

Date	10/25/2023	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 32308		
Objective	Executive Steering Committee Meeting Minutes		
Attendees	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); Tomy Mollas (DMS); Jennifer Pelham (DFS); Leo Schoonover (FLDS); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA) Speakers: Jimmy Cox (DFS), Steven Fielder (DFS), John Gunnufsen (PCG), Nikki Klein (DFS), Angie Robertson (DFS), Nicolle Suvada (PCG), Stacey Terry (Accenture), Tommy Werner (DFS)		
Attachments/ Related Documents	<ul style="list-style-type: none"> • Presentation • Recommended Statutory Change • PCR 107: Amount Only Flag and Requirement Updates 		

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.

Presentation: Facilitated by Jimmy Cox, Steven Fielder, John Gunnufsen, Nikki Klein, Angie Robertson, 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 no new Project Risks or Issues have been opened or closed. Project Risks 4 and 6 remain open; however, Risk 5 score changed from three to a six, based on a change in probability, and the trend from stable to increasing. Mr. Werner then presented highlights of the critical path items that are in process or completed for three of the seven Stage Gates, noting that Mr. Jimmy Cox would be talking more about the Stage Gate 1 decision later in the meeting.

Mr. Jimmy Cox reported on the topics discussed during the October Advisory Council meeting. The Project team presented the process for Tracking FCO Projects in Florida PALM. As planned future design functionality, the team wanted to get the agency's perspective to ensure there was no concern. The Council asked several questions and had no concerns. The Project team said they will review Allotment / Budget Alternatives during the November Advisory Council meeting which is a topic derived following the Segment I Design Workshop. The Council also discussed Document Management, Agency Business Systems Remediation, and Segment I Design Workshops as requested by Council members.

Ms. Angie Robertson discussed Segment I Design Workshop feedback from an attendee survey. She shared specific feedback, trends, suggestions, and actions the Project team will take for future meetings.

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 as well as recommendations for information sharing regarding implementation activities with the ESC. Mr. Cox added he will expound on this topic later in the meeting and would like the ESC's feedback. Mr. John Gunnufsen shared PCG's open findings, previously discussed during the September meeting, regarding inconsistencies in tracking requirement references across project documents. The Project has since updated internal processes to better keep resources aligned. Ms. Suvada shared they are hearing positive feedback on readiness tasks and agency engagement. The IV&V team will conduct meetings with a sample of agencies to discuss topics such as funding requests and agency planning for the Florida PALM transition. These findings will be shared in their next report.

Ms. Nikki Klein shared an agency readiness update. She discussed the Readiness Workplan (RW) tasks over the next six months and highlighted the main points within each area. These main areas cover current state analysis, project management, and design work. Ms. Klein then announced the new PALMcast series discussing Organizational Change Management. Episode 1 includes guest speaker from FDACS and is available on the Project's website. Ms. Klein reminded the committee that two forums will be held October 26. The forums will focus on collaboration between role specific CCN Liaisons; Project Management Liaisons, Training Liaisons, and Change Management Liaison, respectively.

Ms. Stacey Terry reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities. Ms. Terry asked the committee if the summary of progress and the graphs showing progression shared the information effectively or if they would like to see the information in a different format. The committee agreed the information as shared was helpful but may want more context in the slides (i.e., bullets) to support the progression and trends. Ms. Terry shared some functional designs removed from Segment II design work. She included the justification and plan for those that were moved to future segments, on hold pending a solution approach, or cancelled due to how the requirement will be met with other functionality. Ms. Smith asked for more information on these items if there is a scope change. Mr. Cox supported this request.

Mr. Cox reviewed Stage Gate 1 – Ready to Build criteria to be met early in November. This Stage Gate is a Project Director decision level, per the contract, which sets the decision for November/December and when the Segment I design is complete and the Segment II design is at least 50% complete. Segment II will be 100% complete on November 3 and Mr. Cox anticipates making the final decision on November 9.

Mr. Cox highlighted one recommended statutory change identified during Segment I design. The recommended change is to Section 215.422(16) in order to align to Florida PALM functionality. The statute requires interest fees "shall only be" paid from the original appropriation. Agencies cannot currently comply with the text as written. Florida PALM functionality will allow agencies to code the interest voucher the most appropriate appropriation to support the expenditure. The committee discussed the text change. Then, Mr. Fielder asked if anyone had objection to the Project sending the statute change recommendation to the Legislature. There were no objections.

Mr. Cox discussed one Project Change Requests (PCR). PCR 107 describes Default Amount Only Flag and Requirement Updates. He listed the requirements that are moving to optional services as well as items cancelled, added, or updated contained 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 107 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 107. The ESC unanimously approved PCR 107.

Mr. Cox reminded the members of the upcoming meetings: two forums (October), Business Process Models Review (December), and the Design Workshops 9 (January). He also reminded the committee of the next meeting that was moved to November 15 due to the holiday.

Action Items:

There were no action items.

Next Meeting: Facilitated by Steven Fielder

The next meeting is scheduled for November 15 at the Department of Financial Services. The meeting was adjourned at 3:30 p.m.