Date	*10/08/2024	Time	2:00 – 5:00 p.m.
Location	Department of Revenue		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	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); Warren Sponholz (FL[DS]); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (AHCA); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); ~~Scott Ward (AHCA)~~		
Speakers	Matt Breeding (DFS); Tyler Brown (DMS); Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); John Gunnufsen (PCG); Kimberly Kemp (DFS); Nikki Klein (DFS); Tony Lloyd (DMS); Jennifer Reeves (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Materials	Meeting Presentation		

*This meeting was held in the place of the postponed September 25 meeting due to Hurricane Helene.

Meeting Recording

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

Opening Remarks and Roll Call
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. Seventeen members were present for the meeting.

Presentation
Budget, Risks & Issues, Schedule; Tommy Werner

Mr. Tommy Werner gave an update on the Florida PALM Spend Plan for FY 24-25 with a detailed breakdown of expense categories. Mr. Werner shared that no new Project Risks or Issues were opened or closed since the prior meeting. The risk score of Risk 2 increased; therefore, six Risks (2, 4, 5, 6, 8, 9) with a risk score of six or higher, remain open. Mr. Werner then highlighted the Project Schedule's critical path items that are "in progress" or "completed" for three of the seven Stage Gates.

Independent Verification and Validation; Sarah Crouch, John Gunnufsen

Ms. Sarah Crouch and Mr. John Gunnufsen gave an Independent Verification and Validation (IV&V) report. Ms. Crouch shared there has been an increase to the number of delayed tasks; however, the Project is remaining to progress at 90% of the planned pace. The Project team and the IV&V team met to discuss the current schedule management processes. The IV&V team is monitoring agencies' Readiness Workplan task completeness. Mr. Gunnufsen reviewed the two open findings; no new findings were opened or closed since the previous meeting. He noted the addition of development staff to the Project team but with no increase to the pace in completing

delayed tasks, as of yet. Segment V Design and the DW/BI Functional Designs were completed and is of high quality. The Build for Segment III is in progress and is running behind schedule. The IV&V Team estimate all Build Segments will be completed in mid-February. This schedule extends the overlap with System Testing activities, therefore needing a coordinated planning effort between development and testing teams. Mr. Gunnufsen then discussed Project Change Request (PCR) 121, mentioning the customizations are a viable option to meet the state's needs and Florida Administration Code (FAC) rules.

Project Change Request; Jimmy Cox, Steven Fielder

Before Mr. Mr. Jimmy Cox discussed the PCR, he took a moment to welcome and introduce Warren Sponholtz, the State's Chief Information Officer, as the new ESC member for FL[DS].

Mr. Cox then discussed the PCR121 Employee Self-Service User Credentialling and the major customizations in the PCR;

- Requirements to create a separate website for ePay access
- Requirements to meet Chapter 60GG, FAC security requirements
- Requirements for initial registration and validation
- Requirements for the Password management process

Mr. Cox addressed committee members' questions and reviewed a cost projection for the PCR. The Committee requested to see the approved PCR amounts included in the projected need for the Contingency funds in the Project's Spend Plan. Mr. Cox agreed to include in future budget updates. Following discussion, Mr. Fielder asked for public comment and then proceeded with a voting action. A unanimous vote was given by the ESC to approve PCR121. The Committee asked if there were more PCRs forthcoming. Mr. Cox shared the Project is planning for one more, no-cost PCR that will update the requirements (e.g., how met, description) for inclusion in Attachment 5.1.

Mr. Cox mentioned the next ESC meeting (October 30) will include discussion and vote on Amendment 10. The majority of the Amendment changes are to include codification of the PCRs to be paid from Contingency funds, but it will include other minor contract updates. The draft Amendment and any associated Attachment changes will be shared with the ESC in advance of the October 30 ESC meeting.

Conversion Approach; Matthew Breeding, Jennifer Reeves

Mr. Matthew Breeding and Ms. Jennifer Reeves shared an overview of the Project's approach to Conversion activities with the Committee. Mr. Breeding discussed the goal of converting data in order to provide a stable and functional foundation for day one operation. He discussed the roles the Project, DFS (Office of Information Technology and Division of Accounting and Auditing), People First, and agencies will play during conversion activities. He briefly detailed the mock conversion cycles, the review and validation of data process, and the testing opportunities.

