

Date	12/13/2023	Time	2:00 – 5:00 p.m.
Location	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Drive Conference Room 115 Tallahassee, Florida 32308		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	<p>Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Edric Sanchez (DMS); Lee Schoenover (FL[DS]); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)</p> <p>Speakers: Jimmy Cox (DFS), Steven Fielder (DFS), Nikki Klein (DFS), Nicolle Suvada (PCG), Stacey Terry (Accenture), Tommy Werner (DFS)</p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation • PCR 108: Simplified Disinvestments and Interest Apportionment 		

The meeting can be viewed on: <https://myfloridacfo.com/floridapalm/oversight>.

Opening Remarks and Roll Call: Facilitated by Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 2:00 p.m. with a roll call of the Executive Steering Committee (ESC) members. Fourteen members were present. Edric Sanchez, the Department of Management Services (DMS) personnel information subsystem representative, was welcomed as a new Committee member.

Presentation: Facilitated by Jimmy Cox, Steven Fielder, Nikki Klein, Nicolle Suvada, Stacey Terry, Tommy Werner

Mr. Tommy Werner gave an update on the spend plan for fiscal year (FY) 23-24. He then shared that no new Project Risks or Issues have been opened or closed. There were no changes from the prior ESC meeting. Mr. Werner then highlighted the Project Schedule’s critical path items that are “in progress” or “completed” for two of the seven Stage Gates.

The Independent Verification and Validation (IV&V) team gave a report of activities. Ms. Nicolle Suvada shared their observations on the Project team’s project management tasks, noting late tasks relating to the development of configuration workbooks. She noted, however, the Schedule Performance Indicator is stable. Ms. Suvada discussed their open findings, sharing one inconsistency with Project documentation relating to Finding 12. Mr. Cox shared the procedures in place to keep Project documentation pertaining to Finding 12 in alignment. Ms. Suvada shared (a new) Finding 13 regarding the People First contract and a change order that must be approved before continuing work with Florida PALM. Mr. Edric Sanchez, DMS personnel information subsystem representative, gave an update on the change order, stating progress is being made and the outlook shows it will be completed soon. Ms. Suvada then gave an update on their

tracking of functional designs for Segment III. Ms. Suvada shared the trends the IV&V team gathered after meeting with five agencies on organizational change management activities.

Ms. Nikki Klein shared an agency readiness update. She displayed the agency timeline graphic outlining this fiscal year's Readiness Workplan (RW) tasks for agencies to complete. She said agencies are wrapping up current-state analysis tasks and beginning agency transformation and build tasks. A visual snapshot of current and upcoming RW tasks was displayed and themes were briefly discussed. Ms. Klein highlighted two tasks that include a midpoint check that will take place during Agency Touchpoints. This is a new approach with agencies and the goal is to answer questions and assist with on-time and accurate task completions. She noted the Project technical team will join Touchpoints in December to answer questions relating to interface selection pertaining to Segment I design.

Ms. Klein then shared trends from the Bimonthly Agency Readiness Status Reports that were submitted in November. She discussed the reported Agency Risks, Issues, Assumptions, and Readiness Activities. Additionally, Ms. Klein followed up with the Committee request from the prior ESC meeting to make some RW tasks optional. She said the Project did not receive further suggestions from the Committee for which tasks should be made optional. During the last ESC and Advisory Council meetings, suggestions were also made to modify the Agency Dashboard. Ms. Klein shared a few improvements to the Agency Dashboard based on that feedback. Lastly, she mentioned notable activities in the new year: Agency Touchpoints will return to in person meetings; the Project is planning to host an Agency Sponsor Summit in the spring; nine new RW tasks will be released in January.

Ms. Stacey Terry reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities. Segment III functional design activities are well underway. Ms. Terry reviewed Segment III functional designs status, to date. Ms. Terry discussed the activities associated with the Build Phase. Activities for Segment I Build have begun, along with UAT Test planning. Accenture will continue to track and report to the Committee on the progression through the Build phase.

Mr. Cox reviewed the topics discussed during the December Advisory Council (Council) meeting, earlier that day. The main topic was design considerations where security roles, exporting attachments, and SpeedKeys for interface files were discussed. Mr. Cox detailed the SpeedKeys discussion with the Committee and shared the Council confirmed the prior decision to not include SpeedKeys on interface files from agency business systems.

Mr. Cox discussed PCR 108 Simplified Investments and Interest Apportionment. He described the requirements proposed to be cancelled, added and updated in attachment 5.1 Business Requirements and attachment 5.2 Customizations of the SSI Contract. Mr. Cox displayed the credit change and credit balance if PCR 108 is approved. Before conducting a voting action, Mr. Fielder asked for further questions and if there were public comments. Hearing none, Mr. Fielder conducted a voting action for PCR 108. The ESC unanimously approved PCR 108.

Mr. Cox reminded the members of the upcoming Segment II Design Workshops in January. The Segment III Business Process Module Review will take place in February and the Agency Sponsor Summit will be held in April. A new meeting will be held in the spring with a focus on data regarding configurations, conversions, and data cleanup.

Mr. Fielder shared an update on Administered Funds and that the current FY funds should be off consultation today. He suggested agencies should not assume that Administered Funds will be available as in the current year, but suggested each agency prepare a Legislative Budget Request (LBR) to receive funding for the next fiscal year.

Next Meeting: Facilitated by Steven Fielder

The next meeting is scheduled for January 24, 2024, at the Department of Financial Services. The meeting was adjourned at 3:30 p.m.