

<b>Date</b>	02/27/2023	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Financial Services, Division of Workers' Compensation 1579 Summit Lake Dr Room 115 Tallahassee, Florida 32317		
<b>Objective</b>	Executive Steering Committee Meeting Minutes		
<b>Attendees</b>	<p><b>Executive Steering Committee:</b>              Steven Fielder, Chair (DFS); <del>James Grant (FDS)</del>; Hunter Jones (FWC); Mike Jones (EOG); Matt Kirkland (DOE); Angie Martin (DFS); Mark Merry (DFS); Tomy Mollas (DMS); Robin Naitove (FDOT); Cliff Nilson (DMS); Jennifer Pelham (DFS); Shannon Segers (DOR); Christina Smith (EOG); Lynn Smith (DBPR); Scott Stewart (DFS); Dan Zimmerman (DEP)</p> <p><b>Speakers:</b> Tanner Collins (DFS); Jimmy Cox (DFS); Steven Fielder (DFS); Tony Lloyd (DCF); Nicolle Suvada (PCG); Tommy Werner (DFS)</p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Presentation</a></li> <li>• SSI Contract, Attachment 1, Statement of Work</li> <li>• SSI Contract, Attachment 6, Definitions</li> </ul>		

Meeting audio is available on <https://myfloridacfo.com/floridapalm/oversight>.

**Opening Remarks and Roll Call: Facilitated by 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. Fifteen members were present.

**Presentation: Facilitated by Tanner Collins, Jimmy Cox, Tony Lloyd, Nicolle Suvada, Tommy Werner**

Mr. Tommy Werner gave an update on risks, issues, and the budget.

The Independent Verification and Validation (IV&V) team gave their assessments on Florida PALM activities.

Mr. Tanner Collins gave an update on the new Investment Accounting Solution that is scheduled for go live in July 2023.

Mr. Tony Lloyd shared an overview of the Advisory Council Requirements Review sessions. The Project team met with Advisory Council members or their designated subject matter experts, to review Florida PALM requirements between February 1 – 15.

Mr. Jimmy Cox shared the upcoming PeopleSoft PeopleTools 8.59 Upgrade that will go live in Florida PALM on March 13. Slight changes will occur on the homepage and the Process Monitor page. Agencies will be notified of the system changes.

Mr. Cox began reviewing contract changes in Attachment 6 Definitions and asked for feedback or questions. There were none. Mr. Cox then began reviewing changes in Attachment 1 Statement of Work. The review was not completed and will continue during subsequent meetings.

**Action Items:**

- The Project team noted a few items of feedback to review in Attachment 1.
- The Project stated they planned to share the following SSI contract attachments with the ESC earlier than scheduled; 5.1 Business Requirements and 5.2 Customizations

**Next Meeting: Facilitated by Steven Fielder**

The next meeting is scheduled for February 28. The meeting adjourned at 4:00 p.m.