

Date	02/26/2025	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); Steven Fielder (DFS); John Gunnufsen (PCG); Michelle McGinley (Accenture); Stacey Terry (Accenture)		
Materials	Meeting Presentation Amendment 12		

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. Eighteen members were present for the meeting.

Presentation

Amendment 12; Jimmy Cox, Steven Fielder

The Committee received updated contract Amendment 12 attachments and the meeting presentation prior to the meeting. Mr. Jimmy Cox conducted a review of Amendments 7 through 11, emphasizing notable changes to the contract leading up to Amendment 12. He then provided an overview of key updates and considerations for Amendment 12 that were different from the January 29, 2025, Committee meeting, including a newly created Risk emphasizing the impact to the Project if Amendment 12 is not approved timely. Additional updates in the Amendment contain:

- An added contingency go-live date for January 2027 if State agencies are not ready for a July 2026 go-live
- A new Stage Gate, for a total of eight, to determine if July 2026 go-live date should be deferred to January 2027
- New monthly deliverables for optional services and an additional Dry Run if the go-live is deferred to January 2027
- Restoring Accenture support during post-implementation support period for the Annual Comprehensive Financial Report (ACFR)
- A new Department responsibility to confirm the Major Implementation Schedule with the to-be-appointed CFO

Mr. Mike Jones asked for clarification on the contingency go-live decision to understand if there would be any associated cost savings or additional expenditures. Mr. Cox clarified if an additional

Dry Run is executed, the cost is inclusive of retaining staff, however, there are also no additional costs outside of what is defined in the associated deliverables.

The Committee also voiced concerns, similar to the January 29, 2025, meeting, related to Project costs. Mr. Cox explained that if the Committee decides to move the implementation date to January 2027, there is an additional \$3 million cost per month. He added that Attachment 2 contains the detailed cost information. Mr. Jones inquired about the impact to the Project if Accenture is not ready by the selected implementation date. Mr. Fielder stated there would have to be a discussion with Accenture as their contract expiration would be nearing.

Mr. Brandon Spencer requested a comparison of the differences between the current schedule and the schedule changes that would be in place if Amendment 12 were approved. Mr. Cox clarified that conversion scope changes impact multiple areas of the Project. Mr. Fielder added that changes are also due to the inability to adhere to the current Project schedule. Mr. Warren Sponholtz asked for clarification on the scope changes. Mr. Cox advised the changes are related to mock conversions, mostly due to Payroll requirements changing from mid-year to calendar year and have not changed from the original Amendment 12.

Mr. Cox clarified for the Committee that a decision to move the implementation date to January 2027 could be made any time prior to January 30, 2026 and that advancing the Project schedule would not provide any cost savings. He also directed the Committee to review the Statement of Work to better understand what specific responsibilities are included in the deliverables and the implementation date contingency.

The Committee requested additional clarification on the responsibilities of Accenture, the backlog of work, and how the Project will hold them accountable. Mr. Cox explained that in Attachment 8, all deliverables are tied back to the Project Schedule and a new, highly detailed Project Schedule is being composed, including baseline dates that determine when the financial consequences begin. He and Mr. Fielder provided a short list of ideas that were considered, where it was ultimately decided that it did not make sense to add new deliverables, but to add time and scope changes to current deliverables, increase financial consequences for missed deadlines, and hold payment until the deliverable is accepted. Mr. Sponholtz shared concern over adding work to current deliverables because it removes transparency of Accenture's responsibilities including cost and financial consequences, if applicable, and any additional time the Project may purchase for the amended (added) work with Accenture.

Mr. Cox also shared Financials and Payroll Schedule graphics for the July 2026 and January 2027 implementation dates so the Committee could have a visual representation to aid in understanding the Amendment 12 changes.

Independent Verification and Validation Update; Keenan Bynum, John Gunnufsen

Mr. Keenan Bynum provided an Independent Verification and Validation (IV&V) report regarding Amendment 12. Mr. Bynum shared summary details and observations from the IV&V perspective and wrapped up by affirming that approval of Amendment 12 is still recommended. The Committee requested clarification about cost concerns in the report. Mr. John Gunnufsen shared that IV&V has concerns that the increase in Scope may not justify the increased cost. However, in looking at the Project overall, IV&V does feel that the cost is reasonable, and this concern is not significant enough to risk delaying the Project by not approving Amendment 12.

The Committee brought up some concerns from the most recent IV&V monthly assessment report. One concern involved the indication that Project delays are attributable to the SSI Vendor primarily. Mr. Fielder clarified that delays were not only due to SSI Vendor, but the State also

needed more time to prepare for implementation. The other concern was related to overlapping activities. Mr. Gunnufsen stated that if Amendment 12 is approved, some overlap will be alleviated, yet some people who have specific expertise will likely have to adapt to some overlapping activities.

Accenture, Michelle McGinley

Ms. Michelle McGinley provided a breakdown of Accenture's responsibility for the cost to move the implementation date from January 2026 to July 2026. Mr. Sponholtz asked if the cost was timebound and Ms. McGinley clarified costs were deliverable-based. Mr. Spencer asked for clarification on the amount reduced for implementation support. Ms. McGinley clarified that this is a reduction in support staff until a later date due to the implementation date change. She then defined their \$3 million dollar cost per month for the contingency extension. Mr. Spencer asked what the maximum financial consequences could be. Mr. Cox explained how that number may be calculated (Attachment 10) if Accenture does not meet the deadlines.

Amendment 12 Vote

Leading up to the vote to approve Amendment 12, the Committee asked for clarification on the date they would need to determine if the contingency to move the implementation date to January 2027 was necessary. Mr. Cox said the newly added Stage Gate to determine if deferring the go-live date is necessary is scheduled for January 2026; however, there are indicators before then that will determine the outlook for the implementation date. For example, Interface Testing with enterprise partners and agencies (beginning June 2025) and User Acceptance Testing (beginning August 2025) will demonstrate if agencies and the Project are ready for a July 2026 implementation or if it should be deferred. Mr. Cox addressed the Committee's concerns on keeping Accenture accountable to completing Build by May 2025. When asked by the Committee why the Project does not extend the contract to avoid the reduction in post-implementation support period, Mr. Fielder and Mr. Cox shared that an extension will not be considered until their contract responsibilities have first been met, noting Accenture's priority to complete Build and System Testing.

Mr. Fielder suggested the Advisory Council discuss agency needs compared with what the Project has given them, with regards to preparing for interface testing, in effort to alleviate major system changes during the Build phase.

The Project handed printouts of the history of amendments and associated cost changes. Proceeding with the vote, Mr. Fielder asked if there was a request for public comment. There being none, the Committee voted to approve Amendment 12. 17 voted to approved and one opposed.

Implementation Activities, Stacey Terry

Ms. Stacey Terry shared a brief update on the Build status. Build Segment III is complete. Segment IV Build code is complete and draft submissions are in progress. Targeting reviews and approval by April.

Conclusion, Steven Fielder

Mr. Fielder asked the Committee if they had any questions related to the remainder of the presentation. He alerted the Committee to the new start time of future meetings of 1:30 pm and for a duration of three hours. Mr. Cox welcomed the Committee to suggest future agenda topics and asked they request topics prior to ESC meetings, so the Project can be prepared for the content requested.

Next Meeting and Adjournment, Steven Fielder

The meeting was adjourned at 4:29 p.m. The next meeting is scheduled for March 26, 2025, at the Department of Revenue.