



**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING**

Meeting date: June 9, 2010

A) Call To Order

The tenth 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 June 9, 2010. The meeting convened at 10:30 a.m. with David Hagen presiding.

B) Members In Attendance

- David Hagen, Vice Chair & Government Operations Consultant III, Agency for Workforce Innovation (AWI)
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- Allen Northrup, IT/UC Applications Program Manager, AWI
- Susan Wilson, Deputy Program Manager, DOR, Designee for Lisa Echeverri, Executive Director, DOR

Four Committee members were in attendance and therefore a quorum was met.

C) Members Not In Attendance

- Barbara Griffin, Chair & Deputy Director, AWI

D) Non-Members In Attendance

- Claudia Anderson, Analyst, Technology Review Workgroup
- Tom Clendenning, Director, Unemployment Compensation, AWI
- Gary Didio, Sr. Manager Baseline Assessments, Ernst & Young
- Margaret Gowen, Program Administrator, DOR (*via phone*)
- Denise Haney, Information Technology Business Consultant Mgr., AWI
- Tom Hawkins, Representative, Accenture
- Tanya Jackson, Information Technology, AWI
- Dan Johnson, Information Technology Business Consultant Mgr., AWI
- Monique Manns, Project Administrative Assistant, AWI
- Ron McCranie, Project UC Program Manager, AWI
- Tom McCullion, Project Director, AWI
- Dan Mirones, Sr. Manager, Ernst and Young
- Michelle Morris, Sr. Government Analyst, Office of Policy and Budget (*via phone*)
- John Perry, Assistant General Counsel, AWI
- Joanne Putnam, Contract Manager, AWI
- Scott Stewart, CIO, AWI
- Christy Stringer, Contract Manager, AWI
- Donna Winsloe, Program Administrator, DOR (*via phone*)



E) Committee Member Reports

1) Approval of Minutes

Motion was made by Mr. Northrup and seconded by Ms. Wilson to approve the minutes of the May 11, 2010 meeting. Motion carried.

2) Project Status Report

Mr. McCullion provided the status of the UC Project Invitation to Negotiate (ITN) which was released Friday May 14th, 2010.

- On June 3, 2010 the Pre-Response Conference was held. There were 56 attendees representing 33 Vendors. There were a total of 12 questions asked with no comments.
- On June 4, 2010 questions were due from the Vendors to AWI; 259 questions were received.
- The answers to questions submitted from vendors will be posted on June 18, 2010.
- On June 24, 2010 the Intent to Submit Responses are due.
- Discussed the Project Management Office (PMO) Request for Quote. Presently it is being routed internally for approval and is anticipated being released next week.

3) IV&V Status Update

Mr. Mirones reviewed the May Monthly Assessment Report Summary.

- Currently there are three program areas that have been identified as being significant risks: Time Management, Performance Management and Change Management.
- Two observations were made regarding the ITN: Organization Change Management was not properly addressed. Also, values for neither recovery time objective (RTO) nor recovery point objective (RPO) are defined for business continuity and disaster recovery.
- Expressed a concern that the project had not adequately responded to the Baseline Assessment Report (BAR) or the Monthly Assessment Report (MAR).

Mr. Hagen asked for a response from the project team and Mr. McCullion addressed the concerns.

- This is about timing. The project management rigor required for the current phase of the project is sufficient to manage the current activities within appropriate risk tolerance levels for the organization. The PMO processes will need to be matured as we prepare to launch Phase 3: Design, Development and Implementation. This appropriate approach and build-out of the project team was recognized by the Legislature with their funding of a complete Project Management Office beginning July 1, 2010. The concerns identified will be addressed within 90 days of the launch of the PMO.
- The project team in conjunction with the program, determined that it was not appropriate for OCM to be a responsibility of the Systems Integrator, but should be owned by the Project Management Office in partnership with the UC Reengineering team and other Stakeholders. The initial plans for the OCM will be provided within 90 days after the PMO is established. The RTO (72 hours) and RPO (24 hours) values had been defined and included in the ITN.



4) IV&V Status Update (*con't*)

- The project team will respond to the deficiencies identified in the BAR and MAR by the next Executive Steering Committee.

5) Other Business

- Mr. Northrup asked for more detailed information regarding activities planned for Phase 2b. Mr. McCullion advised that the project team will provide the project schedule in the coming weeks to the Committee.

F) PUBLIC COMMENTS

Mr. Hagen opened the floor for any public comments and there were none.

G) Review of Actions from Meeting

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

- Approved the minutes from the May 11, 2010 meeting.
- The Project Team will provide responses to the E&Y's findings and recommendations contained in the Baseline Assessment Report on October 13, 2010.
- Scheduled the next Executive Steering Committee meeting for July 14, 2010 at 10:30am.

H) Adjournment

The meeting was adjourned at 11:00 a.m.

I) Approvals

(Signature)

(Date)