

<b>Date</b>	04/26/2023	<b>Time</b>	2:00 – 4:00 p.m.
<b>Location</b>	Department of Children and Families 2415 North Monroe Street Room C100 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); <del>Jennifer Pelham (DFS)</del>; Shannon Segers (DOR); <del>Christina Smith (EOG)</del>; Lynn Smith (DBPR); Scott Stewart (DFS); Scott Ward (AHCA); Dan Zimmerman (DEP)</p> <p><b>Speakers:</b> Jimmy Cox (DFS); Steven Fielder (DFS); Nikki Klein (DFS); Angie Robertson (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> </ul>		

The meeting can be viewed 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. Thirteen members were present.

**Presentation: Facilitated by Jimmy Cox, Steven Fielder, Nikki Klein, Angie Robertson, Nicolle Suvada, Tommy Werner**

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

Mr. Tanner Collins gave a progress report on the Investment Accounting Solution implementation for the state. Build and testing activities are underway. The DFS Division of Treasury plans to complete this fiscal year (FY) using Florida PALM for deal management process and launch the new system in FY 23-24.

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

Mr. Fielder gave a budget update on the legislative session. He also mentioned a potential new item in the FY 23-24 implementing bill that requires agencies to submit a bi-monthly report (replacing the current monthly report) to the Executive Steering Committee. The intention is for agency leadership to be able to communicate their agency readiness status and needs.

Mr. Jimmy Cox discussed other considerations for which the Project is beginning to plan. These include expiring contracts near, or at the time of, the next major implementation (January 2026);

and the timing of when to freeze updates in FLAIR, Florida PALM, enterprise systems, and agency business systems. Agencies must begin planning for these activities as well. As systems are being updated or replaced, it is imperative they are tested during the UAT activities.

Ms. Nikki Klein gave an update on current Readiness Workplan tasks and the current state analysis focus for this fiscal year. She announced the next Change Champion Network Town Hall will be held in May, where some agencies will be featured guests sharing their experience with completing the current state analysis activities. Other Town Hall topics include Florida PALM fundamentals and how to enhance their CCN team. Ms. Klein also mentioned the new Chart of Accounts (COA) interactive learning tool that is now on our website for agencies to use.

Mr. Fielder then discussed the upcoming Sponsor Summit. This is a new event especially for Agency Sponsors. He discussed the importance of Agency Sponsors, themselves, attending the event and a high-level overview of the planned topics. Mr. Fielder asked for feedback on meeting topics and advice on how to influence Agency Sponsors to attend. Several ESC members had advice; adding budget as a topic, reiterating the age of FLAIR and the necessity of the transition, explaining why this transition plan will work when others have not, and share downstream impacts to their agency's mission should the transition not be successful (it impacts more than finance and accounting teams).

Ms. Angie Robertson shared the Project Management Plan (PMP) and Project Charter are being updated. Ms. Robertson noted the high points of the PMP changes. Both are being streamlined to match current Project operations and to align with Amendment 8 changes. Ms. Robin Naitove asked if her suggestions from the prior PMP update were included or considered, and the team confirmed they were.

Mr. Cox discussed the Project Change Requests (PCR) 97 and 98 are changes to existing processes and does not require a voting action by the ESC. PCR97 is a Florida PALM process that will automate a once manual process by Treasury. PCR98 enhances a report used by the Treasury team. Mr. Cox mentioned there is an upcoming PCR that does require a voting action next month.

**Action Items:**

- Send the ESC a PCR99 that required voting action prior to the May meeting.
- Include ESC member suggestions to Sponsor Summit discussion points.

**Next Meeting: Facilitated by Steven Fielder**

The next meeting is scheduled for May 24. The meeting adjourned at 3:30 p.m.