

Meeting Notes:

1. Attendance and Introductions
2. Purpose
 - a. Primary Objective – provide a validated set of Workforce-related functional requirements for inclusion in the ITN for the Unemployment Compensation (UC) System Modernization project; on or before February 26, 2010.
 - b. Integrate representatives from Workforce Florida and the Regional Workforce Boards into the pool of UC System Modernization Project stakeholders; to keep them informed of the project’s status and progress; solicit feedback; identify opportunities for improvement and promote support and sponsorship for the new system.
 - c. Document high-level Workforce business processes wherever necessary to adequately understand business requirements.
 - d. Support Strategy Team Members in keeping other Workforce stakeholders informed about the activities and results of the Strategy Planning Team.
3. Process
 - a. Interview Workforce subject matter experts (SMEs) in order to understand and document how the current UC system is used to support and/or conduct Workforce business
 - b. Identify current functions and methods that should continue and be supported by the modernized UC system.
 - c. Identify, analyze, prioritize and adopt opportunities for improved or enhanced processes.
 - d. Investigate other states (e.g. Indiana) that have increased the integration of their Workforce and UC programs.
 - e. Investigate specific opportunities like: work history, resumes, tracking of job seeking.
 - f. Investigate and understand the impact and opportunities between the Workforce EFM system and the modernized UC system.
4. Products
 - a. Unambiguous requirement statements that specify “what” functions are needed while resisting the temptation to specify “how” they are to be provided; which is a design function.
5. Don’s assignments:
 - a. Prepare a draft charter for the subproject that has been assigned to the Workforce/UC Modernization Strategy Planning Team.
 - b. Create a stakeholder registry for this subproject with input from other Strategy Team Members.

- c. Draft a timeline showing activities and milestones as they are currently understood.
 - d. Contact Richard Meik and Lois Scott to plan and schedule SME interviews to begin the week of January 4, 2010.
6. Strategy Team Member Assignments
- a. Verify / correct your contact information as indicated in the table below.
 - b. Identify other stakeholders – not serving on this strategy team - that should be kept informed of our activities and progress through routine notices or reports.
7. Next Conference Call: Thursday, December 17, 2009 at 3:00 PM – a reminder will be sent.

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For corrections and additions to these notes, please contact Don Northam directly.