

<b>Date</b>	01/26/2022	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Children and Families		
<b>Objective</b>	January 26, 2022 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  Scott Fennell, Chair (DFS); Nancy Anderson (DFS); Jimmy Cox (DMS); Cody Farrill (AHCA); <del>James Grant (DFS)</del>; Laurie Grasel (EOG); Renee Hermeling (DFS); <del>Don Hurst (DFS)</del>; Maria Johnson (DOR); Mike Jones (EOG); Tony Lloyd (DCF); Angie Martin (DFS); Darinda McLaughlin (DEP); Mark Merry (DFS); <del>Robin Naitove (FDOT)</del>; Cliff Nilson (DMS); Jennifer Pelham (DFS)</p> <p><b>Speakers:</b>                  Chair Scott Fennell (DFS); Sean Buchanan (DFS), Fred Forrer (PCG), Brittney Moulton (Accenture); Nicolle Suvada (PCG), Melissa Turner (DFS); Tommy Werner (DFS)</p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Presentation</a></li> <li>• <a href="#">Updated Recommendation for Statutory Requirements</a></li> <li>• <a href="#">Project Change Request #85</a> Book to Bank Reconciliation and Chart of Accounts Crosswalk Spreadsheet</li> <li>• IV&amp;V SSI Vendor Contract Review Report</li> <li>• IV&amp;V Deliverable Assessment Reports for Project Schedule</li> </ul>		

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. Fourteen of the 17 members were present, creating a quorum.

**Presentation: Facilitated by Chair Scott Fennell (DFS); Sean Buchanan (DFS), Fred Forrer (PCG), Brittney Moulton (Accenture); Nicolle Suvada (PCG), Melissa Turner (DFS); Tommy Werner (DFS)**

The ESC members were presented an update to the Recommendation of Statutory Requirements and draft language created by the DFS Division of Accounting and Auditing. Mr. Tanner Collins and Ms. Renee Hermeling explained benefits of the proposed Project Change Request (PCR) for production functionality. The PCR anticipates use of the designated contract contingency for funding.

The Independent Verification and Validation (IV&V) team shared findings from their review of the Project Contract and Project Schedule.

The action items resulting from the meeting include:

- Separating enterprise systems from their parent agency for the Agency Progress Report.
- Updating on the Project Schedule based on feedback and observations.

**Voting Action: Facilitated by Scott Fennell (DFS)**

Mr. Fennell introduced the voting actions. Mr. Fennell asked if there was a request for public comment. Being none, he conducted the vote for the approval of the updated recommendation of statutory requirements (and draft language). The ESC members unanimously approved. Mr. Fennell conducted a vote for the approval of PCR #85 Book to Bank and Chart of Accounts Crosswalk Spreadsheet. The ESC members unanimously approved the PCR.

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

The next meeting will be offered virtually and is scheduled for February 23. The meeting adjourned at 4:07 p.m.