

**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING
MEETING DATE: November 9, 2011**

A) Call To Order

The twenty-fifth 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 November 9, 2011. The meeting was convened at 10:30 a.m. with Mr. Hagen presiding as Chair.

B) Members in Attendance

- David Hagen, Vice Chair & Government Operations Consultant III, Department of Economic Opportunity (DEO)
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- Allen Northrup, UC IT Manager, DEO
- Susan Wilson, Deputy Program Director, DOR

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

C) Members Not in Attendance

- Tom Clendenning, Chair and Director, Unemployment Compensation, DEO

D) Non-Members in Attendance

- Bob Daub, SI Project Manager, Deloitte Consulting
- Gary Didio, Senior Manager, Ernst & Young
- Linda Fuchs, Project Connect, PMO Project Manager, KPMG
- Lindy Gonzalez, Florida Senate
- Tanya Jackson, Contract Manager, DEO
- Laura Jennings, Purchasing Manager, DEO
- Tom McCullion, Project Connect Director, DEO
- Sangeet Mohanty, Ernst & Young
- Michelle Mullins, Legislative Analyst, House Appropriations
- Tom Pankey, Managing Director, KPMG (via phone)
- John Perry, Senior Counsel, DEO
- Joanne Putnam, Contract Administrator, DEO
- Altemese Smith, UC Operations Manager, DEO
- Nancy Snow, PMO Communications Coordinator, KPMG
- John Tyson, IT Business Consultant Manager, DEO

E) Committee Member Reports

1) Approval Of Minutes

A motion was made by Mr. Northrup and seconded by Mr. Evers to approve the minutes of the October 12, 2011 meeting. The motion carried.

2) Project Status Report

Mr. McCullion provided the status of the UC Claims and Benefits Project.

- Budget and Timeline
 - Overall the project is at or below budget.
 - \$3 million of the \$9.9 million contingency/management reserve has been allocated for the Treasury Offset Program (TOPS), State Information Data Exchange System (SIDES) and seven smaller change orders. Going forward this will be tracked and reported as part of the status report.
 - Since Deloitte has missed the Design Interim Gate 1 they are working on a revised schedule to complete the Design activities.
- Current Activities
 - Design Phase Schedule
 - Deloitte did not provide DEO with a complete Design Iteration 1 Deliverable by the scheduled Design Interim Gate 1. Payment will be withheld accordingly.
 - To facilitate progress to the extent possible DEO began review of the artifacts submitted.
 - Ms. Wilson inquired as to how the project is managing the project delinquencies on a contractual basis. Mr. McCullion responded that the contract terms and conditions are being followed and DEO is working with Deloitte on the revised schedule and to address the associated contractual implications.
 - The requirements for Change Request #59 Unemployment Appeals Commission have been signed off.
 - Operations and Maintenance responsibilities for the technical environments have been kicked off.
 - Mr. McCullion is working with Ms. Smith and Mr. Izzo, DEO CIO, on initiating the organizational design activities for IT and the Program Area. This will be tracked as Risk #35 until work is underway.
- Upcoming Activities
 - A joint Project/Operations planning session is going to be scheduled for the teams to discuss next steps, including user acceptance testing, training, implementation, benefits realization and project transition.

- Risks and issues
 - Risk #35, Organizational Design Activities, was opened.
 - Risk# 33, Missed Design Interim or Phase Gate, has been escalated to Issue #6 due to the missed Design Interim Gate 1.
- Key Project Dates
 - Design Interim Gates 2 and 3, as well as the Design Phase Gate, are in jeopardy of being missed.
 - December 14 ESC meeting - If needed, Mr. McCullion will bring the ESC together earlier than the planned meeting date to address any schedule impacts.

3) IV&V Status Update

Mr. Didio provided highlights from the October Monthly Assessment Report.

- Continued confidence in the overall health of the project management, which was described as “completely green, good control.”
- There are currently no open deficiencies.
- Mr. Northrop inquired if we are concerned on a project perspective level and if we were fully resourced to get back on track. Mr. McCullion responded to his concerns that changes were being made to the overall plan to address risks and keep us on schedule. Deloitte would be providing its new plan before the next ESC meeting.
- Ms. Wilson inquired as to why the Technical Architecture component is still grey if we have already stood up the test and development environments? Mr. Didio explained that the Technical Architecture component is not evaluated until all of the detailed technical architecture artifacts have been provided. Mr. McCullion asked Gary to provide a Technical Architecture update at the next meeting.
- Ms. Wilson requested to see how the Projected Milestone Slippage matches up with the plan Deloitte is currently developing. Mr. McCullion agreed to do that at the next meeting.

4) Other Business – None

F) Public Comments - None

G) Review Of Actions From Meeting

Summary of the key actions from the meeting:

- Motion carried to approve the minutes from the October 12, 2011 meeting.
- Next meeting will be December 14, 2011.

H) Adjournment

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