

Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

Details

January 24, 2023

10 a.m.-noon

Location: Room 300 South, State Office Building, 100 Rev Dr. Martin Luther King Jr Blvd, Saint Paul, MN 55155

Participants

Voting Members

- Nate Clark, MNSure
- Kari Koob, MNSure
- Greg Poehling, DHS
- Cynthia MacDonald, DHS
- Dustin Letica, St. Louis County
- Kari Ouimette, Scott County

Non-Voting Members

- Mike Wright, MNIT
- Jon Eichten, MNIT

Guests

- Brian Sittarich, MNIT

Agenda Items

Call to Order & Welcome

Presenter: Jon Eichten

Jon Eichten, (MNIT) - called the Minnesota Eligibility Technology System Executive Steering Committee meeting to order at 10:02 a.m. The following ESC members were present: Co-chair Jon Eichten, Co-chair Greg Poehling, Nate Clark, Kari Koob, Dustin Letica and Kari Ouimette. Others in attendance included: Brian Sittarich.

Quorum was met and Jon reviewed the meeting agenda.

Administrative Items

Presenter: Jon Eichten

Administrative items were introduced and actions taken where needed.

Approval of Meeting Minutes:

The committee needed to approve the September 27, 2022 meeting minutes as that is the last time the METS ESC met.

Kari Koob made a motion for the following changes:

- Stated in the minutes, Kari made a motion to approve the minutes which was seconded by Jon.
- It should read, Kari made a motion to approve the SFY23 METS Operational Budget which was seconded by Jon.

Seconded by Dustin Letica. With no further discussion it was opened for a roll call vote:

Poehling - Aye; Letica - Aye; Clark - Aye; Koob - Aye; Ouimette - Aye; MacDonald - Absent

Motion passed with none apposed.

Having no additional changes, Greg Poehling made a motion to approve the minutes as amended which was seconded by Mike Wright. Discussion was opened followed by a roll call vote:

Poehling - Aye; Letica - Aye; Clark - Aye; Koob - Aye; Ouimette - Aye; MacDonald - Absent

Motion passed with none apposed.

Review of the Agenda

Jon walked through the agenda for the meeting.

Executive Steering Committee Members

Cynthia MacDonald (DHS) - Will be stepping down from her position with DHS. Working with DHS Leadership to fill the vacated position.

Nate Clark (MNSure) - Will be stepping down from his position with MNSure. Working with MNSure Leadership to fill the vacated position.

METS IT Program Status Update

Presenter: Brian Sittarich, METS Program Manager, MNIT Services @ DHS/MNSure

Presented was an update on the Minnesota Eligibility Technology System.

METS Updates

Continuous Coverage Unwind - Provided was the meaning behind Unwind, what it brings about and its status.

Question: Greg - Do we know when we will have a time ready? Brian responded, no not at this time but I will follow up with you.

Question: Dusty - Pertaining to the timeline, what communication and message will be going out so counties can prepare for the upcoming changes.

Comment: Greg - We are aware of the pressures the counties will have. DHS has contracted with Deloitte to help smooth out the transition process and will have more information soon.

METS SGG Oversight of Maintenance and Operations Costs - Provided an explanation of what was asked, the scope of the effort and the role the SGG will play in determining the budget.

Comment: Greg - We are looking for the SGG to focus on the 2024 budget.

Comment: Nate - It's hard to see another effort, at the ESC level, that is more important. Learning the obligations and making sure we can sustain them is really key.

Comment: Karri K. - Pointed out that it's important that the SGG reports back to the ESC so we can stay informed as early as possible.

Renewals Self-Service Scope & Budget Approval - The project requested approval of additional funding needed to support a change in scope. Presented was the change in scope the "Must Haves" that would improve the usability of the functionality as well as the additional funding needed to support the change.

Comment: Greg - DHS did look at this work and finds that it is important for the counties and tribes.

Question: Jon - Did the uploading capability for the Caseworkers into EDMS make it into the Must Haves? Brian responded that he would need to take that back and verify.

Question: Kari K. - What is the project timeline? Brian responded that there will be one release in the spring and one in September.

Question: Kari K. - Will this impact other projects? Brian responded that the Curam upgrade has been pushed out one year and no other projects will be impacted.

Comment: Kari K. - It's important that the SGG reports back to the ESC so we can stay informed as early as possible.

Comment: Greg - I'd like to hear a little more on how counties will benefit from this.

Question: Kari O. - How will counties and county vendors be brought into the conversation?

