



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

**MEETING DATE: FEBRUARY 9, 2011**

**A) Call To Order**

The sixteenth 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 February 9, 2011. The meeting was convened at 10:30 a.m. with Tom 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, IT/UC Applications Program Manager, AWI
- Jim Evers, Program Director, General Tax Administration, DOR
- Susan Wilson, Deputy Program Manager, Department of Revenue (DOR)

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

**C) Non-Members In Attendance**

- Gary Didio, Sr. Manager, Ernst & Young
- Linda Fuchs, UC Project PMO Project Manager, KPMG
- Lindy Gonzalez, Office of Legislative Information Technology
- Jennifer Hrdlicka, Senate Commerce and Tourism Committee
- Tanya Jackson, IT, AWI
- Dan Johnson, IT Business Consultant Mgr., AWI
- Wendy Ling, UC Project PMO Communications Coordinator, AWI
- Andy Loveland, Project Manager, North Highland
- Ron McCranie, UC Project Program Manager, AWI
- Tom McCullion, UC Project Director, AWI
- Rosa McNaughton, General Counsel, AWI
- Dan Mirones, Senior Manager, Ernst & Young
- Sangeet Mohanty, Ernst & Young
- Amanda Moore, UC Project Program Manager, AWI
- Michelle Mullins, Legislative Analyst, House Appropriations
- Tom Pankey, Managing Director, KPMG
- John Perry, Senior Counsel, AWI
- Joanne Putnam, Contract Administrator, AWI
- Scott Rainey, North Highland
- Nancy Salmon, UC, AWI
- Bahram Samani, UC Project Technical Lead, AWI
- Lois Scott, Process Manager, AWI
- Fred Springer, Bryant Miller Olive, P.A.
- Christy Stringer, Contract Manager, AWI



## **D) Committee Member Reports**

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

A motion was made by Mr. Northrup and seconded by Mr. Evers to approve the minutes of the January 12, 2011 meeting. Motion carried.

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

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

- Project Highlights
  - Budget – on track and have all the funding to cover expenses
  - Timeline – through the negotiation process; Best and Final Offer (BAFO) received and Phase 2b near closure
  - Project Governance – three tiers for project governance (Team Managers, Project Director, and the ESC); risks, issues, and change requests are all items that may be brought before the ESC
    - Mr. Evers asked how any proposed changes by the Legislature or Governor would be handled by the project. Mr. McCullion responded that changes to requirements would be managed by the change control process.
  - Phase Gates – an approval process is in place for each gate
    - Mr. Northrup asked who comprises the Phase Gate Review Board. Mr. McCullion responded that members of the Project Leadership Team comprise the Board in concert with appropriate members of the Technical Review Board and deliverable owners/reviewers.
  - Project team update – additional team members have been brought on board and training is in progress
  - Phase 3 Project Management Plan complete
  - Overview of the project organization structure
- Invitation To Negotiate (ITN) Update
  - Negotiations finalized and BAFO received
  - Negotiation Team met at 9:00 A.M. on February 9, 2011 and made the Recommendation for an Intent to Award
  - Scheduled start date is still February 28, 2011; the next ESC meeting is March 9, 2011; ESC agreed that the ESC meeting date is still appropriate; no change needed



**3) IV & V Status Update**

Mr. Mirones provided highlights from the January Monthly Assessment Report—period ending February 4.

- All deficiencies addressed and closed
- No additional deficiencies opened within the UC Project

**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:

- Minutes from the January 12, 2011 meeting were approved
- Next meeting will be March 9, 2011

**G) Adjournment**

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