

Date	06/02/2021	Time	2:00 – 3:00 p.m.
Location	Virtual Meeting		
Objective	June 2, 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 (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>Speakers: 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 Matt Cole (Accenture); Scott Fennell (DFS); Melissa Turner (DFS)

Beginning with a contract management update, Mr. Fennell shared Amendment 5 has been routed for approval; Amendment 6 remains in progress. Mr. Buchanan and Ms. Turner are meeting with ESC members to discuss their feedback on the implementation shift for 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. Operational Readiness Testing is complete. All scripts passed with the exception of one due to the expected delivery timing of files. This does not impede future deployment activities. Full Dress Rehearsal 2 is in progress. Pre-cutover activities completed as expected. The team is actively rehearsing cutover activities. End-to-End Batch Testing has shown improved successes. The testing has been extended. The Project team continues resolution progress on System Investigation Requests (SIR). SIRs that are unable to be resolved will be listed as a Known Issue and shared with the ESC prior to the Ready to Deploy Go/No-Go Decision and with agencies at deployment.

This document is a draft and subject to change

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

Ms. Jennifer Reeves, Florida PALM Reporting Lead, shared the Project team facilitated an Accounting Workgroup to review planned Florida PALM accounting entries. They reviewed over 600 accounting events and scenarios and discussed adding and maintaining journal templates in Florida PALM.

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. She reminded the members Agency Sponsors were invited for an opportunity of open dialogue.

Next Meeting: Ms. Melissa Turner (DFS)

The next meeting is scheduled for June 9. The meeting will be planned as virtual. The meeting adjourned at 2:18 p.m.