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| Date | 11/15/2023 | 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); Jennifer Pelham (DFS); Leo Schoonover (FL[DFS]) ; Shannon Segers (DOR); Christina Smith (EOG) ; Lynn Smith (DBPR); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS) ; Scott Ward (AHCA); Vacant (DMS) Speakers: Jimmy Cox (DFS), Steven Fielder (DFS), John Gunnufsen (PCG), Nikki Klein (DFS), Nicolle Suvada (PCG), Stacey Terry (Accenture), Tommy Werner (DFS) | | |
| Attachments/ Related Documents | <ul style="list-style-type: none"> • Presentation | | |

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. Thirteen members were present.

Presentation: Facilitated by Jimmy Cox, Steven Fielder, John Gunnufsen, 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. Three Risks remain with a score of six or higher (Risks 4, 5, 6). Mr. Werner announced Stage Gate 1 – Ready to Start Build was approved. He noted Mr. Jimmy Cox will give an update on the Stage Gate 1 decision later in the meeting. Mr. Werner then highlighted the Project Schedule’s critical path items that are “in progress” or “completed” for three 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 workbook. However, the schedule performance indicator is trending positive and the risk to the overall Project Schedule is decreasing. Ms. Suvada reminded the group that the IV&V team shared a Stage Gate 1 Assessment Report on November 1. She mentioned the Project team completed Stage Gate 1 criteria ahead of schedule and as a result the IV&V team recommends proceeding with Stage Gate 1. Mr. Gunnufsen shared that there are no new open findings. He then gave an update on their meeting attendance and review of Segment I and II functional designs, as well as their tracking of functional designs for Segment III. Ms. Suvada shared that the IV&V team met with five agencies to gather feedback on

various topics; one agency did not wish to participate. A report will be shared with the Committee in December.

Ms. Nikki Klein shared an agency readiness update. The Project held two Liaison Forums in October on the subjects of project management, change management, and training. These were well attended and highly regarded. Ms. Klein shared an agency timeline graphic outlining this fiscal year's Readiness Workplan (RW) tasks for agencies to complete. The tasks are broken down by agency activity segment (e.g., Current State Analysis, Transformation Planning) and include the dates of Segment Design Workshops. This timeline was shared with Agency Sponsors and the Legislature and will help agencies with resource planning. Using task 326 as an example, Ms. Klein outlined the importance of fully completing tasks such that agencies are prepared for Florida PALM and will not experience a delay in meeting future deadlines, having inaccurate information, or extra workload under a compressed timeline. She explained how many of the tasks build upon each other and are baseline tasks for future work. Further, Ms. Klein shared trends from the Bimonthly Agency Readiness Status Report that covers the September – October reporting period. She mentioned it is normal to see an increase in reported risks, issues, assumptions, and activities as the agencies are being provided opportunities to learn how to better assess and report on such criteria.

Ms. Stacey Terry reported on the six pillars of design activities, by design segment, sharing the progress for various implementation activities, noting that Segment I and II activities are complete. Segment III functional design activities have begun. Configuration workbook activities have also begun and are well underway. The Project targets January for sharing configuration workbooks with agencies for review and validation. Ms. Terry discussed the activities associated with the Build Phase that follows the Design Phase. Accenture will track and report to the Committee on the progression through the Build phase.

Mr. Fielder reviewed the topics discussed during the [November Advisory Council](#) (Council) meeting, earlier that day. The two main topics were Budget Appropriations and Allotments options and Agency Readiness Tasks.

Following Segment I workshops, the Project team understood agencies had questions and concerns regarding budget control and allotments in Florida PALM. The Project team brought two system functionality options to the Council for their feedback. Mr. Fielder shared the Council preferred the "track with budget" option. The Committee asked questions about each option and for clarity around the Council's preference. Mr. Cox said the Project is determining if agencies will have the choice of which option they would like to implement or if the Project will determine to implement a state standard. If agencies are given a choice, Mr. Cox emphasized the importance of both the agency's budget and accounting offices working together for a determination because both will be involved with the budgeting process in Florida PALM.

Mr. Fielder shared concerns from the Council about meeting RW task deadlines, pressure to attend all Florida PALM meetings and the reflection of such activities on their Agency Dashboard (Dashboard). In addition, some agencies feel several tasks may not be critical to their agency and if they have limited staff, the workload causes undue hardship. In consequence, late or incomplete tasks reflect negatively on their Dashboard. Mr. Fielder reflected on the Council and Project conversation and asked the Committee for their perspective and feedback. Some Committee members share the Council's sentiment. Support was shared for an opt out feature for RW tasks with required justification or making tasks optional. Mr. Fielder asked if the Committee would

continue their feedback and suggestions by emailing Florida PALM which RW tasks should be considered optional. He also said the Project team would reflect on the Council and Committee feedback and advice. Mr. Cox reminded the Committee to review the RW tasks and their requests with the perspective of the governing body who will determine if the state is ready for go-live. The RW tasks and Dashboard are tools the ESC can use to understand if agencies are ready to transition.

Mr. Cox shared additional topics discussed at the Council meeting at the request of an agency; Master Data Clean up and the mapping of FLAIR codes to Account Values in Florida PALM.

Mr. Cox shared Stage Gate 1 – Ready to Build criteria was met and was completed ahead of schedule. Stage Gate 1 was approved on November 9 by the Project Director, Jimmy Cox.

Mr. Cox reminded the members of the upcoming Business Process Models Review meetings in December. He also reminded the committee of the next meeting that was moved to December 13 due to the holiday.

Action Items:

- ESC members were asked to email [Florida PALM](#) suggested Readiness Workplan task they believe should be optional for agencies for the Project's consideration.

Next Meeting: Facilitated by Steven Fielder

The next meeting is scheduled for December 13 at the Department of Financial Services. The meeting was adjourned at 3:56 p.m.