

<b>Date</b>	03/28/2023	<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); Deana Metcalf (DFS)</p>		
<b>Attachments/ Related Documents</b>	<ul style="list-style-type: none"> <li>• SSI Contract, Attachment 5.1 Business Requirements</li> <li>• SSI Contract, Attachment 5.2 Customizations</li> <li>• SSI Contract, Attachment 8 Deliverable Acceptance Criteria</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, Deana Metcalf**

Mr. Jimmy Cox and Ms. Deana Metcalf continued the review of Attachment 5.1 Business Requirements. Following, Mr. Cox and Ms. Metcalf discussed Attachment 5.2 Customizations, reviewed changes and answered clarifying questions. Reviews were completed on both Attachments 5.1 and 5.2.

Mr. Cox began the review for Attachment 8 Deliverable Acceptance Criteria. Mr. Cox began the review by discussing the changes that were made since the document was sent to the ESC. 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.

**Next Meeting: Facilitated by Steven Fielder**

The next meeting is scheduled for March 29. The meeting adjourned at 3:30 p.m.