Ms. Reeves discussed Florida PALM opening control and detail balances at go-live, and how conversion activities drive that data. Ms. Reeves, Mr. Cox, and Ms. Renee Hermeling, Director of DFS Accounting and Auditing (A&A), supported the questions and conversations of the Committee about the validation of opening balances. It was determined that continued conversations between A&A, the Project, and agencies will be needed on the process of converting and validating opening balances in Florida PALM. Mr. Cox committed to presenting more detailed conversion information to the Committee starting with the December ESC meeting.

The Committee requested that A&A be invited to give periodic updates to the Committee on their Florida PALM readiness activities.

DMS Update; Tyler Brown, Tony Lloyd

Guest speakers from the Department of Management Services (DMS) enterprise systems were present to share their status on planning and integration with the Project. Mr. Tyler Brown represented MyFloridaMarketPlace (MFMP) and gave a report on completed, in progress and upcoming designs; the number of committed resources and hours spent focused on Florida PALM integration; and their logged risks. He stated that beginning in January 2025, MFMP would be under a code freeze, not making any changes that are not critical to agency or state business. Mr. Brown shared that the Florida PALM and MFMP Teams are meeting regularly. Mr. Tony Lloyd then represented both Florida Retirement Services (FRS) and People First, sharing a status report for the respective system's resources, logged risks, and the impact. He mentioned FRS selected two interfaces and will begin interface testing in January 2025 and then again in UAT. He has a high confidence on FRS' integration with Florida PALM. He said the People First team has established parallel development, quality assurance, and UAT environments specifically for People First to test their integration with Florida PALM, as well as increased resources to accomplish the transition and remediation work. People First and the Project team meet weekly.

Agency Readiness; Nikki Klein

Ms. Nikki Klein shared an agency readiness update and displayed an updated timeline graphic representing current and upcoming Readiness Workplan (RW) tasks. Indicators mark the tasks that have a direct impact on the Project. Five tasks with direct impact were due in September. She shared how agencies are currently preparing for interface testing as well as their next steps. She displayed an update of task completions, noting the amount of complete, pending review, pending resubmission, and not submitted tasks. Ms. Klein then shared the general observations and trends for the Bimonthly Agency Readiness Status Reports for the July-August timeframe.

A new view of Agency Dashboards was made available on the Florida PALM website, now showing a live snapshot of agencies with late RW tasks. The Dashboard also now includes DMS enterprise partners (FRS, MFMP, PF) and LASPBS. Ms. Klein shared an upcoming opportunity for agency Change Champion Network members to attend a Florida Digital Service risk writing course with a focus on agency readiness for Florida PALM. Lastly, Ms. Klein announced the Agency Question Log was published as a public view of agency specific questions and Project responses. This was championed by agencies to support a holistic view of all agency questions.

Training; Kimberly Kemp

Ms. Kimberly Kemp gave a brief training update on how the Training Team is supporting agencies and planning trainings now based off RW task responses. She reiterated the training approach of 'Read It, Watch It, Do It' and described the multiple avenues agencies will have to learn the Florida PALM system. Finally, she shared that the Training Team will be reaching out to the eight agencies that said they would be interested in participating in the Train-the-Trainer program to discuss their commitment and need.

Implementation; Stacey Terry

Ms. Stacey Terry reported on the six areas of design activities, sharing the progress for various implementation activities. She noted the completion of all activities with the exception of Configuration Workbooks, which agencies are currently working to complete. Ms. Terry reviewed the five areas of Build activities, sharing Segment III is progressing but is still behind schedule.

She then reviewed the five areas of Data Warehouse/Business Intelligence (DW/BI) activities, noting the Design is complete and Build is progressing. Lastly, she reviewed System Test preparations and execution activities. She noted Batch Schedule design has begun.

Next Meeting and Adjournment

Steven Fielder, Chair

The meeting was adjourned at 5:15 p.m. The next meeting is scheduled for October 30, 2024, at the Department of Revenue.