

FL WINS Program – Executive Steering Committee Meeting Minutes

Meeting Information

Meeting Name:	FL WINS Program Inaugural Executive Steering Committee (ESC) Meeting
Date:	December 19, 2022
Time:	10 a.m. ET
Location:	Knott Building at Capital Complex, Room 412
Meeting Objective:	Inaugural ESC convening to approve (vote) on the FL WINS Program’s Overview, Scope, Roles and Responsibilities, and Governance items

Members, Attendees, and Presenters

NAME	ORGANIZATION ROLE	FL WINS ESC/ PROGRAM ROLE	IN ATTENDANCE
Katie Crofoot	REACH Office Director, Executive Office of the Governor	ESC – Chair	Yes
Meredith Ivey	Department of Economic Opportunity, Chief of Staff	ESC – Member	Yes
Taylor Hatch	Department of Children and Families, Deputy Secretary	ESC – Member	Yes
Henry Mack	Department of Education, Senior Chancellor	ESC – Member	Yes
Michelle Dennard	CareerSource Florida, President, and CEO	ESC – Member	Yes
James Grant	Florida Digital Service, Chief Information Officer	ESC – Member	No
Mark Baird	REACH Office Deputy Director, Executive Office of the Governor	FL WINS Program Leadership	Yes
Jason McCandless	Department of Economic Opportunity, Interim Deputy Secretary, Division of Workforce Services	FL WINS Program Leadership	Yes
Domenic DiLullo	Department of Economic Opportunity, Chief Technology Officer	FL WINS Program Leadership	Yes
Jackie Schaffer	REACH Office, Executive Office of the Governor	FL WINS Program Director (REACH Office)	Yes
Kent Whittington	Department of Economic Opportunity, Division of Workforce Services	FL WINS Program Director (DEO)	Yes
Valerie Cantave	Department of Economic Opportunity, Assistant General Counsel	DEO General Counsel – Presenter	Yes
Rick Hawks	North Highland	FL WINS Lead Program Manager – Presenter	Yes
Approximately 20 observers in attendance ■ Broadcast on The Florida Channel			

FL WINS Program – Executive Steering Committee Meeting Minutes

Structured Agenda

1. Call to Order and Introductions
2. Sunshine Law Overview
3. FL WINS Program Overview
4. FL WINS Program Scope
5. FL WINS Program Roadmap
6. FL WINS Governance Structure
7. Vote on Scope and Governance
8. Next Steps
9. Open Discussion
10. Public Comment
11. Adjournment

Meeting Notes

1. Call to Order and Introductions

- a) Katie Crofoot called the meeting to order.
- b) Katie extended her personal thanks to the REACH Office, Department of Economic Opportunity, Department of Children and Families, Department of Education, CareerSource Florida, and Florida Digital Service.
- c) Katie highlighted that the ESC meetings are planned to be held on a quarterly basis or as needed.
- d) ESC members introduced themselves.
The members in attendance included the following:
 1. Henry Mack (DOE)
 2. Taylor Hatch (DCF)
 3. Katie Crofoot (REACH)
 4. Meredith Ivey (DEO)
 5. Michelle Dennard (CSF)
- e) Agenda Overview.

2. Sunshine Law Overview

- a) The Sunshine Law Overview was presented by Valerie Cantave, DEO General Counsel.
- b) The ESC is required to comply with the Sunshine Law as part of the ESC process.
This includes considerations such as the following:
 1. Meetings of governing bodies must be open to the public
 2. The committee must give reasonable notice of its meetings to the public
 3. The committee must record and promptly give the minutes of its meetings
- c) There were no Sunshine Law questions raised from the group.

3. FL WINS Program Overview

- a) FL WINS Program Overview was presented by North Highland's Rick Hawks, FL WINS Lead Program Manager.
 1. Consumer first
 2. No wrong door
 3. Integrated data

FL WINS Program – Executive Steering Committee Meeting Minutes

4. FL WINS Program Scope

- a) FL WINS Program Scope was presented by North Highland's Rick Hawks, FL WINS Lead Program Manager.
 - 1. Customer portal
 - 2. Common intake form
 - 3. Data hub
 - 4. List of primary agencies involved with FL WINS (DEO, DCF, DOE, CSF, FLDS, REACH)
 - 5. Key roles and responsibilities
 - (1) Program oversight
 - (2) Workforce partners
 - (3) FL WINS Program Management Office
 - (4) Contractors
 - (5) Project Teams
 - (6) Program Workgroups
 - 6. In-scope systems and applications for a future integrated system
- b) Katie Crofoot presented to the ESC on program accomplishments to date.
- c) There were no program scope questions raised from the group.

5. FL WINS Program Roadmap

- a) FL WINS Roadmap was presented by North Highland's Rick Hawks, FL WINS Lead Program Manager.
 - (1) Action Item: The roadmap is to be recalibrated and updated and presented at each ESC quarterly meeting.
- b) 6-month roadmap:
 - (1) Finished with the program planning stage; the program will move into execution the beginning of January 2023.
- c) There were no program roadmap questions raised from the group.

6. FL WINS Governance Structure

- a) FL WINS Governance Structure was presented by North Highland's Rick Hawks, FL WINS Lead Program Manager.
 - 1. Determine how the program activities will be governed and managed at both the program and project levels throughout the life of the program.
- b) Katie Crofoot, Chair of the ESC, presented member responsibilities to the group, which included:
 - 1. Members of the ESC will serve in tier 3 as the program's ultimate decision-making authority for the FL WINS Program.
 - 2. Members of the ESC agree to convene quarterly or as necessary to ensure FL WINS Program success.
 - 3. Members of the ESC agree to be responsible for decisions impacting FL WINS Program activities, which are aligned to the strategy that includes scope, budget, timelines, or quality changes.
 - 4. Members of the ESC agree to make informed decisions for the FL WINS Program while representing their agency/entity's perspective.
 - 5. Members of the ESC agree to be champions of the FL WINS Program, making this a priority within their respective entity.
- c) There were no governance structure questions raised from the group.

FL WINS Program – Executive Steering Committee Meeting Minutes

7. Vote on Scope and Governance

- a) Scope
 1. First motion made by Michelle Dennard (CSF); second motion made by Taylor Hatch (DCF).
 2. There were no discussions of item.
 3. There were no public comments.
 4. All in favor.
 5. Approval with no dissenting opinions.
- b) Governance
 1. First motion made by Michelle Dennard (CSF); second motion made by Taylor Hatch (DCF).
 2. There were no discussions of item.
 3. There were no public comments.
 4. All in favor.
 5. Approval with no dissenting opinions.

8. Next Steps

- a) Approval of the Program Management Plan and Component Plans.
 1. To be completed in January 2023, approved by FL WINS Program Sponsors, and sent to ESC members upon completion.

9. Open Discussion

- a) Opened for discussion by Katie Crofoot.
- b) There were no comments from the group.

10. Public Comment

- a) Opened for public comment by Katie Crofoot.
- b) There were no comments from the public.

11. Adjournment

- a) Katie Crofoot gave special thanks to Jackie Schaffer and Kent Whittington for work that went into bringing the FL WINS Program to its current state.
- b) Meeting adjourned.

Action Items:

- a) Approve the Program Management Plan and Component Plans.
- b) Set the schedule for continuing ESC quarterly meetings for remainder of FY 2022-23.