

Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

Details

February 28, 2023

10 a.m.-12 p.m.

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: Greg Poehling

Greg Poehling, (DHS) - called the Minnesota Eligibility Technology System Executive Steering Committee meeting to order at 10:03 a.m. The following ESC members were present: Co-chair Jon Eichten, Co-chair Greg Poehling, Nate Clark, Dustin Letica and Kari Ouimette. Others in attendance included: Brian Sittarich and Jackie Hippen

Quorum was met and Greg reviewed the meeting agenda.

Administrative Items

Presenter: Greg Poehling

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.

Dustin Letica made a motion to accept the minutes. Seconded by Nate Clark.

With no discussion it was opened for a roll call vote:

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

Motion passed with none apposed.

Executive Steering Committee Members

Nate Clark (MNSure) - Will be stepping down from his position with MNSure on the 15th of March. The MNSure Board announced that Libby Calum will be filling the vacated position.

SFY23 Q2 METS ESC Report

Presenter: Jackie Hippen, Director of Enterprise Planning and Administration, MNIT Services @ DHS/MNSure

Presented was the Minnesota Eligibility Technology System Fiscal Report for the quarter ended December 31, 2022.

FY23 Q2 Financial Report

Provided a four-year view of the METS budget including actuals for FY21, estimated actuals for FY22, budget for FY23, and preliminary budgets for FY24. The focus was put on the FY23 Q2 spend and projected budget balances thru year end.

Page One: Introduction

Explained the statutory requirement, provides definitions of the report tables and cost categories, and contains information about lag in expense reporting and why the current year's information on page 3 shows 5 quarters.

Page Two: Table 1 - Overall Budget View

Provided a four-year view, with two bienniums shown in four columns across the top of the page. The FY22 column shows estimated actual expenditures, while FYs 23-25 include budget information. They were split into a development component and an operational component.

Page Three: Table 2 - FY23 Budget vs YTD

The layout of this table is the same as the previous page as that the top half of the page showed expenditures, and the bottom half showed financing.

- Development has a budget of \$22.5M with an expected underspend greater than 10% of the budget in Staff Augmentation and HW/SW, as of 12/31 one area shows an overspend - in MNIT Enterprise Services. The overspend was due to duplicate reporting and will be corrected in the Q3 report.
- Operations has a budget of \$36.6M; watching two areas for potential overspend after the first two quarters of the year - HW/SW (10% overspend) and MNIT Enterprise (less than 1%), anticipating an underspend in Staff Augmentation and Service Contracts.

Discussion

Q (DHS): Do you anticipate, in the development piece, the full overspend to be washed away?

R (Finance): Yes, more concrete numbers will be provided in the next report.

Fiscal Report for Quarter Ending 12/31/22 Vote

Kari made a motion to approve the Fiscal Report for Quarter Ending 9/30/22 which was seconded by Nate. Discussion was opened followed by a roll call vote:

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

Motion passed with none apposed.

ESC Chair asked that Finance prepare the Letter to the Legislative Oversight Committee for signature.

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. Points covered were the Consolidated Appropriations Act, 2023, Unwind guiding principles, Preparations for the return of renewals and the Timeline for resuming renewals.

Question: Greg - Planning is continuing for the Unwind, correct? Brian responded, yes.

Question: How involved is the SGG in that process? Brian responded, we have members involved in the planning, I can follow up on a more definitive answer.

METS SGG Oversight of Maintenance and Operations Costs - METS ESC is directed the METS SGG have gain a better understanding of the overall METS budget, including development as well as maintenance and operations. MNIT Leadership and METS ESC will be coordinating efforts to ramp up the Maintenance and Operations knowledge base for the METS SGG and ESC members.

Comment: Greg - Nate and Greg will be available to help with this very important effort.

Question: Dusty - Asked about a comment made on closures. If renewal is received in May the majority of closures wouldn't occur until 1 July. Can cases be closed in May with the information received in May when technically it closes in July? Brian responded, I'll defer this question to Karen Gibson. Karen responded, yes, it is possible that if all information is received in time it could happen but the timeline would be a little tight.

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 Spotlight Report.

METS FFY23 Roadmap - Covered was the Ongoing/Annual work “Lights On” and development projects with an emphasis on one change 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

Provided was a rolling view of recent and planned deliverables, both by project and by release time frame. There were four updates to the rolling deliverable schedule and the Spring Release Timeframe was added since our last let's ESC meeting.

Comments or Question - None

Rolling Deliverable Schedule - Ongoing/Annual Work

Provided was a rolling view of recent and planned deliverables, both by project and by release time frame. There were two updates 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.

Comments or Question - None

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

Summer Release (7/16/23) - Slide showed three projects and the other deliverables that are expected to be delivered. There were no changes from the last meeting.

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, February 24, 2023. Nine projects reported: 3 in red, 1 in yellow, and 5 in green. A report and get to green plans were provided for red and yellow projects.

New Business

No new business was introduced.

Public Comment

No public comments were made.

Adjourn

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

Greg adjourned the meeting at 10:59 a.m.