



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

Meeting date: July 29, 2009

A) Call To Order

The inaugural 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 July 29, 2009. The meeting convened at 10:10 a.m. with Barbara Griffin presiding. Ms. Griffin thanked the committee members, stakeholders, and staff for their participation on behalf of the project sponsor, AWI Director Cynthia Lorenzo.

B) Members In Attendance

- Barbara Griffin, Designee for Cynthia Lorenzo, the Executive Director of the Florida Agency for Workforce Innovation (AWI)
- Susan Wilson, Designee for Lisa Echeverri, the Executive Director of the Florida Department of Revenue (DOR)
- David Hagen, Designee for Tom Clendenning, the Director of the Office of Unemployment Compensation of AWI
- Allen Northrup, Designee for Scott Stewart, the Chief Information Officer of AWI

Four (4) of the five (5) Unemployment Compensation Claims and Benefits Information Systems Project Executive Steering Committee (Committee) members were in attendance, and therefore a quorum was met.

C) Members Not In Attendance

- Jim Evers, the Program Director of the General Tax Administration Program Office of DOR was not in attendance.

D) Non-Members In Attendance

- Marsha Belcher, Florida Senate Ways and Means Committee
- Tom Clendenning, the Director of the Office of Unemployment Compensation of AWI
- Mary Cremeans, Executive Office of the Governor, Office of Policy and Budget
- JoAnn Carrin, Executive Office of the Governor
- Jennifer Hrdlicka, Florida Senate Commerce Committee
- Michelle Morris, Executive Office of the Governor
- Rosa McNaughton, AWI
- Michelle Mullins, Technology Review Workgroup (TRW)
- Scott Stewart, the Chief Information Officer of AWI
- Kevin Thompson, AWI
- Cricket Wood, AWI

E) Committee Member Reports

1) Committee Organization and Procedures

- a) A motion was made by Susan Wilson that the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all Committee meetings in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the Committee may adopt. The motion was seconded and adopted.
- b) Rosa McNaughton will research bylaws and other procedural documents that have been adopted by other State steering committees and will provide draft language for procedures and protocol for Committee review at the next Committee meeting.

2) Public Meeting Requirements

- a) JoAnn Carrin, Director of the Office of Open Government, distributed the *Overview of the Sunshine Law* document and provided a summary of the document as it relates to public meetings. There are three fundamental requirements for public meetings:
 - Meetings must be held in a location that is accessible by the public.
 - There must be a public notice of the meeting. The Administrative Procedures Act requires publication of meeting notices in Florida Administrative Weekly (FAW), and on agency web sites.
 - Minutes must be taken and made available to the public.
- b) Ms. Carrin emphasized that members of the Committee should only talk to one another about Committee business during a public meeting.

3) Senate Bill (SB) 1782

- a) Scott Stewart distributed folders of information containing the following documents:
 - A document containing language from SB1782;
 - The Unemployment Compensation Benefits and Claims Information System Steering Committee's Objectives and Responsibilities document; and
 - The UC Claims and Benefits Information System Project Status Report for the period of July, 2009.
- b) Mr. Stewart confirmed the members who have been designated by statute and stated there would be formal appointments for their designees.
- c) Mr. Stewart provided background information regarding SB1782 and the UC Claims and Benefits Information System Project:
 - In 2007, the Legislature authorized AWI to develop a business case (i.e., a feasibility study) to replace the existing UC benefits system.
 - During Fiscal Year (FY) 2007-2008, AWI solicited a third party to develop the business case.
 - A Legislative Budget Request (LBR) to start the project was submitted to the Legislature during the 2008 Legislative session; however, the Legislature did not appropriate funds for the project.

- During FY 2008-2009, the feasibility study was updated to include new cost information and the Executive Summary was rewritten.
- An LBR to start the project was submitted to the Legislature during the 2009 Legislative session and the Legislature appropriated \$2,000,000 to start the project. The funds are in a qualified expenditure category so approval must be sought from the Legislature on a quarterly basis
- SB1782 defines the scope of the UC Claims and Benefits Information System Project and provides a timeline for implementation over the next four (4) years. It also establishes the Steering Committee and its responsibilities, as well as a Project Management Team and its responsibilities.

4) Project Status Report

- a) Mr. Stewart provided the project status report. The written project status report was included in the folder of information distributed. Accomplishments for the period are described below:
 - AWI received approval from the Legislative Budget Commission (LBC) for a first quarter budget release in the amount of \$521,800.
 - Established the Project Governance Board.
 - Secured the services of a Project Director, Tom McCullion, through a staff augmentation contract.
 - Reviewed vendor responses to the RFQ for requirements gathering for the UC Claims and Benefits Information System.
 - Developed an RFQ to procure a third party vendor to perform Independent Validation and Verification (IV&V) services.
- b) The anticipated next steps and key action items, which will be completed by the end of August, are as follows:
 - Establish the Project Management Team. The Project Management Team will be housed in the Winewood Building.
 - Award a contract to a third party vendor for system requirements development services.
 - Develop the Operational Work Plan in accordance with the TRW guidelines.
 - Submit a draft RFQ for the IV&V services to TRW.
 - Develop the LBC request for the second quarter budget release.
- c) Mr. Stewart advised that no funds had been expended to date. A purchase order in the amount of \$254,200 has been issued to Information Systems of Florida (ISF) for project management services (i.e., the services of the Project Director).
- d) Mr. Stewart advised there were no items requiring Board attention.

F) Other business

1) Project Web site

Michelle Mullins asked if a project web site for project deliverables would be available to the public. Mr. Stewart advised that meeting notices and related documents would be published under the "Events" link on the AWI web site (www.floridajobs.org). Deliverables will be made public once they are final.

2) Meeting Schedule

Mr. Stewart proposed the next meeting be scheduled the first week in September, after Labor Day, and at the convenience of all Committee members. During that meeting, the Committee will decide if they will set a meeting schedule. Due to the fact that the meetings must be publicly noticed in the FAW, the Committee should allow at least a week and a half advance notice prior to scheduling a meeting.

3) Responsibilities of the Committee

Barbara Griffin suggested the Committee consider how it will meet its responsibilities defined in SB1782. Mr. Stewart offered that the Project Management Team and the IV&V Team will report to the Committee on a regular basis to help support the Committee's efforts to meet its responsibilities.

G) Public Comments

Ms. Griffin opened the floor for public comments. There were none.

H) Adjournment

The meeting was adjourned at 10:45 a.m.

I) Approvals

(Signature)

(Date)