



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

Meeting date: April 20, 2010

A) Call To Order

The eight 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 April 20, 2010. The meeting convened at 10:35 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)
- Allen Northrup, IT/UC Applications Program Manager, AWI
- Susan Wilson, Deputy Program Manager, DOR, Designee for Lisa Echeverri, Executive Director, DOR

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

C) Members Not In Attendance

Non-Members In Attendance

- Cliff Atkinson, AWI, Consultant I
- Tom Clendenning, AWI, Director, Unemployment Compensation,
- Gary Didio, Ernst and Young, Sr. Baseline Assessments
- David Dobbs, AWI, Budget Director
- Denise Haney, AWI, Information Technology Business Consultant Mgr.
- Alvaro Florez, Ernst and Young, Principal Monthly Assessments
- Leslie Ingram, Workforce Florida, Inc.
- Tanya Jackson, AWI, Information Technology
- 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,
- Richard Meik, Workforce Florida
- Dan Mirones, Ernst and Young, Sr. Manager
- Michelle Morris, OPB, Sr. Governmental Analyst (*via conference call*)



Non-Members In Attendance (con't)

- Michelle Mullins, TRW, Analyst
- Kevin Neal, AWI, Director Workforce Services
- Greg Nikiel, Deloitte Consulting
- Mike Shaklik, Ernst and Young, IV&V Project Manager
- Scott Stewart, AWI, CIO Office of Information Technology
- Mary Strickland (*via conference call*)
- Jeff Sopshin, Ernst & Young, Coordinating Service Partner
- Kevin Thompson, AWI, Director of Administration

D) Committee Member Reports

1) Approval of Minutes

Motion was made by Mr. Hagen and seconded by Ms. Wilson to approve the minutes of the February 18, 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.
- A total of 63 Use Cases have been defined and accepted. More than 1,000 Functional Requirements and 384 Non-Functional Requirements have been identified and are currently under review.
- AWI and Workforce Florida Inc. signed a Memorandum of Understanding on March 30, 2010, which was referenced in the status report.
- A Request for Quote was issued February 8, 2010 to solicit support for developing an Invitation to Negotiate (ITN) to select a vendor for design, development and implementation of the new Benefit System. North Highland was selected from the five respondents to develop the ITN based upon their experience, cost competitive pricing and locally based team.
- Mr. McCullion discussed key elements of the ITN, reviewed in detail the ITN Release Timeline and defined the overall project strategy of Phase 2, which include establishment of a Project Management Office prior to beginning Phase 3.



3) **IV & V Status Update**

Mr. Shaklik of Ernst & Young provided the following Independent Verification & Validation status report, a copy of which was distributed at the meeting and will be posted on the UC Project Homepage.

- Mr. Shaklik spoke to E&Y's Baseline Assessment Approach, which is outlined in the status report.
- A Project Assessment was provided, highlighting current project approaches that should be maintained and weaknesses that should be addressed.
 - Mr. Clendenning asked if the areas that need improvement could potentially affect the release date of the ITN.
 - Mr. Shaklik stated he could not provide a definite answer.
- E&Y Work Products are as follows:
 1. Baseline assessment report to be provided on May 4, 2010
 2. Requirements review report to be provided May, 14, 2010
 3. Monthly assessment report to be provided May, 19, 2010

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 February 18, 2010 meeting.
- Provided an update on the Release of the ITN and the next Executive Steering Committee meeting.
- Scheduled the next Executive Steering Committee meeting for May 11, 2010 at 10:30am. and decided to hold subsequent meetings on the second Wednesday of every month.

G) **Adjournment**

The meeting was adjourned at 11:50 a.m.

H) **Approvals**

(Signature)

(Date)