

**MINUTES OF THE UNEMPLOYMENT COMPENSATION (UC)  
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT  
EXECUTIVE STEERING COMMITTEE MEETING  
MEETING DATE: January 11, 2012**

**A) Call To Order**

The twenty-sixth 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 January 11, 2012. The meeting was convened at 10:30 a.m. with Mr. Clendenning presiding as Chair.

**B) Members in Attendance**

- Tom Clendenning, Chair and Director, Workforce Services, Department of Economic Opportunity (DEO)
- Jim Evers, Program Director, General Tax Administration, Department of Revenue (DOR)
- David Hagen, Vice Chair & Government Operations Consultant III, DEO
- Allen Northrup, UC IT Manager, DEO
- Susan Wilson, Deputy Program Director, DOR (via phone)
- Five Committee members were in attendance and therefore a quorum was met.

**C) Non-Members in Attendance**

- David Dennis, Partner, KPMG
- Gary Didio, Senior Manager, Ernst & Young
- Linda Fuchs, Project Connect, PMO Project Manager, KPMG
- Kiran Gadde, Senior Manager, KPMG
- Dean Izzo, Chief Information Office, DEO
- Tanya Jackson, Contract Manager, DEO
- Brian Koechel, Senior Manager, Deloitte
- Ron McCranie, Project Connect, UC Program Manager, DEO
- Tom McCullion, Project Connect Director, DEO
- David Minkinen, Principal, Deloitte
- Amanda Moore, Program Manager, DEO
- John Perry, Senior Counsel, DEO
- Joanne Putnam, Contract Administrator, DEO
- Altemese Smith, UC Operations Manager, DEO
- Nancy Snow, PMO Communications Coordinator, KPMG
- Audra Wiggins, Program Manager, DEO

## **D) Committee Member Reports**

### **1) Approval Of Minutes**

A motion was made by Mr. Clendenning and seconded by Mr. Northrop to approve the minutes of the November 9, 2011 meeting. The motion carried.

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

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

- Budget and Timeline
  - Design should be wrapped up in mid-February. The Development timelines have been altered slightly to accommodate the changes in Design. When Design is completed, the schedule will be re-baselined.
  - Project is over budget in three small cost categories while the overall project is at or below budget. The project to date has a positive variance.
  - Contingency and Management Reserves funding will be used to fund pending change requests. Mr. McCullion reported that TOP and SIDES projects received supplemental funding. Mr. Evers asked how the Treasury Offset Program was related to the Tax Offset Program. The Treasury Offset Program reclaims benefits from pending tax refunds from individuals who were ineligible to receive them.
- Current Activities
  - Design and Development Phases
    - While the Design Phase Gate was missed in December, the team is reviewing draft Design artifacts to keep Development moving forward.
    - Mr. McCullion discussed the process to get the Program and UC IT staff more involved with project activities such as training, testing, data conversion and operational changes during implementation. UC IT staff members are also joining the project to prepare them for supporting the new system.
- Upcoming Activities
  - Apply lessons learned from other states in developing the re-baselined schedule.
  - Communications will continue to integrate the Program Areas and UC IT in the Project activities using global group meetings and also smaller, break-out sessions to cover individual areas.
- Change Requests
  - Due to time constraints, some requests may be deferred to Release 2.0, depending on the operational impact.
  - Retiring requirements no longer needed (CR 88) results in credits to be used for other change requests.

- Risks and issues
  - New Risk #36 – Engagement with Workforce (Geographic Solutions): Florida law requires a claimant needs to be fully registered in Workforce before a claim can be processed. This risk will be elevated to an issue if no contract is in place shortly with the Workforce system’s contractor to make the needed changes.
- Key Project Dates
  - March 9, 2012 – Last day of Session – Legislative outcomes might have an impact on the Go Live date.

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

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

- Continued confidence in the overall health of the project management with no open deficiencies.
- The Technical Architecture (T4) assessment has been added to the Risk State cube at level green meaning no risks are noted or require action.

### **4) Other Business – None**

### **E) Public Comments - None**

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

Summary of the key actions from the meeting:

- Motion carried to approve the minutes from the November 9, 2011 meeting.
- Next meeting will be February 8, 2012.

### **G) Adjournment**

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