

**MINUTES OF THE REEMPLOYMENT ASSISTANCE (RA)  
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT  
EXECUTIVE STEERING COMMITTEE MEETING  
MEETING DATE: July 10, 2013**

**A) Call To Order**

The forty-first regular meeting of the Reemployment Assistance Claims and Benefits Information System Project Executive Steering Committee was held in the Caldwell Building, Room B-49, Tallahassee, Florida on July 10, 2013. The meeting was convened at 10:30 A.M. with Mr. Clendenning presiding as Chair.

**B) Members in Attendance**

- Tom Clendenning, Chair, Director Workforce Services, Department of Economic Opportunity (DEO)
- David Hagen, Vice Chair, Government Operations III, DEO
- Allen Northrup, RA IT Manager, DEO
- Tony Powell, Chief Information Officer, Department of Revenue, DOR

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

**C) Members Not in Attendance**

- Maria Johnson, Program Director, General Tax Administration, Department of Revenue (DOR)

**D) Non-Members in Attendance**

- Kurt Aaron, Office of Policy and Budget (OPB) (via phone)
- Ben Bakas, Project Connect Program Manager, DEO
- Frances Coyle, OPB (via phone)
- Gary Didio, Senior Manager, Ernst and Young
- Angie Feeser, Grant Manager, DEO
- Dave Gilmore, Deputy Chief Information Officer, DEO
- Dean Izzo, Chief Information Officer, DEO
- John Hugill, Deloitte
- Tanya Jackson, CIO's Office, DEO
- Tom McCullion, Project Connect Project Director, DEO
- Joella McGoogan, Budget Analyst
- Meredith Middleton, Contracts, DEO
- Michelle Mullins, House Appropriations
- Kristen Pingree, Chief Legislative Analyst, Florida Senate
- Nancy Salmon, Project Connect PMO Project Manager, DEO
- Robert Sechen, General Counsel, DEO
- Nancy Snow, Project Connect PMO, KPMG
- Rajesh Tahaliyani, Technical Lead, Deloitte

- John Tyson, IT, DEO (via phone)
- Audra Wiggins UC Program Manager, DEO
- Susan Wilson, Senior Legislative Analyst, House Appropriations

## **E) Committee Member Reports**

### **1) Approval of Minutes**

A motion was made by Mr. Northrup and seconded by Mr. Hagen to approve the minutes of the May 2013 meeting. The motion carried.

### **2) Project Status Report**

- Project Update
  - Mr. McCullion reported that the project continues to run under budget and on schedule.
  - The SIDES and RAAC functionality will not be implemented on October 1, 2013 but will be implemented separately some time after Go Live, however there will be a RAAC interface to the Legacy system at Go Live. Mr. Powell asked if Appeals normally has a lag in receiving cases. Mr. McCullion confirmed that this was the correct.
  - Mr. McCullion explained that the June Steering Committee meeting was cancelled to allow the project team time to revisit some previous decisions on workarounds. The workaround decisions included the Trade interface workaround and a system architectural issue for overpayments that could have resulted in a labor intensive workaround. The team was able to review the two issues and confirmed the Trade workaround as being satisfactory and developed a more viable solution for overpayments.
  - The project completed deliverables for Amendment 7 & 8 Change Requests interim phase gates as well as the Development/Test Phase Gate. The team met the contractual exit criteria of 5 or fewer severity 1 defects and 50 or fewer severity 2 defects. Mr. Powell asked if the team was evaluating the open defects and Mr. McCullion reported that Deloitte was working to resolve the defects prior to User Acceptance Testing.
  - Mr. McCullion reported that the project has started the User Acceptance Testing (UAT) phase. Mr. Powell asked if the testing included staff from around the state. Mr. McCullion confirmed that the testing team included staff from Orlando, Ft. Lauderdale and Jacksonville but the team is physically located in Tallahassee at the project site.
  - Mr. Powell asked if there is an expectation of increased claim volume at Go Live due to claimant and public curiosity, DEO employee curiosity and training, and press interest. Mr. McCullion reassured the Committee that high volume loads were being tested and the system will be able to handle the expected volumes. Mr. Northrup added that claimants have assigned days to claim weeks so the volume is predictable.

- Mr. Didio asked Mr. McCullion to address why the System Test pass percentage for the Framework scripts was lower than all of the other functional areas. Mr. Tahaliyani explained that this area includes the role-based access to screens and is a configurable change to assign users to the appropriate role. As the security matures, these types of defects should decrease.
- Mr. Powell asked if performance testing was being conducted outside of the firewall. Mr. McCullion confirmed that this was the case and test boxes were also physically located in Orlando, Caldwell and Ft. Lauderdale. He also mentioned that with the recent implementation in Massachusetts they experienced issues with load balancing and that our project has been testing on production hardware for months and should not experience the same issue.
- A motion was made by Mr. Powell and seconded by Mr. Northrup to approve moving through the Development/Test Phase Gate.

### **3) IV&V Status Update**

- Mr. Didio reported to the committee that the project is a textbook example of a well run project. He reported that he has extremely high confidence in the project team's ability to execute the rest of the project tasks.

### **F) Other Business**

- No other business was discussed.

### **G) Public Comments**

- There were no public comments.

### **H) Review Of Actions From Meeting**

- Motion carried to approve the minutes of the May 08, 2013 meeting.
- Motion carried to approve the Development and Test Phase Gate.
- The next meeting will be August 14, 2013.

### **I) Adjournment**

- A motion was made by Mr. Powell and seconded by Mr. Northrup to adjourn. The meeting was adjourned at 11:30 A.M.