

Date	05/13/2026	Time	1:30 – 4:30 p.m.
Location	First District Court of Appeal		
Objective	Executive Steering Committee Meeting Minutes		
Committee Members	Jason Adank (FDOT); Richard Evans (EOG); Rebecca Evers (DOR); Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); Dennis Hollingsworth (DEP); Sally Huggins (DBPR); Charlotte Jerrett (FWC); Jesse Johnston (DMS); Matt Kirkland (DOE); Jon Manalo (AHCA); Jesse Marks (DMS); Angie Martin (DFS); Mark Merry (DFS); Jennifer Pelham (DFS); Warren Sponholtz (FLIDS); Scott Stewart (DFS)		
Speakers	Jimmy Cox (DFS); Sarah Crouch (PCG); Steven Fielder (DFS); Julian Gotreaux (DFS) <i>Roundtable Participants:</i> Renee Hermeling (DFS); Angie Robertson (DFS); Stacey Terry (Accenture)		
Materials	Meeting Presentation		

Meeting Recording

An audio recording is located on the [Florida PALM website](#).

Opening Remarks and Roll Call

Steven Fielder, Chair

Mr. Steven Fielder called the meeting to order at 1:30 p.m. with a roll call of the Executive Steering Committee (Committee) members. Thirteen members were present for the meeting. (*Names of members not in attendance appear with strikethroughs in the above table.*)

Presentation

Administrative; Julian Gotreaux

Mr. Julian Gotreaux gave an update on the Florida PALM Spend Plan for fiscal year (FY) 25-26 with a detailed breakdown of expense categories.

Mr. Gotreaux then provided an update on Project Risks and Issues. One Issue (38) remains open. Five Risks remain open with a score of six or higher with one Risk with a score of nine. The status for Risk 6 changed from Increasing to Stable. The Florida PALM [Open Issues Log](#) and [Open Risk Log](#) details the above-mentioned Risks and Issues.

The Committee asked for an updated timeframe for Bank of America (BOA) testing, referencing Risk 6. Mr. Cox stated BOA is in full testing but are testing files in segments due to their large size, creating an overall slower pace. Ms. Jesse Marks shared that State Purchasing extended the current purchasing services contract to ensure availability for testing through go-live. Following, she asked for further clarification on the mitigation for Risk 6. Mr. Cox said that this risk will continue to be monitored as there are several large contracts (e.g., BOA) that are due to expire near Florida PALM go-live and any new enterprise implementations during that time pose a significant risk for the State.

The Project remains on schedule to be implemented in January of 2027. The Schedule Performance Index remains unchanged at .98. There is one item in Stage Gate 4 that is trending

behind schedule, but overall, the timing of Stage Gate 4 remains on schedule. Likewise, the tasks in Stage Gate 5 – Deployment Readiness are also on schedule.

Independent Verification and Validation; Sarah Crouch

Ms. Sarah Crouch shared their monthly IV&V assessment, beginning with the April Risk Rating for the Project, which is a High-risk score based on Findings.

Fifty-five percent of open tickets during April testing were due to clarifications, access request, and other non-system updates; and 45% were due to system defects¹. Trends show system stabilization is still occurring.

Regression Testing Event 2 execution completed April 26, 2026. Preliminary pass rate at 95 percent.

Biweekly Payroll Parallel Testing cycle 1 completed for approximately 81,000 employees and included reported earning, taxes, and net pay. Deduction processing identified 10.26% exclusion rate related to unconfigured deduction codes. Additional reconciliation issues remain under review for garnishments deductions.

In Performance Testing, there are some issues with Employee Self-Service login functionality and batch processing during peak loads. Retesting is planned following environment updates.

The Committee asked about the age of the tickets related to the backlog. Mr. Cox said the age will reflect the ticket's priority and impact; if it's low priority, the ticket is likely to be older. Not all tickets impact agencies or the system. He also shared the Project recently changed their review approach for triaging tickets and the team has seen an improvement in response-time already.

IV&V reported as of April 30, 2026, eight agencies executed less than 25% of total test activities. One agency has not started testing at all. The pace of testing may indicate initial agency testing may not be completed before the UAT Refresh in August which is undesirable.

IV&V observed agencies increased end user exposure to Florida PALM more frequently in April. Additionally, some agencies are testing beyond their scripted scenarios.

