



**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)  
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT  
EXECUTIVE STEERING COMMITTEE MEETING  
MEETING DATE: May 11, 2011**

**A) Call To Order**

The nineteenth regular meeting of the Unemployment Compensation Claims and Benefits Information System Project Executive Steering Committee was held in the Caldwell Building, Room B-49, Tallahassee, Florida, on May 11, 2011. The meeting was convened at 10:30 a.m. with Mr. Clendenning presiding.

**B) Members in Attendance**

- Tom Clendenning, Chair & Assistant Director, Agency for Workforce Innovation (AWI)
- David Hagen, Vice Chair & Government Operations Consultant III, AWI
- Allen Northrup, Acting Chief Information Officer (CIO), AWI
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- Susan Wilson, Deputy Program Director, DOR

All committee members were in attendance and therefore a quorum was met.

**C) Non-Members in Attendance**

- Bob Daub, SI Project Manager, Deloitte Consulting, LLP
- Linda Fuchs, Project Connect PMO Project Manager, KPMG
- Lindy Gonzalez, Office of Legislative Information Technology
- Tanya Jackson, Contract Manager, AWI
- Dan Johnson, IT Business Consultant Mgr., AWI
- Pete Kroshefskie, TEKsystems
- Wendy Ling, Project Connect PMO Communications Coordinator, AWI
- Andy Loveland, Project Connect Business Analyst Manager, North Highland
- Tom McCullion, Project Connect Director, AWI
- Daniel Mirones, Senior Manager, Ernst & Young
- Michelle Mullins, Legislative Analyst, House Appropriations
- Tom Pankey, Managing Director, KPMG
- John Perry, Senior Counsel, AWI
- Kristin Pingree, Budget Director, AWI
- Stu Pollins, Budget, AWI
- Joanne Putnam, Contract Administrator, AWI
- Nancy Salmon, UC Project Manager, AWI
- Altemese Smith, UC Operations Manager, AWI
- John Tyson, IT Business Consultant Mgr., AWI
- Audra Wiggins, UC Program Manager, AWI



## **D) Committee Member Reports**

### **1) Approval Of Minutes**

A motion was made by Ms. Wilson and seconded by Mr. Hagen to approve the minutes of the April 13, 2011 meeting with one minor correction reflecting Mr. Northrup's title. Motion carried.

### **2) Project Status Report**

Mr. McCullion provided the status of the UC Claims and Benefits Project.

- Budget and Timeline
  - Currently running slightly under budget in a few areas.
  - Transitioning from the Planning Phase to the Define Phase.
  - Project remains on schedule.
- Project Activities
  - The Phase Gate Review Board advised the Project Director that the deliverables due for the Kick-off Plans Interim Gate were acceptable. Mr. McCullion accepted the deliverables and authorized the contractors to pass the Interim Gate and proceed with the work.
    - One of the most critical deliverables submitted for the Kick-off Plans Interim Gate, the Integrated Master Schedule (IMS), provides one consolidated plan and schedule for the entire project.
  - Several change requests are being brought in to the Joint Requirements Management (JRM) validation sessions for evaluation on applicability and potential for incorporation into the project. If applicable, requests will be brought before the ESC for review and approval.
  - 15 hour-long Town Hall sessions were held in Tallahassee and the regional offices to introduce the staff at large with the project and also to begin the process of educating them about the benefits of the new system. Liaisons were identified in each location and business unit to assist in ensuring effective communication between the project and the organization.
- Project Risks and Issues
  - Legislative changes are unlikely to impact the project as it stands. The project is fully funded and moving forward.
  - For Risk #25 – Internet Claims Only by August 1, the procurement plan for the project is under evaluation to assess what may not be needed for the project due to the changes.
    - Ms. Wilson asked what exactly the new law meant for the project. Per Mr. Hagen, the new law states that claims must be filed through an electronic means only; a rule would need to be created specifying exactly what “electronic means” includes.



- Key Dates
  - The revised date of the June ESC meeting (June 22) is intended to allow the Phase Gate Review Board to meet and advise the Project Director and then present recommendations to the ESC for approval to move forward.

### **3) IV&V Status Update**

Mr. Mirones provided highlights from the April Monthly Assessment Report—period ending May 6, 2011.

- Alignment of the project with leading practices enhances confidence in the overall health of the project, which was described as “very good”
- Development of the Integrated Master Schedule (IMS) provides overall confidence in the project process levels and maturity
- No open deficiencies within the UC Project
- A Deliverable Review Report will be provided from the discrete review of the deliverables submitted

### **4) Other Business**

No additional business.

### **E) PUBLIC COMMENTS**

No comments.

### **F) Review Of Actions From Meeting**

Below is a summary of the key actions from the meeting:

- Motion carried to approve the minutes from the April 13, 2011 meeting with one minor correction reflecting the Acting CIO’s title.
- Next meeting will be June 22, 2011.

### **G) Adjournment**

The meeting was adjourned at 11:05 a.m.