

**MINUTES OF THE REEMPLOYMENT ASSISTANCE (RA)
CLAIMS AND BENEFITS INFORMATION SYSTEM PROJECT
EXECUTIVE STEERING COMMITTEE MEETING
MEETING DATE: August 14, 2013**

A) Call To Order

The forty-second 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 August 14, 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
- Maria Johnson, Program Director, General Tax Administration, Department of Revenue (DOR)
- Allen Northrup, RA IT Manager, DEO
- Tony Powell, Chief Information Officer, Department of Revenue, DOR

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

C) Non-Members in Attendance

- Kurt Aaron, Office of Policy and Budget (OPB) (via phone)
- Jessica Blume, Public Sector Leader, Deloitte
- Charles Courtemanche, Department of Revenue (via phone)
- Gary Didio, Senior Manager, Ernst and Young
- Angie Feeser, Grant Manager, DEO
- Dave Gilmore, Deputy Chief Information Officer, DEO
- Kelly Hartsfield, Purchasing, DEO
- Jennifer Eve Hinton, Contract Unit, DEO
- Dean Izzo, Chief Information Officer, DEO
- Tanya Jackson, CIO's Office, DEO
- Laura Jennings, Purchasing Manager, DEO
- Bob Katte, CenturyLink
- Tom McCullion, Project Connect Project Director, DEO
- Wayne Messina, North Highland
- Stu Pollins, Senior Government Analyst, OPB (via phone)
- Nancy Salmon, Project Connect PMO Project Manager, DEO
- Robert Sechen, General Counsel, DEO
- Nancy Snow, Project Connect PMO, KPMG
- Rajesh Tahaliyani, Technical Lead, Deloitte

D) Committee Member Reports

1) Approval of Minutes

A motion was made by Mr. Hagen and seconded by Mr. Powell to approve the minutes of the July 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 remaining management reserve has been allocated however there may be some potential savings in the previously allocated funds from outside legal, rent and office supplies.
 - Mr. McCullion reported that Amendment 12 has four critical Change Requests that will be included in Release 1.0 and 54 post Go Live Change Requests that will be included in various releases from December 2013 through June 2014. He reported that the \$6.7 million for the post Go Live Change Requests is not included in the \$63 million project funding.
 - Mr. McCullion reported the User Acceptance Testing (UAT) phase is moving along as scheduled. Mr. Powell asked several questions regarding running test scripts to simulate the production environment. Mr. Tahaliyani explained that not only was testing being done with converted legacy data, but the testing included time travel to simulate clock advances to ensure the functionality was being tested to simulate real time scenarios. Mr. Clendenning asked what would happen to a claimant if they were in the middle of filing a claim when the legacy system was shut off. He made the suggestion that at a specific time the system would not allow claimants to initiate a new claim prior to the system shut down and the people who were in the process of filing would have ample time to complete their claim.
 - Mr. Powell asked if there is an expectation of a reduction in time from submitting a claim to its award. Mr. Clendenning explained that although the new system will improve various processes, there are state rules and federal legal requirements, such as the one week waiting period, that will prevent improvements in the claims filing process. Mr. Powell also inquired if there are plans to make changes in the resource model for functional areas because of the new system. Mr. Clendenning reported that DEO has completed an organizational review and significant changes have already been made to improve the work flow.
 - Mr. McCullion informed the Committee that there will be one more Executive Steering Committee meeting prior to the final Connect Go /No Go decision on September 16. He reported that he will seek the committee's approval to move forward with the understanding that the DEO Executive Director will make the final decision to Go Live. He reported that he was confident the current meeting schedule did not need to be changed.

- During Mr. McCullion's presentation on the War Room set up for Go Live communications and issue triage, Mr. Didio asked if other states had done something similar. Mr. McCullion reported that Massachusetts had a very similar set up that worked so well they were able to shut down the War Room a week ahead of schedule. Mr. Clendenning reported that several DEO managers are scheduled for another Massachusetts site visit next week for a knowledge sharing session.

3) IV&V Status Update

- Mr. Didio reported to the committee that the project is in a green status with no new open deficiencies.

E) Other Business

- Mr. Clendenning expressed his gratitude to Mr. McCullion, Deloitte and the entire Project Connect team for their hard work and dedication in making it to the final lap with things looking good for a successful project.

F) Public Comments

- There were no public comments.

G) Review Of Actions From Meeting

- Motion carried to approve the minutes of the July 10, 2013 meeting.
- The next meeting will be September 11, 2013. This date was changed to September 18, 2013 after the meeting adjourned.

H) Adjournment

- A motion was made by Mr. Northrup and seconded by Mr. Powell to adjourn. The meeting was adjourned at 11:40 A.M.