The completion of additional interface testing is still delayed. Of the 87 in-scope interface tests, 40 are complete. Remaining interfaces include agency business systems, PCard Works, and Transparency Florida. Testing dates with PCard Works have yet to be determined. Transparency Florida testing is in progress.

There are 10 inbound and 20 outbound interfaces undergoing cycle 2 testing and in jeopardy of not completing in time to start cycle 3 testing, further impacting their implementation at Florida PALM go-live.

Dry Run 1 completion remains delayed with 34 of the 2,450 tasks either in progress or not started. Remaining activities include post-conversion true-ups, interface file executions and validation, and conversion validation. Exit criteria cannot be met until the 10 open high-impact tickets are closed.

Lastly, Ms. Crouch shared agency readiness observations. IV&V categorized and rated agencies by their readiness and determined nine agencies to be highly ready, 17 to be moderately ready, and 9 to be less ready. Low readiness may include increased operational inefficiencies and workarounds, resource constraints, and reduced end user confidence in the system.

¹ IV&V define System Defects as any updates made to the system, including enhancements, changes, and corrections.

Cutover Planning; Jimmy Cox

Mr. Cox shared tentative cutover dates and details for Florida PALM cutover (slide 20). The timing and details will be refined through subsequent Dry Runs. The Project's goal is to move as many of the cutover activities into pre-cutover as they can in order to reduce the cutover downtime. Accurate agency workbooks and clean data will also reduce cutover downtime. Agencies should be thinking about critical payment processes during the downtime and considering alternative methods to address their needs. This information was also shared and discussed with the Advisory Council members earlier in the day.

Mr. Cox highlighted a few points of interest among the planned cutover dates:

- The PeopleTools upgrade will first be conducted on the Florida PALM Production environment, also known as "CMS". He stressed that "CMS" was a brand for that implementation, but there is, and will be, only one production environment. The brand "CMS" will no longer be referenced once Financials, Payroll, and Data Warehouse are live.
- ESC meetings in November and December will be publicly noticed for three days to ensure adequate discussion time and voting action for Stage Gates 4 and 5.
- December payroll will run in FLAIR. Following completion of all processing, FLAIR will be taken offline.
- The Stage Gate 6 Decision planned for January 4, 2027, will be the driver for continuing deployment of Florida PALM on January 12, 2027. The Project plans to run the January payroll from Florida PALM on January 4, 2027.
- Contingency restore points will be created throughout cutover as a fallback.

Mr. Cox said there will be a period of catch-up during the cutover window, where cash management data will be processed and a reconciliation of the business conducted during the cutover downtime will be entered into Florida PALM. Mr. Cox said agencies could think of cutover like year-end with regard to following similar processes for when transactions stop. Cutover will just be a longer period of time.

The Committee asked how items like the daily file for budget adjustments will be handled during cutover. Mr. Cox said there will be a catchup process in Florida PALM, and the budget adjustments are included in that process. The Florida PALM Managed File Transfer (MFT) server will be up during cutover and Florida PALM will be able to receive the bank and enterprise files. Another example of catchup files are deposits at banks. He reiterated banks will remain open and the files received during cutover will also be in the catchup process.

The Committee asked for clarification on the timing of the December payroll runs. Mr. Cox said the payrolls for December are correctly reflected in the BOSP 2026 Payroll Calendar. The process of posting into Departmental for the last biweekly and monthly payroll is still under discussion. Mr. Cox mentioned that negative balances will have to be resolved quicker than normal.

Roundtable Discussion of User Acceptance Testing, Interface Testing, Configuration / Conversions, Training, and Cutover Planning; Facilitated by Jimmy Cox, Steven Fielder, Renee Hermeling, Angie Robertson, Stacey Terry

Mr. Cox and Ms. Angie Robertson led an open discussion asking for feedback on User Acceptance Testing, Interface Testing, Configuration and Conversions, Training, and Cutover Planning. Ms. Robertson opened the discussion by sharing the UAT in-person sessions were complete. The Project will continue to hold weekly office hours through July. Agencies should

continue to test, take back information and share with agency testers. Mr. Fielder asked for further feedback from agencies on UAT.

