

<b>Date</b>	06/23/2021	<b>Time</b>	2:00 – 3:30 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	June 23, 2021 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Laurie Grasel (EOG); 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)</p> <p><b>Speakers:</b>                  Matt Cole (Accenture); Scott Fennell (DFS); Shelley McCabe (DFS); Melissa Turner (DFS)</p> <p><i>*Members who were unable to attend are denoted by strikethrough text.</i></p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Executive Steering Committee Meeting Presentation</a></li> </ul>		

**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. Fourteen of the 14 members were present.

**Florida PALM Project Update: Facilitated by Matt Cole (Accenture); Scott Fennell (DFS); Shelley McCabe (DFS); Melissa Turner (DFS)**

Mr. Fennell shared contract updates on Mr. Sean Buchanan’s behalf. Amendment 5 is in the final stages of review and should be finalized in a few days. Conversations for Amendment 6 continue with the Executive Steering committee members. A proposed Project Change Request (PCR) 79 was created to align the scheduled Deliverable Expectation Document (DED) dates with the implementation shift.

Mr. Matt Cole, Accenture Deputy Project Manager, shared an update on Known Issues. As a reminder, during the previous meeting, Mr. Cole discussed each Known Issue, the impact, and temporary fix. One issue was resolved, and one additional was identified, for a current total of nine Known Issues to date. The list of Known Issues will be distributed to ESC members and agencies. Mr. Cole explained the new System Investigation Request (SIR) 6860 relates to a report having more than the intended (CSV output) output available. He mentioned this SIR has low impact for end users and the temporary fix is to manually choose the CSV output. Continuing his updates, Mr. Cole shared pre-cutover activities have begun. Activities are focused on readying the system’s infrastructure and environment. Mr. Cole noted the deployment of the CMS Wave will take place over three points during July. He explained the timing for each Florida PALM function transitioning during July. This information was also shared with agencies.

He noted the Project team is actively working with the Department of Revenue (DOR) on the timing of post-launch deposit activities. He reminded the members they can reach out to Florida PALM team or the DFS Division of Treasury team if the members had questions regarding the planned functions planned for transition.

Ms. Melissa Turner gave an update on the status of agency training. All agencies had at least one team member access the web-based training; thirty-one agencies have completed 100% of their identified instructor-led training courses; and 32 of 34 agencies completed at least 70% of available training. Ms. Turner mentioned User Support Labs will be available in July as an opportunity for in-person production assistance from Project team members on specific topics. Ms. Turner was pleased to announce the Florida PALM End User Manual will be published on the Florida PALM website and shared with agencies before the week's end.

Ms. Shelley McCabe, Operations Manager with DFS Office of Information Technology (OIT), gave an overview of Florida PALM Production Support roles and responsibilities. She and Mr. Cole explained the hierarchal team structure to triage and resolve issues related to system maintenance, infrastructure, and operations. Mr. Cole discussed the stabilization activities after launch. Stabilization is the timeframe when the Production Support team will have additional resources to support initial operations. The stabilization team will conduct daily meetings, actively monitor data processing within Florida PALM, and monitor batch processes to confirm operations are running as expected. Ms. McCabe shared a visual of the Florida PALM User Support page on the Florida PALM website and explained where Tier 0 Support Teams and agency end users can find helpful resources. Additionally, the Florida PALM Solution Center contact information will be shared at launch.

Mr. Cole mentioned Florida PALM will have planned maintenance windows post launch for planned system downtime where SIR resolutions will be migrated into the production environment. Maintenance windows will be taken only if needed. Planned system downtime will be communicated to agencies. Mr. Michael Jones asked if production support would be available by phone and/or email and asked for the escalation procedure for tiered support. Ms. McCabe replied the Florida PALM Solution Center can be contacted by phone or email. She said support and escalation will be based on impact and priority of the issue.

**Upcoming: Facilitated by Melissa Turner (DFS)**

Ms. Turner shared the upcoming deployment activities. Communications will be sent to ESC members at the beginning and end of each key activity, keeping aware of the deployment status. She also reminded the members of the financial disclosures that are due July 1 if not already submitted. She asked if there were additional topics the members would like to discuss.

As it relates to future legislative budget requests, Ms. Robin Naitove asked for confirmation on the proposed implementation shift to combine the Central and Departmental Waves. Mr. Fennell said the Chief Financial Officer previously made the decision to shift the implantation to combine the waves, and Amendment 6 (in progress) will document the contractual details of the implementation. Mr. Fennell acknowledged there are changes expected for the Master Readiness Workplan (MRW) activities. A next MRW update is planned to release in a week following the meeting. The new implementation schedule will be described as the Financials Wave. He offered to participate in discussions to better understand DOT's FY21/22 request for release.

**Next Meeting: Facilitate by Melissa Turner (DFS)**

The next meeting is scheduled for June 30. The meeting will be held virtually. The meeting adjourned at 2:36 p.m.