

<b>Date</b>	02/25/2026	<b>Time</b>	1:30 – 4:30 p.m.
<b>Location</b>	Department of Transportation		
<b>Objective</b>	Executive Steering Committee Meeting Minutes		
<b>Committee Members</b>	Jason Adank (FDOT); Richard Evans (EOG); <del>Rebecca Evers (DOR)</del> ; Steven Fielder, Chair (DFS); Theresa Gagnon (EOG); <del>Dennis Hollingsworth (DEP)</del> ; 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 (FL[DS]); Scott Stewart (DFS)		
<b>Speakers</b>	Jimmy Cox (DFS); Sarah Crouch (PCG); Julian Gotreaux (DFS); Steven Fielder (DFS); Shannon Finley (PCG); Kimberly Kemp (DFS); Nikki Klein (DFS); Angie Robertson (DFS); Stacey Terry (Accenture)		
<b>Materials</b>	<a href="#">Meeting Presentation</a>		

## 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. Fifteen members were present for the meeting. *(Names of members not in attendance appear with strikethroughs in the above table.)*

Mr. Fielder gave a legislative budget update and said currently there did not appear to be concerns with requested funding for agencies and the Project.

## 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. Four Risks remain open with a score of six and one Risk is open with a score of nine. The Florida PALM [Open Issues Log](#) and [Open Risk Log](#) details the above-mentioned Risks and Issues.

The tasks in Stage Gate 4 – Agency Readiness are on schedule. Likewise, the tasks in Stage Gate 5 – Deployment Readiness are also on schedule. These are critical path items that need to be met to keep the Project on schedule.

### *Testing Activities; Jimmy Cox, Angie Robertson, Stacey Terry*

Mr. Jimmy Cox shared testing progress with enterprise partners and third-party vendors:

- LAS/PBS: Interface Cycle 2 Testing is still in progress for GLI071 and one iteration of KKI011. File layouts have been confirmed for all 13 Transparency Florida files. Testing is expected to start in mid to late March. All other files have completed cycle 2 testing.

- MFMP: Interface Cycle 2 Testing is complete, and all interfaces are in UAT and ready for Interface Cycle 3 Testing. Additional updates are in progress for three files and will require retesting. The MFMP is currently conducting regression testing. MFMP is coordinating with agencies to start UAT in the MFMP test site in April.
- STMS: Interface Cycle 2 Testing is complete, and all interfaces are in UAT and ready for Interface Cycle 3 Testing. Webservices connections are in cycle 2 testing, pending STMS issue resolution which has no impact to cycle 3 testing or the go-live if not implemented. STMS is coordinating with agencies to start UAT in the STMS test site.
- People First: Interface Cycle 2 Testing is complete for payroll files, all are in the UAT environment, and have begun Interface Cycle 3 Testing. Two AP files remain in Interface Cycle 2 Testing and will be moved to the UAT environment after completing cycle 2 testing. People First is currently conducting regression testing and have a UAT kick-off meeting with agencies later in the week. Mr. Jesse Johnson confirmed testers will have access to PF data warehouse in June or July 2026.
- FACTS: Interface Cycle 2 Testing is complete, and all files are in the UAT environment and conducting regression testing. DFS internal testing and Interface Cycle 3 Testing are both underway. Agencies that established interfaces to/from FACTS can begin testing on March 2, 2026; agencies that will send future interfaces to/from FACTS can begin testing on March 16, 2026; and all agency end users can test in the FACTS UAT environment on March 23, 2026. The DFS Accounting and Auditing website includes additional information for agency testers.
- FRS: Retiree Payroll has completed Interface Cycle 2 Testing, and all interfaces are in the UAT environment and ready for Interface Cycle 3 Testing. The Project team and FRS will coordinate when to run a full retiree payroll and weekly payroll in UAT. The monthly retirement contributions files is wrapping up Interface Cycle 2 Testing; all other files are complete.
- Bank of America: Interface Cycle 2 Testing started late due to contract issues and is not expected to complete until late April, early May 2026. Project Issue 38 was updated to align with BOA and Project planned testing activities.
- JP Morgan Chase: All files were tested successfully except one. The Project will update the standard file to accommodate the JPM process. There will be no impact on agency testing. The Project anticipated concluding testing by the end of March 2026.
- FIS (Deferred Compensation Vendor): Interface Cycle 2 Testing will conclude after a file field length issue is resolved by the Project, anticipated within two-three weeks.

