

Date	01/29/2025	Time	2:00 – 5:00 p.m.
Location	Department of Financial Services, Division of Workers' Compensation		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (DOT); Steven Fielder, Chair (DFS); Sally Huggins (DBPR); Charlotte Jerrett (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Tony Lloyd (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Warren Sponholtz (FL[DS]); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (AHCA); Brandon Spencer (DMS); Martin Stevens (DEP); Scott Stewart (DFS); Scott Ward (AHCA)		
Speakers	Keenan Bynum (PCG); Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); Stacey Terry (Accenture); Tommy Werner (DFS)		
Materials	Meeting Presentation Amendment 12 Draft Documents		

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 (Committee) members. All eighteen 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 were opened or closed since the previous meeting. A new Issue (Issue 33) was opened involving the achievement of Stage Gate 3 on the current timeline. Risks 1 and 2 mitigation steps were updated, and the overall risk scores for Risks 4, 8, and 9 were increased to 9. Mr. Werner reminded the Committee that three more Risks (2, 5, 6) have a score of six.

Independent Verification and Validation; Keenan Bynum, Sarah Crouch

Mr. Keenan Bynum and Ms. Sarah Crouch gave an Independent Verification and Validation (IV&V) report regarding Amendment 12. Mr. Bynum stated that approval is recommended but added that agencies should not slow down their pace. Ms. Crouch shared that they feel the schedule and scope changes are adequate to move the Project forward. However, IV&V feels there should not be a cost increase for including a full Extract Transfer Load (ETL) cycle in the Go-Live Dry Runs, as this is considered a best practice, and in their opinion, the cost does not match up with the scope increase. IV&V confirmed they believe a six-month timeline extension is appropriate for the success of the Project.

Ms. Crouch then discussed the overall Project risk rating and its contributing factors. They noted the updates from the Amendment 12 timeline will likely have a positive impact on the overall risk rating. Ms. Christina Smith asked for clarification on the cost increase for the scope change and for a breakdown of costs from each Amendment beginning with Amendment 8. Mr. Jimmy Cox

shared that a summary of amendment cost change will be shared with the Committee showing the changes in scope and associated costs; however, a breakdown of the amendments cost changes for Amendments 9 - 11 will be rediscussed in a future ESC meeting.

Implementation Activities; Stacey Terry

Ms. Stacey Terry shared a brief update on the Build status; Build Segment III is anticipated to complete next week and Build Segment IV draft submissions are in progress. A total of 44 of the 112 units have been drafted and are in review. Mr. Cox added that Build Segment IV is going well. Ms. Terry said the DW/BI Build Segment II drafts are complete and this deliverable is on schedule. Mock 0B conversion is complete; Mock 1A conversion is complete and Mock 1B conversion is being finalized. System Test Segment II execution is on schedule. Lastly, Ms. Terry shared Accenture onboarded Interface Test Lead to manage interface testing activities.

The Committee asked if progress was being made to make up time on Build Segment III and likewise if the situation that caused the schedule 'slip' has been corrected. Ms. Terry replied that two outstanding work units remain but otherwise Build Segment III is complete. Mr. Cox added work on the Employee Self-Service from PCR 121 is also underway. He also said the new strategies Accenture implemented appear to be working.

Amendment 12; Jimmy Cox, Steven Fielder

The Committee received contract Amendment 12 attachments and the meeting presentation prior to the meeting. Mr. Cox presented key updates and considerations, including moving the implementation date, updating conversion requirements to a Fiscal Year cutover, providing more time for build and testing (Project and agencies). He discussed how the proposed new go-live date was evaluated and determined. Amendment 12 proposes cutover beginning with Central FLAIR being taken offline at the end of FY 25-26 using the standard down-time to which the State is accustomed, with Florida PALM launching in the new FY 26-27. New fiscal year activities will be delayed until Florida PALM is live (dates, length of downtime, etc., are all to be determined).

More conversation is need with LAS/PBS and DFS, Division of Accounting and Auditing (A&A), about conversions and Departmental FLAIR closing and adjusting activities. Ms. Smith asked if agencies were involved with when evaluating go-live dates. Mr. Cox shared DFS A&A, Office of Information Technology and other enterprise partners were involved, but that this was not an agency conversation. Ms. Smith raised concern over reconciliation year-end activities in Florida PALM. Mr. Cox said agencies are expected to reconcile their books throughout the year, and there are tools like spreadsheet uploads that can help with adjustments in Florida PALM. Ms. Smith suggested lengthening the cutover down time in order to complete Central and Departmental closing activities. A suggested mid-July date allowing an extended down time was also discussed. The viability of this recommendation will be explored by the Project. One important consideration is key payments that will need to be made during this time.

