

<b>Date</b>	11/10/2020	<b>Time</b>	2:00 – 3:00 p.m.
<b>Location</b>	Virtual Meeting		
<b>Objective</b>	November 10, 2020 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); <del>Mike Jones (EOG)</del>; Tony Lloyd (DCF); Angie Martin (DFS); Tanya McCarty (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Ryan Nolan (DFS)</p> <p><b>Speakers:</b>                  Scott Fennell (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="#">PCR 67 – Amendment 3 Cost Change</a></li> <li>• <a href="#">Amendment 3 Cost Analysis</a></li> </ul>		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Vote for PCR 67 – Amendment 3 Cost Changes</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 15 members were present, providing a quorum. Mr. Fennell thanked the ESC members for their attendance to discuss Amendment 3 cost changes.

**Florida PALM Project Update: Facilitated by Scott Fennell (DFS); Melissa Turner (DFS)**

Amendment 3 reflects the revised implementation approach and schedule changes that were previously confirmed by the ESC members. The Project Change Request for Amendment 3 cost changes (PCR67) and cost analysis were provided to the ESC members prior to the meeting. Ms. Turner discussed several highlights from the PCR. She highlighted that as a result of the revised implementation approach the Project added new deliverables. DFS explored options to save State funds and to fund the increased work without having to ask for additional appropriations. One way of doing this is to transition services in areas of Project Management and Change Management to the Department earlier than expected. This opportunity will result in associated deliverables being removed from the contract. The Project will complete the necessary activities using existing resources.

Ms. Turner discussed the categories and calculations for the cost changes. The Oracle license is transitioning to the State, so Accenture will no longer directly manage Oracle license and the State can redirect the value of Accenture’s management services of those licenses to the increased work efforts. This licensing transition was anticipated and is, therefore, included as part

of the Software and System Integrator (SSI) contract. This transition allows the Department to move towards the goal of operating and maintaining Florida PALM. If there is an increase in costs for licensing due to an increase to the State's appropriations or enterprise employees that requires an additional purchase or maintenance, that information would be brought to the ESC.

The contract was created with a built-in contingency in the form of solution components that represent approximately 6% of the contract value. Based on the anticipated costs, the Department intends to consume a portion of this contingency to pay for the new work resulting from the revised implementation plan.

Ms. Turner then discussed the fiscal year's costs for special category. She highlighted fiscal year 2022-2023 as the highest value of change. This is due to supporting CMS and Central functionality in production while concurrently working on implementing Payroll and Departmental waves. There are additional environments needed to support the overlapping activities which will require additional infrastructure and support staff.

Summarizing, Ms. Turner said the Amendment 3 costs were reduced through savings or offsets, totaling a net impact of \$7.5 million through the remainder of the contract.

Ms. Turner added that the Project Team is having discussions with stakeholders on several topics including plans for testing and customizations. If there are any additional cost impacts, those would be brought to the ESC. She then asked for questions on the cost changes for Amendment 3. Ms. Renee Hermeling asked for an update on the possible customizations that Florida PALM may be pursuing. Ms. Turner said the Project Team would be happy to update the members in a future meeting on the status of customizations. She reminded the group if new scope was identified, new requirements would be presented to the ESC for a vote. Mr. Tony Lloyd asked for an example of the deliverables that were transitioned to the Department. Ms. Turner gave two overarching examples that cover multiple deliverables; Organization Readiness Assessment (that occurs three times each Wave) and the administrative tracking of knowledge transfer activities.

**Voting Action: Chairman Scott Fennell (DFS)**

Before voting action began, Mr. Fennell asked if there was a request for public comment. There being none, Mr. Fennell proceeded with the vote to approve the Amendment 3 cost changes. The ESC members unanimously voted for the approval of the cost changes.

**Next Meeting: Ms. Melissa Turner (DFS)**

The next meeting is scheduled for December 9, 2020. The meeting will be planned as virtual. However, if there is a change, a physical location will be communicated. The meeting adjourned at 2:20 p.m.