Two items require attention; the SIR resolution and interest apportionment testing. While both items require attention, the team is actively working on resolution. The Project team will continue conducting deployment readiness assessments leading into next week's Ready to Deploy Go/No-Go Decision.

Mr. Mike Jones asked if the deployment readiness assessment items that require attention would prevent the Project from launching Florida PALM if not completed. Mr. Cole said at this time, nothing is known that would prevent the launch if not completed or resolved. Ms. Turner reminded the members that Known Issues are SIRs that are unable to be resolved prior to the CMS Wave launch. Known Issue will be shared with the ESC prior to the Ready to Deploy Go/No-Go Decision and with agencies at deployment.

Mr. Mark Fairbank offered that from Independent Validation and Verification's (IV&V) perspective, Mr. Cole's statement was accurate. The Business Sponsors, Agencies, other partners, and the Project team are in a high state of collaboration and cooperation, attending to detail, and cooperative in solutioning. IV&V does not see technical or business issues that would prevent launch.

Ms. Turner gave an update on the status of agency training. All agencies had at least one team member access the web-based training, and ten agencies have completed 100% of their identified instructor-led training courses.

Ms. Turner shared the status on the deliverable criteria for the Ready to Deploy Go/No-Go Decision. The Ready to Deploy Go/No-Go Decision is scheduled for June 16. The meeting will be held in-person with a virtual option for those that cannot attend in-person. Mr. Fennell shared his excitement to meet again in-person. He also stated that he invited Agency Sponsors from all agencies to this significant meeting and hoped everyone who could, would attend in-person.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for June 16. The meeting will be located at Betty Easley Conference Center and will have a concurrent virtual option. The meeting adjourned at 2:22 p.m.