Sharing feedback, some Committee members said after the initial UAT challenges, the testers are gaining confidence. More and more agencies are opening UAT up to additional testers. Members representing enterprise partners also shared their confidence is up in their testing and the DFS Division of Accounting & Auditing (A&A) has been very helpful. A&A has been collaborating with agencies to submit vouchers in order to see/train their team on how to handle specific scenarios and that collaboration has been very helpful. Ms. Hermeling mentioned the A&A website has a webpage called "A&A's Florida PALM Connection" that includes A&A's guidance for UAT. Each team's testing schedule is listed so agencies know when items will be processed.

Transitioning to interface testing, Ms. Robertson said agencies are conducting cycles 2 and 3 testing. Enterprise partners join and contribute to the UAT Office Hours each week to support interface testing questions. At the end of May, inbound interface testing with agency business systems that have not completed cycle 2 testing will be suspended. The same will be for outbound interfaces that have not completed testing in June. The Project is continuing to encourage robust cycle 3 testing.

Ms. Hermeling said A&A has been meeting with smaller agencies to better understand their challenges with their separation of duties (SOD) conflicts. Agencies have been willing to look at conducting processes differently after discovering 'the why' that drives action. Ultimately, there will be some conflicts in smaller agencies, which A&A will approve for a finite period of time.

Mr. Cox clarified a misunderstanding that cycle 3 testing should be completed by July 2026; while cycle 3 testing should be started with several iterations by July, cycle 3 testing runs through early October 2026.

The Committee asked for Mr. Cox's conclusions on agency's interface testing. Overall, he is concerned with the amount of testing occurring in cycle 3. Not all planned interfaces have started, and the number of files tested is low. It became evident some agencies did not update their agency business systems fully and test in cycle 2, therefore, causing major problems in cycle 3. Another concern is having to retain additional resources to support the delayed interface testing as these Project resources need to focusing on closing out other key activities so they can shift to preparing for cutover activities on time. Agencies delayed interface testing has a direct impact on the Projects ability to fully prepare for cutover.

A member of the public asked when escheatment would run in testing and Mr. Cox said it ran in cycle 2 but not cycle 3. The public further asked why API031 was no longer working. Ms. Stacey Terry said the triage team is working to fix a timestamp error on the outbound voucher payment interface. She further noted it is normal and good when errors occur through agency testing, because Project testing, such as unit testing and system testing, do not discover those errors. The interface file should be correct by the end of the week.

Transitioning the conversation to conversion and configuration, Ms. Robertson said conversion and configuration results were shared with agencies and they should be working to clean up or correct their workbooks. Dry Run 1 results will not appear in any environment. All workbooks will be closed by the end of June in order to be used for Dry Run 2.

A member of the public had a question about ACH locations on the Supplier file. Mr. Cox confirmed the Supplier file was run against the statewide EFT file. Ms. Hermeling said her team is working to figure out why an active record shows on the EFT authorization file but not on the statewide vendor file. Agencies do not have to do anything at this time.

With regard to cutover, Mr. Cox shared he was very pleased with DEP having internal discussion about cutover and downtime from an operations and technology perspective. He asked if other agencies have been having those internal conversations. This topic was covered extensively during the earlier Advisory Council meeting. One member shared their agency has been having cutover conversations and they have no concerns yet. Another member shared his agency experiences the fear of the unknown which leadership is trying to control the narrative as much as possible. Another member mentioned the change in Governor happening in January and being fearful they will not have means to make emergency purchases for the inauguration. The Project leadership is aware and continues to work with A&A to identify options for emergency payments during the cutover period.

Appendix

The ESC Presentation Appendix includes detailed information on the standard Testing, Training, and Readiness updates. Mr. Fielder asked if anyone wanted to discuss information listed in the Appendix. A Committee member asked for guidance on cross walking the FLAIR object codes to Florida PALM account codes for her staff who may need that information for trend analysis or historical reference. Mr. Cox said transactions during fiscal year 2026-2027 will be a hybrid of FLAIR and Florida PALM which means agencies will see object codes and account codes. The Project will not update transactions processed in FLAIR (not updating the object code to an account code). Updates will be made at the balance level, though. Anything processed after go-live will have an account number only.

Next Meeting and Adjournment

Steven Fielder, Chair

The meeting was adjourned at 3:35 p.m. The next meeting is scheduled for June 24, 2026, at the First District Court of Appeal.