



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

Meeting date: February 18, 2010

A) Call To Order

The seventh 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 18, 2010. The meeting convened at 9:58 a.m. with Barbara Griffin presiding.

B) Members In Attendance

- Barbara Griffin, Chair & Deputy Director, Agency for Workforce Innovation (AWI)
- David Hagen, Vice Chair & Government Operations Consultant III, AWI
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- 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

- Allen Northrup, IT/UC Applications Program Manager, AWI

Non-Members In Attendance

- Cliff Atkinson, AWI, Consultant I
- Javier Borges, Ernst and Young, Tallahassee Office Lead
- Tom Clendenning, AWI, Director, Unemployment Compensation,
- Gary Didio, Ernst and Young, Sr. Baseline Assessments
- Alvaro Florez, Ernst and Young, Principal Monthly Assessments
- Alyene Gramley, Ernst and Young, Consulting Adviser
- Denise Haney, AWI, Information Technology Business Consultant Mgr.
- Leslie Ingram, Workforce Florida, Inc.,
- Dan Johnson, AWI, Information Technology Business Consultant Mgr.
- Andy Loveland, North Highland, Project Manager
- Monique Manns, AWI, Project Administrative Assistant
- Ron McCranie, AWI, Project UC Program Manager,
- Tom McCullion, AWI, Project Director,
- Rosa McNaughton, AWI, General Counsel,
- Dan Mirones, Ernst and Young, Sr. Manager
- Michelle Morris, OPB, Sr. Governmental Analyst (*via conference call*)



Non-Members In Attendance (con't)

- Joann Putnam, AWI, Contract Manager
- Lois Scott, AWI, One-Stop Program Support, Process Manager
- Mike Shaklik, Ernst and Young, IV&V Project Manager
- Scott Stewart, AWI, CIO Office of Information Technology
- Kevin Thompson, AWI, Director of Administration
- Steve Urquhart, Workforce Florida, Inc., VP Workforce Performance

D) Committee Member Reports

1) Approval of Minutes

Motion was made by Mr. Evers and seconded by Ms. Wilson to approve the minutes of the January 21, 2010 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.
- The “To-Be” Business Process has been approved and signed off on as scheduled.
- Use-Case development is currently underway and is expected to be complete as of March 26, 2010.

3) Workforce Florida, Inc.; Introduction and Presentation

Ms. Ingram representing the Workforce Florida Board of Directors, and Mr. Urquhart, VP Workforce Performance, Workforce Florida, provided the presentation “An Opportunity for Increased Integration”.

- The Workforce/UC Modernization Strategy Planning Team continues to develop high-level requirements for integration between the two areas. A more detailed and consolidated recommendation with specific system requirements will be provided by the team by April 1, 2010.

4) Ernst and Young; Introduction and Presentation

- The Ernst & Young team members began work as of February 17, 2010 for the Independent Validation Verification (IV&V) services.
- Mr. Shaklik, IV&V Project Manager, introduced the E&Y team and briefly spoke on E&Y’s approach to the project.

E) PUBLIC COMMENTS

Ms. Griffin 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:

- Approved the minutes from the January 21, 2010 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 April 1, 2010 at 10:00 am

G) Adjournment

The meeting was adjourned at 11:15 a.m.

H) Approvals

(Signature)

(Date)