

<b>Date</b>	09/22/2021	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Children and Families		
<b>Objective</b>	September 22, 2021 Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>                  Scott Fennell, Chair (DFS); Carlton Bassett (DFS); Jimmy Cox (DMS); Cody Farrill (AHCA); <del>James Grant (DFS)</del>; 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><b>Speakers:</b>                  Sean Buchanan (DFS); Scott Fennell (DFS); Carolyn Hicks (DFS); Daniel May (DMS); Shelley McCabe (DFS); Melissa Turner (DFS); Tommy Werner (DFS)</p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Executive Steering Committee Meeting Presentation</a></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. 15 of the 16 members were present.

**Presentation: Facilitated by Sean Buchanan (DFS); Scott Fennell (DFS); Carolyn Hicks (DFS); Daniel May (DMS); Shelley McCabe (DFS); Melissa Turner (DFS); Tommy Werner (DFS)**

Ms. Melissa Turner announced the implementation decisions by the CFO to 1) launch the Payroll Wave concurrently with the Financials Wave with a launch date of July 2024; 2) Phase 2 functionality will be referred to as the Expansion Wave and will launch following the Financials Wave in 2026; 3) the Project’s scope will expand to include the replacement of the Information Warehouse during the Financials Wave. Ms. Turner also introduced a new Independent Verification and Validation team from Public Consulting Group.

The action items resulting from the meeting include:

- Continue to track metrics and proactively share status on Florida PALM implementation and production support.
- Review options to provide additional materials for Module Workgroups.
- Share recommendations for statutory changes in preparation for an October voting action.
- Share Amendment 6 documentation in preparation for discussions and voting action.

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

The next meeting is scheduled for October 27. The meeting location will be shared with ESC members. The meeting adjourned at 3:10 p.m.