



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

MEETING DATE: NOVEMBER 10, 2010

A) Call To Order

The fourteenth 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 November 10, 2010. The meeting was convened at 10:35am with Tom Clendenning presiding.

B) Members In Attendance

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

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

C) Non-Members In Attendance

- Sarah Ciullo, TEK Systems
- Gary Didio, Sr. Manager, Ernst & Young
- Alyene Gramley, Analyst, Ernst and Young
- Denise Haney, Information Technology Business Consultant Mgr., AWI
- Tanya Jackson, Information Technology, AWI
- Pete Kroshefskie, TEK Systems
- Laura Jennings, Purchasing Manager, AWI
- Dan Johnson, Information Technology Business Consultant Mgr., AWI
- Virginia Leonard, UC Project Administrative Assistant, AWI
- Gail Lolley, House Appropriations
- Tom McCullion, Project Director, AWI
- Rosa McNaughton, General Counsel, AWI
- Dan Mirones, Senior Manager, Ernst & Young
- Amanda Moore, Program Manager, AWI
- Michelle Morris, Analyst, Office of Policy & Budget
- Michelle Mullins, Analyst, TRW
- Joanne Putnam, Contract Administrator, AWI
- Mike Shaklik, IV&V Project Manager, Ernst & Young
- Scott Stewart, CIO, AWI
- Christy Stringer, Contract Manager, AWI



D) Committee Member Reports

1) Approval Of Minutes

Motion was made by Mr. Northrup and seconded by Mr. Evers to approve the minutes of the October 13, 2010 meeting. Motion carried.

2) Project Status Report

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

- Project Activities
 - Project Management Plans (PMP) released to E&Y for IV&V assessment.
 - Ms. Suggs, PMO Project Manager, is being transitioned off of the project by KPMG and a replacement is currently being identified.
- Invitation To Negotiate (ITN) Update
 - Public Meeting moved to this Friday, November 12, 2010, to discuss and decide as to which vendor(s) to move forward in the negotiation process.
 - Mr. Clendenning asked if this meeting will be a public meeting and Mr. McCullion confirmed that it would be a public meeting.

3) IV & V Status Update

Mr. Shaklik provided highlights from the October Monthly Assessment Report.

- Governance Structure and Program Processes have deficiencies identified.
- IV&V Team and Project Team continue to work together to address deficiencies.
- Overall risks are decreasing.
- Initiating the deliverable assessment on the Phase 3 management materials.

4) Other Business

Mr. Northrup suggested meeting other than once a month, and if so, what would the time frame/process be. Mr. McCullion responded that the meetings would continue to be monthly until the project schedule has been confirmed, at which time we would align the ESC Meetings around the key dates of the project.

E) PUBLIC COMMENTS

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

F) Review Of Actions From Meeting

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

- Minutes from the October 13, 2010 meeting were approved.
- Next meeting will be December 8, 2010

G) Adjournment

The meeting was adjourned at 11:10 a.m.