

Date	11/16/2021	Time	2:00 – 4:00 p.m.
Location	Department of Environmental Protection		
Objective	November 16, 2021 Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Scott Fennell, Chair (DFS); Nancy Anderson (DFS); Jimmy Cox (DMS); Gody Farrill (AHCA); James Grant (FDS); Laurie Grasel (EOG); Renee Hermeling (DFS); Don Hurst (DFS); Rosalyn (Roz) Ingram (DMS); Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); Robin Naitove (FDOT); Jennifer Pelham (DFS)</p> <p>Speakers: Sean Buchanan (DFS); Chair Scott Fennell (DFS); Melissa Turner (DFS)</p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> Amendment 6, Attachments 1 (Statement of Work), 6 (Definitions), 10 (Service Level Agreement), 13 (Software Source Code) 		

Meeting audio is available on <https://myfloridacfo.com/floridapalm/oversight>.

Roll Call: 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 17 members were present.

Presentation: Facilitated by Sean Buchanan (DFS); Scott Fennell (DFS); Melissa Turner (DFS)

The meeting began publicly by addressing questions related to the redacted portions of attachments 1, 6, 10, and 13. A portion of the meeting was shaded to discuss the confidential information in attachments 1, 6, 10, and 13. The meeting resumed publicly before adjourning. The action items resulting from the meeting include:

- Review references to agency business systems and “FFMIS” to determine where other enterprise systems will be referenced
- Confirm the Deliverable Expectations Document (DED) process in the Project Management Plan and update language in attachment 1 to reference, as necessary
- Review process for confirming earn back credit values provided by subcontractor
- Include “unless otherwise directed by the Department” in the definition for Service Level Credit in attachment 6

Next Meeting: Facilitated by Melissa Turner (DFS)

The next meeting will be held virtually and is scheduled for November 17. The meeting adjourned at 2:55 p.m.