

Date	01/24/2024	Time	2:00 – 4:00 p.m.
Location	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Drive Conference Room 115 Tallahassee, Florida 32317		
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); Leo Schoonover (FL[DSJ]); 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); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Nikki Klein (DFS); Angie Robertson (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)</p>		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation • PCR109: Segment IV Financial Customizations and Requirement Updates • PCR110: Segment IV Payroll Customizations and Requirement Updates • Agency Dashboard update Sample 		

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. Sixteen members were present.

Presentation: Facilitated by Jimmy Cox, Sarah Crouch, Steven Fielder, John Gunnufsen, Nikki Klein, Angie Robertson, Stacey Terry, Tommy Werner

Mr. Tommy Werner gave an update on the spend plan for fiscal year (FY) 23-24. He then outlined how the Project intends to amend the Legislative Budget Request (LBR) to accommodate additional requests or the increase of costs for fiscal year 2024-2025. Mr. Werner shared that no new Project Risks or Issues have been opened or closed 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. Sarah Crouch shared observations on Florida PALM's project management tasks, noting delayed tasks and the two associated deliverables. Mr. John Gunnufsen had no new updates for Open Finding 12. Mr. Gunnufsen shared People First is re-engaging with the Project team and they will continue to monitor Open Finding 13. Mr. Cox agreed that People First has re-engaged; however, the Project decided to keep a Project risk due to the abbreviated window for conducting meetings and having discussions. Mr. Gunnufsen shared the IV&V team is monitoring the build for Segment I and the development of Segment III functional designs. He mentioned their assessment of the

Segment II Design Workshops are very effective. Ms. Crouch then highlighted successful organization change management activities, the publication of the Knowledge Center and the agency touchpoints.

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. Called out milestones this year: readiness testing and mock conversions. She then displayed a visual snapshot of current and upcoming RW tasks was displayed and themes were briefly discussed. She highlighted tasks 513-519 relating to Segments I and II where agencies will need to select interfaces and configurations. She noted the tasks will help agencies realize how design impacts will affect their business process.

Florida PALM technical team joined Agency Touchpoints during December to discuss the agency's interface selections. This will continue in future Touchpoints as the design phase progresses, as agencies have the ability to refine their selections.

Ms. Klein then shared trends from the Bimonthly Agency Readiness Status Reports that were submitted in January for the months of November and December. She shared general observations as well as the risks, issues and assumptions reported by agencies. After reviewing the trends on the bimonthly reports, she reviewed proposed changes to the Agency Dashboard. The updates were based on previous feedback from agencies, the Advisory Council, and the Executive Steering Committee. Proposed changes include updates to placement of the dials, refinement of the RW Task dial and timeliness measurements, and the addition of a new RW Task Project completeness assessment for tasks. The committee discussed ideas about the metrics and validation of task completeness. The committee requested to update the Dashboard to reflect "completed on time" in addition to "submitted on time". The Project will confirm task completeness according to the task criteria, and work with agencies until task completion. The Project will also consider a way to measure and report the completeness on a dial and provide for discussion during the February ESC meeting.

The Project sent a survey to all agency CCN members with the goal of gaining perspective into their agency readiness and agency engagement. Ms. Angie Robertson shared agency feedback from the survey, highlighting metrics and trends. Agencies responded to specific questions about the *Readiness Workplan* (RW) and *agency engagement* regarding the support they receive within their agency and from the Project. They were given the opportunity to write comments and share specific suggestions, improvements, detail additional needs or assumptions.

Ms. Stacey Terry reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities. Ms. Terry reviewed the development and progress status of the Segment III functional designs, to date. Due to design decisions, holidays, and two weeks of Design Workshops, the reviews are trending behind schedule; however, the completion date remains to be February 2. Ms. Terry discussed the activities associated with the Build Phase. Activities for Segment I Build have begun, along with UAT Test planning. She shared that the Segment I Build activities are slightly behind schedule but should be catch up over the next several weeks. Accenture will continue to track and report to the Committee on the progression through the Build phase.

Mr. Cox gave a summary of agency attendance at the Segment II Design Workshops held over two weeks in January, noting that we are seeing more and more participation from across agencies. Agency feedback from the workshops was discussed with the Advisory Council during their January meeting.

Mr. Cox reviewed PCR 109: Segment IV Financials Customizations and Requirements Updates. He described the business requirements proposed to be cancelled, added, revised, and the “how met” updated in Attachment 5.1 Business Requirements of the SSI Contract. He described the customization proposed to be added to the Attachment 5.2 Customizations of the SSI Contract.

He then discussed PCR 110: Payroll Requirements Updates. He described the business requirements proposed to be cancelled, added, and the “how met” being updated from extension to delivered in Attachment 5.1 Business Requirements. He discussed the requirements to be cancelled in attachment 5.2 Customizations of the SSI Contract. Mr. Cox shared that there will be another PCR in the coming months to include the customizations needed for Payroll functionality.

Mr. Cox displayed the credit tracker should PCRs 109 and 110 be approved, which together would increase the overall credit balance. 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 PCRs 109 and 110. The ESC unanimously approved PCRs 109 and 110.

Mr. Cox reminded the members of the upcoming agency engagements; Segment III Business Process Models Reviews in February, an agency Town Hall will be held on February 29, and a Data Day for agency technical teams on March 5. Mr. Cox reminded the committee of the system upgrade (production) that is scheduled so Florida PALM will be hosted on the most current version of PeopleSoft.

Mr. Steven Fielder gave an update on the legislative budget process. He suggested each agency include funding requests for Florida PALM in their Legislative Budget Request (LBR), if they have not already. The funding will likely be appropriated to agencies individually, rather than in a lump sum fashion (e.g., Administered Funds).

Next Meeting: Facilitated by Steven Fielder

The next meeting is scheduled for February 28, 2024, at the Department of Children and Families. The meeting was adjourned at 4:10 p.m.