Mr. Cox displayed an updated implementation timeline and discussed the Amendment 12 changes. The Committee asked if there was a measurement to determine that Florida PALM would be ready for go-live. Mr. Cox shared the various indicators the Project will measure, as well as the self-reporting indicators from agencies. Mr. Cox briefly outlined the approach to conduct and support agencies through UAT, though he said a presentation of the full UAT approach is planned for a future meeting. Ms. Angie Robertson provided more details about Readiness Assessments covering critical operational elements (people, process, technology, data) that will be requested from agencies, as well as self-reporting measurements and mitigation pans, if needed. IV&V will also be working with agencies to measure readiness.

Mr. Cox then addressed the changes in each Amendment attachment:

Attachment 1 – Scope of Work change

- The removal of Accenture support onsite at UAT sessions: Accenture will continue to support UAT for the entire UAT period (including the additional UAT time being added with Amendment 12) but will not have the requirement of being onsite. The State Project team will support the UAT sessions onsite. This includes FTE and support staff. The team is equipped to lead Project-hosted sessions and support agency-led sessions.

- The removal of Annual Comprehensive Financial Report (ACFR) support language: The current implementation schedule is based on a calendar year cutover, with the first ACFR using Florida PALM data to be produced during the contract period. Amendment 12 changes the cutover to the beginning of the final fiscal year of the contract period. Florida PALM is creating the same process to upload data into Workiva that FLAIR uses today. Accenture's responsibility will continue to be creating and testing the designed process but is not needed to support compilation of the ACFR after the first fiscal year end as this will occur outside the time period of the current SSI contract.

- Mock Conversion and Dry Runs: The conversions section in the amendment is significantly different; it adds the need to convert 1099 reportable expenditures since the go-live is moving from calendar year to mid-year, which is a new (scope) conversion. This creates new build and test for mid-year conversion, and time in the schedule. The Project plans to re-execute the entire Mock Conversion process and run multiple Dry Runs.

The Committee asked if UAT could add additional data refreshes, sharing concern that agencies may change their configuration values (e.g., Organization code) or budget structure approach (track versus control) and would need the opportunity to test new data. Currently the Project is only planning to do one data conversion during UAT but will consider additional refreshes during UAT.

- Payroll mid-year conversion: With the amendment change, the payroll system will include three years and six months of historical data in order to produce W2 and W2c statements and to support the processing of adjustments for payments made in FLAIR. The decision to have a longer period of historical information in Payroll and not Financials was due to the federal reporting requirements that require the historical data.

- Carry Forward: FY 25-26 unexpended/Carry Forward balances will need to be converted to Florida PALM for agencies to use in Florida PALM. Mr. Cox does not believe there is a cost associated with the conversion and to associate the conversion with the appropriate year (prior versus current fiscal year). More conversation is needed with Office of Policy and Budget to finalize the approach.

Attachment 2 – Payment Schedule

Implementation costs increased by \$5 million and the production supports cost decreased by over \$2.8 million for a total contract cost increase of \$2,177,500 million. The LBR for the Project for FY 25-26 will not change.

Mr. Fielder explained this is a deliverable-based contract. He gave examples of how the State made the decision to move forward with extending the implementation go-live six months, as well as how the State is holding Accenture accountable for missed deadlines and future work. The \$5 million was added to preexisting deliverables that had associated scope changes with the Amendment.

Mr. Brandon Spencer asked to see where financial consequences have been applied. He also cautioned that we do not assess financial consequences and then pay the vendor back in the form of a contract amendment. Mr. Cox explained a pricing approach and how that keeps Accenture accountable. Mr. Cox added there's accountability on the State side, as well. He noted the planned dates included in the amendment, another way of keeping everyone accountable to staying on schedule and starting UAT as planned. Table 1 in the Attachment 1 Scope of Work was displayed showing planned dates for key Financials and Payroll activities. The ESC will know if any schedule slippage begins through Project reporting and Committee meetings. The Committee asked if the amendment fixes the schedule problems previously encountered. The State, supported by the IV&V team, believe the six-month extension is needed to have a successful go-live.

Attachment 5.2 Customizations, Attachment 8 Deliverable Acceptance Criteria, Attachment 10 Service Level Agreement

The Committee did not have questions or discussion on Attachments 5.2, 8, or 10.

Conclusion; Steven Fielder

The Committee was not comfortable taking a voting action and wanted to have further discussion. Mr. Cox offered one-on-one meetings for any member who wanted to discuss their concerns or questions, further. He will make the Cost Change Summary available in OneDrive for the Committee's review. Continued amendment discussion and a voting action will take place in the next ESC meeting.

Next Meeting and Adjournment; Steven Fielder

The meeting was adjourned at 5:18 p.m. The next meeting is scheduled for February 5, 2025, at the Department of Environmental Protection (note this meeting was subsequently canceled and the discussion on Amendment 12 was moved to occur in the monthly ESC on February 26, 2025).