Comment: Dusty - Raised some concerns about how other upload functionality is performing and will this be the same process.

Jon - The vote will be delayed to see if someone is available with more detail to speak to the questions. Proceed with your presentation Brian.

Standing Topics

Reflects the METS FFY 2023 roadmap that was approved by the METS ESC beginning on October 1, 2023. Items presented were the METS FFY23 Roadmap, Upcoming Deliverables and Stoplight Report.

METS FFY23 Roadmap - Covered was the Ongoing/Annual work "Lights On" and development projects with an emphasis on the three changes from the previous update.

Upcoming Deliverables - Work was presented in two parts focusing on changes, Rolling Deliverable Schedule and Release Timeframe, providing a rolling view of recent and planned deliverables both by new development and ongoing/annual work.

Rolling Deliverable Schedule - New Development

It provides a rolling view of recent and planned deliverables, both by project and by release time frame. There was one update to the rolling deliverable schedule since our last let's ESC meeting.

Question: Dusty - Renewals Self-Service, Will this be a multi-phase delivery and if funding for 2024 is not approved what will happen to RSS? Brian responded with APD funding is only requested by FFY. Requests for funding will start up shortly and needs to be submitted to CMS. Scope that isn't delivered will be pushed out to 2024.

Comment: Dusty - Counties are concerned with the two phase approach and that it wouldn't be complete if both weren't phases weren't deployed.

Comment: Greg - For clarity, the funding (847K) that DHS is willing to put forward is to make sure the deliverables happen for the May and September time frames. There is one additional timeframe in question. The APD process is just starting. I suspect that this project will be one of the projects we would support. If this project is not the top priority it is very high on the list.

Rolling Deliverable Schedule - Ongoing/Annual Work

It provides a rolling view of recent and planned deliverables, both by project and by release time frame. There was one update to the rolling deliverable schedule since our last let's ESC meeting.

Comments or Question - None

2023 Release Timeframes

Winter Release (2/12/23) - Slide showed three projects and the other deliverables that are expected to be delivered. There were no changes from the last meeting.

Spring Release (5/14/23) - Slide showed three projects and the other deliverables that are expected to be delivered. The focus was on the timeline and deliverables for the Renewals Self-Service project.

Comments or Question - None

Stoplight Report - Presented were the active projects on the roadmap along with their red, yellow, or green status as reported by the project managers as of Monday, January 23, 2022. Nine projects reported: 4 in red, 1 in yellow, and 4 in green. A report and get to green plan were provided for red and yellow projects.

Follow Up | Renewals Self-Service Scope & Budget Approval

Discussion: The Business Project Sponsor (Karen Gibson), Project Manager (Angie Swits) and System Architect (Garrett Copeland) joined the meeting to answer questions previously asked about the RSS project.

Comment: Dusty - What would be requested of the counties to make this successful, specifically County IT? ... and some Counties are experiencing issues with uploading to the EDMS System and using MNbenefits. Angie responded, EDMS (a Must Have) is deploying and going into testing today. Very similar to the MNIT's mailbox for county use. County representation has been part of the conversation. Garrett responded, using same

functionality as MNbenefits and also be made available through secure FTP server for uploading to their EDMS server.

Comment: Dusty - I now understand that they will have both options available.

Question: Kari O. - Counties have several systems and have to partner with the vendors of those systems. Internal IT staff as well as our vendors need to know how this will work and know that it's similar to MNbenefits helps. Garrett responded, it was done intentionally so Counties wouldn't have to develop something new.

Question: Dusty - Has concerns with FTP and how this will impact a Regional Host.

Comment: Jon - Why don't we have somebody circle back to you on MNIT's team to address this question.

With no further discussion, Greg Poehling made a motion to approve the increased scope of Renewals Self-Service and also the additional funding of 847K dollars seconded by Kari O.

Roll call vote was taken:

Poehling - Aye; Letica - Aye; Clark - Aye; Koob - Aye; Ouimette - Aye; MacDonald - Absent

Motion passed with none apposed.

New Business

Nate Clark, MNsure - Gave an overview of the smoothest Open Enrolment MNsure has ever had.

Public Comment

No public comments were made.

Adjourn

Next meeting is expected to be held February 28, 2023, at 10 a.m.

Comment: Jon (Chair) - Mike Wright (MNIT) will follow up with Dustin Letica (St. Louis County) on a contact person to answer the questions he had.

Jon adjourned the meeting at 11:10 a.m.