



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

Meeting date: January 21, 2010

A) Call To Order

The sixth, regular meeting of the Unemployment Compensation Claims and Benefits Information System Project Executive Steering Committee was held in the Caldwell Building, Room 114, Tallahassee, Florida, on January 21, 2010. The meeting convened at 2:04 p.m. with David Hagen presiding.

B) Members In Attendance

- David Hagen, Vice Chair & Government Operations Consultant III, AWI, Designee for Tom Clendenning, Director of the Office of Unemployment Compensation, AWI
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- Allen Northrup, IT/UC Applications Program Manager, AWI, Designee for Scott Stewart, Chief Information Officer, AWI
- Susan Wilson, Deputy Program Manager, DOR, Designee for Lisa Echeverri, Executive Director, DOR

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

C) Members Not In Attendance

- Barbara Griffin, Chair & Deputy Director, Agency for Workforce Innovation (AWI), Designee for Cynthia Lorenzo, Executive Director, AWI

D) Non-Members In Attendance

- Tom Clendenning, Director, Unemployment Compensation, AWI
- Jennifer Hrdlicka, Florida Senate Commerce Committee
- Andy Loveland, Project Manager, North Highland
- Monique Manns, Project Administrative Assistant, AWI
- Ron McCranie, Project UC Program Manager, AWI
- Tom McCullion, Project Director, AWI
- Rosa McNaughton, General Counsel, AWI
- Michelle Mullins, Technology Review Workgroup (TRW)
- Don Northam, Sr. Manager, North Highland (*via conference call*)

E) Committee Member Reports

1) Approval of Minutes

Motion was made by Mr. Evers and seconded by Mr. Northrup to approve the minutes of the December 17, 2009 meeting. Motion carried.



2) Project Status Report

Mr. McCullion provided the following project status report, a copy of which was included in the folder of information previously distributed.

- Phase 2 of the Project continues to meet current schedule and budget forecasts.
- A Benefit Realization Strategy and Plan is scheduled to be completed prior to Phase 3 kick-off in October 2010. This initiative is to ensure that we document the achievement of the project benefits and ROI goals established in the Feasibility Study.
- Existing available budget authority has been approved to develop the procurement (evaluation, selection and negotiation) strategy and Invitation to Negotiate (ITN) Strategy for Phase 3 of the project. A decision has been made to competitively procure the services for this effort through a Request For Quote (RFQ).
- The Ernst & Young contract for the Independent Validation Verification (IV&V) services is currently being reviewed for approval and the E&Y team members are prepared to begin on Monday, January 25, 2010.
- The Workforce/UC Modernization Strategy Planning Team continues to develop high-level requirements for integration between the two areas. A more detailed update will be provided by the team at the next Executive Steering Committee meeting.
- The Project Management Team is currently interviewing the following states that are in various stages of implementation of a Benefits Modernization Project. These interviews are intended to gather Lessons Learned about the project successes and challenges, project staff size, duration and cost, procurement strategies, etc. This effort is not to gather information about any specific vendor or solution as that assessment will be addressed as part of the upcoming procurement process.
 - Illinois *Complete*
 - Indiana *To Be Scheduled along with the Workforce/UC Team.*
 - Minnesota *Complete*
 - Mississippi *Complete*
 - New York *Complete*
 - Ohio *Schedule for Friday, January 22, 2010*
- The “To-Be” Business Process Workshops were successfully completed on January 6th-7th and the “To-Be” Business Process Flows are scheduled to be signed off by UC management by Monday, January 25, 2010.
- Use-Case development is underway.

F) PUBLIC COMMENTS

Mr. 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 December 17, 2009 meeting.
- Scheduled a status update by the Workforce/UC Modernization Strategy Planning Team for the next Executive Steering Committee meeting.
- Scheduled the next Executive Steering Committee meeting for February 18, 2010 at 10:00 am

H) Adjournment

The meeting was adjourned at 3:05 p.m.

I) Approvals

(Signature)

(Date)