



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

Meeting date: August 11, 2010

A) Call To Order

The twelfth 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 August 11, 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) (via phone)
- Allen Northrup, IT/UC Applications Program Manager, AWI

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

C) Members Not In Attendance

- Barbara Griffin, Chair & Deputy Director, AWI
- Susan Wilson, Deputy Program Manager, DOR

D) Non-Members In Attendance

- Viletta Coombs, Florida Legal Services (FLS)
- Sarah Crullo, TEKSystems
- Gary Didio, Sr. Manager Baseline Assessments, Ernst & Young
- Denise Haney, Information Technology Business Consultant Mgr., AWI
- Maclain Howse, KPMG (via phone)
- Tanya Jackson, Information Technology, AWI
- Dan Johnson, Information Technology Business Consultant Mgr., AWI
- Pete Kroshefskie, TEKSystems
- Andy Loveland, Project Manager, North Highland
- Tom McCullion, Project Director, AWI
- Dan Mirones, Sr. Manager, Ernst and Young
- Michelle Morris, Sr. Government Analyst, Office of Policy and Budget
- Dianna Suggs, Manager, KPMG Lead (via phone)
- Sarah Wilson, KPMG (via phone)
- Donna Winsloe, Program Administrator, DOR (via phone)

E) Committee Member Reports

1) Approval of Minutes

Motion was made by Mr. Northrup and seconded by Mr. Evers to approve the minutes of the July 14, 2010 meeting. Motion carried.



2) Project Status Report

Mr. McCullion provided the status of the UC Claims and Benefits Project Phase 2b.

- Project continues to meet its objectives on time and budget.
- KPMG was selected as the vendor for the Project Management Office (PMO).
- The UC Project ITN Response Evaluation Team met on August 10, 2010, and selected Accenture, Deloitte, IBM, and TATA as the vendors to move forward into demonstrations and pre-negotiations.
- Director Lorenzo and Ms. Griffin would like to present the outcomes and findings of a recent communications assessment and website usability review.
 - Mr. Stewart added that the study has highlighted opportunities for improvement with the current website and that the recommended updates should be a part of the UC Project. The Director would like to gain the Committee's support of that recommendation.
- Mr. McCullion recommended that the next Committee meeting scheduled for September 8th be rescheduled for August 27th as the project team will be in demonstrations from September 7th through the 9th. The communications assessment will be placed on the Agenda for August 27th.
 - That recommendation was accepted by the Committee.

3) IV&V Status Update

Mr. Mirones provided highlights from the July Monthly Assessment Report.

- All critical project issues have been addressed at this time.
- No significant risks currently exist with Phase 2b of the project.
- Will rebaseline the assessment based upon the Project Management Plans submitted for Phase 3.

4) Other Business

- None

F) PUBLIC COMMENTS

David 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 July 14, 2010 meeting.
- The September 8th Committee meeting is cancelled and rescheduled for August 27th.

H) Adjournment

The meeting was adjourned at 10:55 a.m.