

<b>Date</b>	06/30/2021	<b>Time</b>	2:00 – 3:30 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	June 30, 2021 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>          Scott Fennell, Chair (DFS); Carlton Bassett (DFS); <del>Jimmy Cox (DMS);</del>          Laurie Grasel (EOG); Renee Hermeling (DFS); <del>Rosalyn (Rez) Ingram (DMS);</del>          Maria Johnson (DOR); Mike Jones (EOG); <del>Tony Lloyd (DCF);</del>          Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP);          Mark Merry (DFS); Robin Naitove (FDOT)</p> <p><b>Speakers:</b>          Sean Buchanan (DFS); 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. Eleven of the 14 members were present. Mr. Fennell introduced two new members that will be joining the ESC in July; Cody Farrill is the designee from the Agency for Health Care Administration, and Jamie Grant with Florida Digital Service.

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

Ms. Melissa Turner shared there were no new risks or issues logged or closed. She then shared the spend plan as of May 31. Mr. Sean Buchanan briefed the members on contract updates; the Project team is reviewing comments from the Department’s legal team for Amendment 5. Mr. Buchanan expects to approve the amendment soon. Mr. Buchanan is continuing conversations with ESC members to discuss their feedback on the implementation shift for Amendment 6. He shared while meeting with Mr. Jimmy Cox, Mr. Cox expressed interest in combining the Payroll Wave with the Financials Wave implementation. Follow up conversations to assess impacts will continue and will include enterprise partners. Since the last meeting, Project Change Request (PCR) 80 was approved. The PCR adjusted a work product start date to allow the Project team to focus on the CMS Wave launch.

Mr. Matt Cole, Accenture Deputy Project Manager, shared an update on Known Issues. Since the previous meeting, one SIR was resolved and seven were identified. Mr. Cole discussed each Known Issue added since the last ESC meeting, the impact, and temporary fix. The list of Known Issues will be distributed to ESC members and agencies. Ms. Shelley McCabe, Florida PALM

Operations Manager with DFS Office of Information Technology (OIT), gave an update on production support and the transition of operations. The Florida PALM Solution Center will transition to DFS OIT July 1. Four resources will be transferred from the Florida PALM Project team to staff the Florida PALM Solution Center help desk services and three positions from DFS OIT will also transition to focus on Florida PALM support. A training and staffing plan will be created for long-term production support. OIT will manage network connections from Florida PALM to MyFloridaNet. Ms. McCabe followed up on a question asked by Mr. Michael Jones's during the previous ESC meeting by sharing information from the Florida PALM Solution Center Standard Operating Procedures which states an issue should be escalated to Tier 2 and 3, if unable to be resolved by Tier 1, within 30 minutes.

Ms. Turner affirmed the Florida PALM End User Manual was published to the Project's website and shared with agencies. A Security Access Manager Manual is being finalized and is targeted for publication this week. Sharing training updates, 21 agencies' end users completed 100% of training and 32 of 34 agencies have completed at least 70% of available training. Ms. Turner reminded the members of the User Support Labs that will be available beginning July 13 for in-person support by Project team members.

**Independent Verification and Validation (IV&V): Mark Fairbank (ISG)**

Mr. Mark Fairbank shared an assessment on the readiness to launch Florida PALM CMS Wave. He said comprehensive testing services for CMS Wave were completed successfully. Defects or questions during this time were managed effectively. Known Issues have mutually agreeable workarounds and do not include large obstacles. The Full Dress Rehearsal exercises were exhaustive and successfully completed. Interface development with agencies was iterative and collaborative and were successfully tested. Mr. Fairbank and IV&V team have not identified a reason to delay launch.

**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. Mr. Fennell requested suggested topics for future ESC meetings.

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

The next meeting is scheduled for July 28. The meeting will be held at the Department of Environmental Protection. The meeting adjourned at 2:31 p.m.