Mr. Cox shared that as of February 20, 393 of 454 agency interface files completed Interface Cycle 2 Testing. Five files were cancelled or deferred by the agencies. There are 30 files pending the start of Interface Cycle 2 Testing for various agency readiness reasons. There are 25 files that are in progress.

Due to the high purchase price and renewal cost for the life of Florida PALM, the Project did not purchase an unlimited number of DW/BI licenses. There are currently 3,100 available for Financials, 200 for Payroll, and 100 for Projects. There is no license requirement for the historical FLAIR Information Warehouse (IW) data. The Project plans to meet with Oracle to discuss the purchase of additional licenses; however, agencies should also evaluate who receives a DW/BI Author role due to the sensitive data available to this role. The Committee asked how the licenses will be governed or allocated, and Mr. Cox said the Project team will allocate licenses.

Ms. Angie Robertson discussed All Agency UAT, which began on February 2. The Project completed three weeks of in-person sessions, to date, with several more weeks of in-person sessions planned through May 2026. To accommodate hosting all agencies in person, agencies

were divided into two groups using their payroll schedule, biweekly or monthly. The Project hosts each subject matter twice, once for biweekly agencies and once for the monthly agencies. Kickoff meetings were held the week before the February 2 start of All Agency UAT for all in-person registered participants (roughly 550). There was 70.6 percent participation in those kickoff meetings. The participation rate for in-person UAT sessions ranged from 75-89 percent. The lower percentage of attendance is impacted by out-of-town agencies registering but not attending; however, there were some no-shows or participants that do not stay for the entire session. UAT in-person session attendance will be shown on agency progress reports.

A survey was sent to participants following their UAT Kickoff and in-person session. Ms. Robertson displayed a summary of responses, which included satisfaction level, communication expectations, preparedness, available materials, and system access. The overall observations from in-person sessions are that participants were varied in preparation and knowledge about the Florida PALM process. Technology challenges included Wi-Fi interruptions, system barriers, or inaccurate end use role/security. Ms. Robertson shared the UAT Communications page on the Knowledge Center is the main resource for communicating UAT in-person session information. Additionally, each Friday, an updated Known Issues and Enhancements List will be published on this page.

The total number of agency testers with access to the UAT environment is roughly 2,200 users. She reminded the Committee that the final role mapping and end user load will be at the data refresh in August.

Ms. Stacey Terry showed high-level testing progress for cycles 1, 2, and 3 across agencies, enterprise partners, and third parties. She noted two corrections; Citrus is pending Cycle 1 Connectivity Testing for their to be built agency business system, and enterprise partners expect to start Warrant Print testing in Interface Cycle 2 at the end of February. Going into further detail, Ms. Terry broke down the cycle 2 execution and completion metrics. For the files in progress, there are zero high-priority tickets, 23 medium-priority, and 2 low-priority. The Project notes 469 of 552 Interface Cycle 2 Testing files being complete, while the SSI partner notes 458 complete. Number variance is due to specific Project-SSI partner roles and responsibilities.

Ms. Terry shared metrics on All Agency UAT tickets: total number of logged tickets, total number of closed tickets, total number of open tickets, tickets by priority, and total versus open tickets by agency. The metrics continue to share the story of engagement and agency activity in UAT.

### *Readiness Activities; Nikki Klein*

Ms. Nikki Klein shared the agency monthly progress reports will have new information beginning with the February report, which will be shared in the March meeting. Agencies are logging information throughout February that includes progress for interface testing for cycles 2 and 3, as applicable, user stories, role mapping, UAT Prerequisite training, UAT session attendance, and post mock conversion 4 data cleansing. She shared screenshots of the newly revamped progress report. Ms. Klein also noted Dry Run 1 is approaching, and though agencies do not play an active role in the Dry Run, they will receive the results in May and can continue to refine their data cleansing efforts based on those results. Dry Run 1 results will not be loaded into the UAT environment. The Committee asked about the progress of Canopy One and their outreach with agencies. Ms. Klein said they met with agencies that were scheduled for a discussion. Ms. Robertson said the vendor will submit a deliverable of their assessment which will be discussed in a future ESC meeting.

Mr. Cox added to the Dry Run 1 discussion that agencies should finish cleansing their data by March 13. He is hopeful the errors for the General Ledger conversion decrease, as that is the file causing the most errors for agencies.

