

<b>Date</b>	03/27/2023	<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> Jimmy Cox (DFS); Steven Fielder (DFS); Angie Robertson (DFS); Deana Metcalf (DFS); 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 5.1 Business Requirements</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 Jimmy Cox, Angie Robertson, 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.

Ms. Angie Robertson gave an update on agency activities, including highlights from the recent Change Champion Town Hall and the progress through the scheduled Readiness Workplan tasks. Ms. Robertson also reviewed a high-level timeline of agency activity themes and their alignment with the Project's activities throughout implementation to go-live.

Mr. Fielder shared a brief update on legislative updates; reminding the group they can watch the Project's presentation to the House from March 8 on the Florida Channel.

A discussion on Project Change Requests 97 and 98 will be held until the April meeting. Mr. Cox began the Amendment 8 discussion with a review of the approach along with the cadence for the week. He then guided the ESC through reviewing minor updates made in the Contract and Attachments 6 and 1, and asked for any questions on Attachment 10, all previously reviewed by the ESC in prior meetings. There were no objections or questions from the group about the

changes. The discussions began on Attachment 5.1 Business Requirements. Mr. Cox and Ms. Deana Metcalf reviewed changes and answered clarifying questions. The review was not completed and will continue during subsequent meetings.

**Action Items:**

- The Project team will send the supplemental presentation to the ESC members.
- The Project team will send the Project Change Requests 97 and 98 to the ESC members.

**Next Meeting: Facilitated by Steven Fielder**

The next meeting is scheduled for March 28. The meeting adjourned at 3:30 p.m.