

**MINUTES OF THE REEMPLOYMENT ASSISTANCE (RA)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING
MEETING DATE: July 11, 2012**

A) Call To Order

The thirtieth 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 11, 2012. 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
- Maria Johnson, Program Director, General Tax Administration, Department of Revenue (DOR)
- Susan Wilson, Deputy Program Director, DOR

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

C) Non-Members in Attendance

- Jessica Blume, Public Sector Leader, Deloitte
- Marsha David, Budget, DEO
- Gary Didio, Senior Manager, Ernst & Young
- David Gilmore, Deputy CIO, DEO
- Jason Harrell, OPB
- Dean Izzo, Chief Information Officer, DEO
- Tanya Jackson, IV&V Contract Manager, KLC Consulting
- Robert Jakubik, Deputy Director Legislature Affairs
- Linda Jockers, Technology Intern, DEO
- Kevin McCarter, Principal, Deloitte
- Tom McCullion, Project Connect, Project Director, DEO
- Noah McKinnon, Senior Accountant, Florida Senate (via phone)
- Michelle Mullins, House Appropriations
- Peter Penrod, Legal, DEO
- Stuart Pollins, Budget, DEO
- Linda Reel, DEO
- Nancy Salmon, Project Manager Connect PMO, DEO
- Altemese Smith, Director, Reemployment Assistance Program, DEO
- Nancy Snow, PMO Communications Coordinator, KPMG
- Christy Stringer, Contract Manager, DEO
- John Tyson, DEO, IT (via phone)
- Audra Wiggins, UC Program Manager, DEO

D) Committee Member Reports

1) Approval of Minutes

A motion was made by Mr. Northrup and seconded by Ms. Wilson to approve the minutes of the May 9, 2012 meeting. The motion carried.

2) Project Status Report

- Project Update
 - Deloitte provided its Corrective Action Plan (CAP) on June 8, 2012 and DEO rejected the CAP on June 13, 2012. Additionally, DEO issued an intent to terminate the contract for cause on June 15, 2012.
 - Mr. McCullion reviewed the reasons for rejecting the CAP, which included a ten-month extension to the timeline, failure to adequately address the underlying issues with the uFACTS framework, and a significant increase in pricing for the 33 open change requests.
 - Mr. McCullion emphasized that DEO's decision to issue its intent to terminate the contract for cause was made in part because of the ten month delay and the realization that the uFACTS transfer system has not been demonstrated to be a viable proven solution.
 - DEO and Deloitte are currently in discussions with the goal that all issues will be addressed and resolutions codified as Amendment 7 to the contract within the next two weeks.
 - The Design Deliverables (Functional, Database and Data Conversion) have been accepted. These documents provide a sound basis for moving forward to the development phase.
 - Mr. McCullion recognized Mr. McCarter by expressing his appreciation for the recent efforts made by Deloitte and the entire project team for their hard work and collaboration.
- Budget and Timeline
 - The timeline has been adjusted to account for the 10-month delay with a new Go Live date of October 28, 2013. The Project Schedule will be rebaselined once Amendment 7 to the contract has been approved.
 - The project continues to trend under budget. The budget will also be rebaselined once Amendment 7 to the contract has been approved.
- Current Activities
 - Organizational Design and Organizational Change Management continue on track, with the Organizational Design to be completed by the end of the month.
 - DEO and Deloitte are continuing to refine Workforce integration Scope and Requirements Definition for Connect.

3) IV&V Status Update

- Mr. Didio provided highlights from the June Monthly Assessment Report.
 - The overall risk state for the project has been upgraded from red to amber as serious concerns have been addressed. There are two main issues – project schedule and performance reporting.
 - A revised Integrated Master Schedule (IMS) is being used to manage the project, with a detailed schedule replacing the previous control account structure, and the new IMS has been baselined and includes a new project timeline.
 - Based on the current schedule performance index, the Development Phase Gate is projected to be completed on time. Delays in the project will require contract modifications and/or additional funding for DEO, PMO, and IV&V personnel to continue to support the project.
 - Ms. Wilson asked for clarification if the reporting was based on the revised IMS. Mr. Didio confirmed that it was and also made note of the collaborative effort between all parties on the project in addressing the suggested changes to the IMS from IV&V while revisions were underway.
 - No new deficiencies have been identified since the last report.

E) Other

- Mr. Clendenning introduced Maria Johnson as the new Program Director from the Department of Revenue General Tax Administration. She has replaced Jim Evers.
- Mr. McCullion made note that when the Project Management Office (PMO) was referenced in the presentation it was inclusive of the PMO's from all vendors active on Project Connect.
- Mr. Clendenning addressed the room and offered congratulations to the project team for completing the Design Phase gate and for the effort necessary to rework the contract. He stated that he feels very positive about the project.

F) Public Comments

- There were no public comments.

G) Review Of Actions From Meeting

- Motion carried to approve the minutes of the May 9, 2012 meeting.
- The next meeting will be August 8, 2012.

H) Adjournment

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