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| Date | July 08, 2024 | Time | 8:30 – 9:30 a.m. |
| Location | GoToWebinar Virtual Meeting | | |
| Objective | Executive Steering Committee Meeting Minutes | | |
| Attendees | Executive Steering Committee: Jason Adank (DOT); Steven Fielder, Chair (DFS); Sally Huggins (DBPR); Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Tony Lloyd (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS) ; Leo Schoonover (FL[DS]); Shannon Segers (DOR); Christina Smith (EOG); Brandon Spencer (DMS); Martin Stevens (DEP) ; Scott Stewart (DFS); Scott Ward (AHCA) Speakers: Jimmy Cox (DFS); Steven Fielder (DFS) | | |
| Attachments/ Related Documents | <ul style="list-style-type: none"> • Meeting Presentation • PCR 119: Cancellation and Optional Services Related Requirement Changes • PCR 119: Cancellation and Optional Services Related Requirement Changes Spreadsheet • PCR 120: Requirement Text and Customization Alignment Changes • PCR 120: Requirement Text and Customization Alignment Changes Spreadsheet | | |

Register to view the recording: <https://attendee.gotowebinar.com/register/1575570915978001503>

Opening Remarks and Roll Call: Facilitated by Steven Fielder

Mr. Steven Fielder called the meeting to order 8:30 a.m. with a roll call of the Executive Steering Committee (ESC) members. Fifteen members were present for the meeting.

Presentation: Facilitated by Jimmy Cox, Steven Fielder

Mr. Jimmy Cox discussed the Project Change Request (PCR) 119 Cancellation and Optional Services Related Requirement Changes with the Committee. He shared the adjustments made to PCR 119 based on the Committee’s feedback. The PCR proposes 16 requirements for cancellation, 19 requirements moving from Optional Services to Financials Wave and 26 requirements be moved to Optional Services. The Committee and Mr. Cox discussed the explanation for cancelling ‘out of scope’ requirements and the impacts it has or does not have financially and on the system design. Mr. Cox also explained the requirements being proposed to move to Optional Services or to be cancelled means they will not be implemented for the Financials or Payroll waves but could be reviewed and reconsidered under a new contract after the current contract for implementation of Financials and Payroll wave ends in July 2027. Mr. Fielder asked the public for any comments and the Committee for any objection to approving PCR 119. With no objections, Mr. Fielder deemed PCR 119 approved.

Mr. Cox discussed PCR 120 Requirement and Text Customization Alignment Changes. This PCR lists requirements that needed text clarification based on the final system design, updates that

will align with or be removed from applicable customizations, and extension updates that will align with or be removed from requirement references. The PCR is subject to the Project Director approval.

Mr. Cox shared the PCR Cost projections following the approval of PCRs 118 and 119.

Next Meeting: Facilitated by Steven Fielder

The meeting was adjourned at 8:55 a.m. The next monthly ESC meeting is scheduled for July 17, 2024, at the Department of Transportation.