



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

**MEETING DATE: JANUARY 12, 2011**

**A) Call To Order**

The fifteenth 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 January 12, 2011. The meeting was convened at 10:30 a.m. with David Hagen presiding until Mr. Clendenning arrived.

**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, IT/UC Applications Program Manager, AWI
- Susan Wilson, Deputy Program Manager, Department of Revenue (DOR)

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

**C) Members Not In Attendance**

- Jim Evers, Program Director, General Tax Administration, DOR

**D) Non-Members In Attendance**

- Coleen Birch, Legislative Analyst, Senate (*via phone*)
- David Dennis, Partner, KPMG
- Gary Didio, Sr. Manager, Ernst & Young (*via phone*)
- Allie Downing, Citizen (*via phone*)
- Linda Fuchs, KPMG - UC Project PMO Project Manager, AWI
- Denise Haney, IT Business Consultant Mgr., AWI
- Tanya Jackson, IT, AWI
- Laura Jennings, Purchasing Manager, AWI
- Dan Johnson, IT Business Consultant Mgr., AWI
- Pete Kroshefskie, TEKsystems
- Wendy Ling, UC Project PMO Communications Coordinator, AWI
- Ron McCranie, UC Project Program Manager, AWI
- Tom McCullion, UC Project Director, AWI
- Diane Matthews, Budget Analyst, AWI
- Dan Mirones, Senior Manager, Ernst & Young
- Amanda Moore, UC Project Program Manager, AWI
- Michelle Mullins, Legislative Analyst, House
- Tom Pankey, Managing Director, KPMG
- John Perry, Senior Counsel, AWI



- Joanne Putnam, Contract Administrator, AWI
- Matt Roberts, TEKsystems
- Altemese Smith, UC Operations Manager, AWI
- Scott Stewart, CIO, AWI

## **E) Committee Member Reports**

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

With a minor change to section D #4, motion was made by Mr. Northrup and seconded by Ms. Wilson to approve the minutes of the November 10, 2010 meeting. Motion carried.

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

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

- Project Highlights
  - Budget note on Expenses line item – the project does have appropriate funding for this
  - Project team's visit to Minnesota; highlights and lessons learned
  - Phase 3 Project Management Plan (PMP) has been submitted for IV&V review
- Invitation To Negotiate (ITN) Update
  - At the November 12, 2010, public meeting, the Negotiation Team voted to move Deloitte forward in the negotiation process.
  - Negotiations have been extended.
  - Kickoff still on track for February 28, 2011.

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

Mr. Mirones provided highlights from the December Monthly Assessment Report—period ending January 7.

- Re-baselined the assessment since moving to Phase 3; previously reported deficiencies were closed to start fresh and track for Phase 3
- Positive trending for all yellow items; yellow indicators in this instance generally refer to inconsistencies and/or missing items for deficiencies in the PMP. All project management materials will address identified deficiencies.
- Question from Mr. Northrup – could the project team formally respond to deficiencies? Per Mr. McCullion, the project team has formally responded and will provide a copy of that response to the Members. No disagreement on noted deficiencies, although perhaps some disagreement on what indicates a yellow item. Processes and mitigation plans developed to address items identified.

### **4) Other Business**

No additional business.



**F) PUBLIC COMMENTS**

Ms. Downing commented that she has several family members in construction out of work. Her comments were extended to include illegal immigration and the impact on available work and benefits.

Mr. Clendenning obtained her phone number to have someone contact her directly to discuss reemployment services for the members of her family

**G) Review Of Actions From Meeting**

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

- Minutes from the November 10, 2010 meeting were approved with a minor change to section D #4.
- Meetings have been scheduled for the entire year (2011) on the second Wednesday of each month from 10:30 a.m. to 12:00 p.m. in Caldwell, Room B-049.
- Next meeting will be February 9, 2011

**H) Adjournment**

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