



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

MEETING DATE: MARCH 9, 2011

A) Call To Order

The seventeenth 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 March 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, Department of Revenue (DOR)
- Susan Wilson, Deputy Program Director, DOR

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

C) Non-Members in Attendance

- Bob Daub, SI Project Manager, Deloitte Consulting, LLP
- Gary Didio, Sr. Manager, Ernst & Young
- Linda Fuchs, UC Project PMO Project Manager, KPMG
- Lindy Gonzalez, Office of Legislative Information Technology
- Denise Haney, IT Business Consultant Mgr., AWI
- Tanya Jackson, IT, AWI
- Dan Johnson, IT Business Consultant Mgr., AWI
- Pete Kroshefskie, TEKsystems
- Wendy Ling, UC Project PMO Communications Coordinator, AWI
- Tom McCullion, UC Project Director, AWI
- Dan Mirones, Senior Manager, Ernst & Young
- Sangeet Mohanty, Ernst & Young
- Michelle Mullins, Legislative Analyst, House Appropriations
- Jerilyn Nikiel, SI Team, Deloitte Consulting, LLP
- John Perry, Senior Counsel, AWI
- Kristin Pingree, Budget Director, AWI
- Stu Pollins, Budget, AWI
- Joanne Putnam, Contract Administrator, AWI
- Nancy Salmon, UC, AWI
- Christy Stringer, Contract Manager, AWI
- John Tyson, IT Business Consultant Mgr., AWI
- Michelle Morris, Governor's Office (via phone)
- Donna Winsloe, DOR (via phone)



D) Committee Member Reports

1) Approval Of Minutes

A motion was made by Mr. Hagen and seconded by Mr. Northrup to approve the minutes of the February 9, 2011 meeting. Motion carried.

2) Project Status Report

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

- Budget and Timeline
 - Currently under budget
 - Phase 2b complete and Phase 3 ready to kick off
- Invitation To Negotiate (ITN) and Contract Update
 - Negotiations team released Intent to Award on February 9, 2011 and posted all materials on the Agency website
 - No intents to protest were filed during the 72-hour posting period
 - Contract executed on March 7, 2011
 - Key contract points reviewed, including optional 36-month operations performance period
 - Ms. Wilson asked if the hardware will reside at SSRC and if all support will be supplied by the vendor. Mr. McCullion responded that yes, that's correct. Meetings have also been set up with all parties in the next few weeks to walk through responsibilities on hardware and software support.
- Phase 3 Timeline
 - Target implementation is December 2012
 - Phase gates and interim phase gates are defined in the schedule and payments are tied to phase gates as well as some interim phase gates
- Key Performance Indicators (KPIs)
 - The Agency tied 10% of Deloitte's services to six Key Performance Indicators (KPIs) based on Lean and Six Sigma Continuous Improvement Methodologies
 - A separate contract amendment was created to include KPIs rather than revise the original contract that had already been vetted by all parties. Both the contract and the amendment were signed simultaneously.
 - Ms. Michelle Mullins asked when the payment points are scheduled. Mr. McCullion responded that Phase Gates have to be passed before payment; all deliverables must be accepted and no major project issues open. KPIs should all be met and made by the end of the Warranty Performance period; payment points are tied to the end of the Warranty period.



- Spending to be aligned with the Legislative Budget Request; Mr. Pollins inquired about budget reporting on spending and projections. Mr. McCullion responded that a spend plan report will be produced each month providing additional detail.
- Project Activities
 - Team member orientation
 - Integrated Change Management process (ICM)
 - Changes submitted for the current UC systems will be collected and reviewed against the baselined requirements and included as part of the ICM, meaning all changes will go through the IT change control process as well as the project change control process. The outcome may be to incorporate the change into the new system, not make the change, or adopt the change in the system at a future date depending on the point in the project schedule.
 - Met with Workforce Services, Workforce Florida, Inc.
 - Planning Phase activities
- Key Project Dates
 - Anticipated scheduled project start is March 14, 2011
 - Kick-off plans interim gate is April 29, 2011
 - Planning Phase Gate is June 17, 2011

3) IV & V Status Update

Mr. Mirones provided highlights from the February Monthly Assessment Report—period ending March 4, 2011.

- No open deficiencies within the UC Project
- Health of the project characterized as “very good”
- No items trending negatively
- Gray areas are areas that have not yet been measured

4) Requested approval to move forward on the project

Mr. Hagen made a motion seconded by Ms. Wilson to move forward to the next Phase (3) of the project. Motion carried.

5) 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:

- Motion carried to approve the minutes from the February 9, 2011 meeting.
- Motion carried to move forward to Phase 3 of the project.
- Next meeting will be April 13, 2011.

G) Adjournment

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