*Training Activities; Kimberly Kemp*

Ms. Kimberly Kemp shared training metrics from the Knowledge Center. She noted webpage traffic has increased on the Pre-Materials and Pre-work page, now just under 2,000 views. The new UAT Communications page, with over 3,000 views, was created to share important information for testers attending UAT sessions and to house general UAT resources for all testers. Agencies are encouraged to follow Knowledge Center pages so they can be notified when new publications or changes are made. The Knowledge Center now houses 109 process steps and 50 demo videos to support UAT.

*Independent Verification and Validation; Sarah Crouch and Shannon Finley*

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

Finding 29 – Completion date for Interface Testing Cycle 2 is at risk of not being met. 17 passed interfaces are needed to meet Exit Criteria. Exit criteria has been met and Interface Cycle 2 Testing is complete. All High-priority System Investigation Requests (SIRs) have been resolved. The IV&V team anticipates this Finding will be closed in February.

Finding 31 – Unconfirmed testing dates for the PCard Works interfaces may delay cycle 3 End-to-End testing and All Agency UAT. Vendor remediation of one interface may be extended into April. The IV&V team anticipates worsening this risk score in February for continued delays.

Work Product 441 for Additional Interface Testing has 72 interfaces in scope. She noted 23 have been executed and 10 of the 35 interfaces in the Additional Work Effort category have been executed. Mr. Cox noted most of the additional work files were cancelled or deferred by the agency and will never start or be executed.

Thirteen agencies are 100 percent complete with Interface Cycle 2 Testing while the remaining agencies may not finish until March. Testing environments for People First, MFMP, STMS, and FACTS will be available to those enterprise partners in March/April.

The Project achieved a 31 percent reduction in SIR backlog before the start of All Agency UAT. Regression Event 2 is in progress with 130 of the 152 executed test scripts passing. Ms. Crouch noted the pace of test scripts passing needs to increase in order to meet their completion date. Performance Testing Cycle 1 is in progress with 34 of 45 performance test scripts being executed. The IV&V team did not have much visibility into the SSI tracker but have since worked out a plan for viewing progress.

The Committee asked what IV&V thought the end date would be for Regression Testing. Ms. Crouch said they have not projected an end date based on current trends because it is normal for testing or ramp up towards the end of the testing cycles; however, they will continue to evaluate the metrics each month. Giving a Project perspective, Mr. Cox said some scripts will get cancelled or deferred to a subsequent regression testing event based on issues identified in UAT that require a code change. Additionally, Mr. Cox mentioned that some of the delay in regression testing is the fact that the resources doing the regression testing are the same functional resources who are supporting the in-person UAT sessions. When the sessions are over those resources will have more time to dedicate to regression testing.

Ms. Shannon Finley shared the following findings and IV&V report.

Finding 30 – Lack of engagement during Pre-UAT was closed in January since Pre-UAT ended and All Agency UAT began on February 2, 2026.

Ms. Finley shared that as of February 13, 2026, the UAT prerequisite trainings for agency SME had a 72.9 completion rate, which shows agencies are taking a staggered, or just-in-time, approach. She also stated that UAT in-person sessions hosted by the Project team are moderately attended based on registration vs attendance.

Lastly, Ms. Finley reported the Project is progressing at 98% of their planned pace, noting the number of planned versus actual tasks in the Project Schedule during January, and the reduction in delayed tasks by 45 percent.

### *The Road to Go-Live; Jimmy Cox*

All Agency UAT began on February 2, 2026. Following the Project-hosted in-person sessions, agency testers should take what they learned and engage others in their agency to expand the testing footprint. Concurrently, agencies are continuing with the following:

- Interface testing (cycle 2 and 3)
- Testing downstream processes and downstream system integrations
- Maintaining their configuration workbooks
- Data cleansing based on Mock 4 and future Dry Run 1

Looking ahead, agencies should:

- Continue testing and encourage testers' efforts
- Complete Agency Certification #3 in June
- Prepare for the August UAT environment refresh when the UAT environment will be unavailable for two weeks. After the refresh, changes to the UAT environment will include:
  - o Dry Run data will be applied
  - o Role mapping will be re-loaded, and SOD conflicts will be enforced
  - o Agency UAT data from February-July will be wiped
  - o Dry Run data will be applied
  - o FLAIR balances must be confirmed

### **Next Meeting and Adjournment**

#### *Steven Fielder, Chair*

The meeting was adjourned at 3:39 p.m. The next meeting is scheduled for March 25, 2026, at the Department of Revenue.