Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

Details

May 23, 2023
10 a.m.-12 p.m.
Location: Room 300 North, State Office Building, 100 Rev Dr. Martin Luther King Jr Blvd, Saint Paul, MN 55155

Participants

Voting Members

- Libby Caulum, MNsure
- Kari Koob, MNsure
- Greg Poehling, DHS
- Vacant Seat, DHS
- Dustin Letica, St. Louis County
- Kari Ouimette, Scott County

Non-Voting Members

- Jon Eichten, MNIT

Guests

- Brian Sittarich, MNIT
- Jackie Hippen, 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 10:05 a.m.

The following ESC members were present: Co-chair Jon Eichten, co-chair Greg Poehling, Kari Koob, Libby Caulum, Dustin Letica and Kari Ouimette. Others in attendance included: Jackie Hippen and Brian Sittarich

Quorum was met and Greg reviewed the meeting agenda and called the meeting to order.

Administrative Items

Presenter: Greg Poehling

Executive Steering Committee Membership Changes:

Libby Caulum (Chief Executive Officer of MNsure) was introduced as this was the first meeting since filling MNsure's vacant seat.

Approval of Meeting Minutes:

The committee needed to approve the April 25, 2023 meeting minutes as that is the last time the METS ESC met.

Kari Ouimette made a motion to accept the minutes. Seconded by Kari Koob.

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

Poehling – Aye; Libby – Aye; Letica – Aye; Ouimette – Aye; Koob – Aye; DHS Vacant Seat – Absent

Motion passed with none apposed.

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 March 31, 2023.

FY23 Q3 Financial Report

The report includes two tables:

Table 1: Overall View of METS Budget. The table provided a four-year view of the METS budget, including: estimated actual for FY 2022, budget for FY 2023 and preliminary budgets for FY 2024 and FY 2025. The FY 2024 preliminary budget for development reflects the last quarter of the current federal award. The FY 2024 and FY 2025 preliminary operations budgets are assumed to continue at the current level but will be re-evaluated annually.

Table 2: Budget vs Est. YTD (expenditures & est. remaining encumbrances) Table 2 shows the fiscal year budgets, quarterly actual expenditures, and estimated encumbrances. Note that these tables include an Expenditures After FY End column to report on the fiscal year expenditures that will be recognized after June 30th due to the standard procedural lag between invoicing and payments.

Note: Expenditures often lag, i.e., do not occur at a steady rate throughout the year.

Fiscal Report for Quarter Ending 3/31/2023 Vote

Kari Koob made a motion to approve the Fiscal Report for Quarter Ending 3/31/2023 which was seconded by Dustin Letica.

Discussion was opened followed by a roll call vote:

Poehling – Aye; Libby – Aye; Letica – Aye; Ouimette – Aye; Koob – Aye; DHS Vacant Seat – 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

Public Programs Renewals Update – Provided was an update on activities underway, renewal forms & notices mailing, the Renewal Date Lookup tool and general information.

Comments/Questions - None

METS SGG recommendations for METS ESC Approval – Two projects recommended by the SGG were introduced for approval: METS Citizen Engagement and Continuous Eligibility for Children.

- **METS Citizen Engagement (CE)** – CE was part of the scope for the Renewals Self-Service (RSS) project scheduled to deliver in the spring release. With RSS going on hold the METS Citizen Engagement component is being proposed as a standalone project.

Question: Kari K. – Regarding the no added cost, is there a projected cost for this project? Brian responded, Kari I'll have to get back to you on that.

Comment: Greg (Speaking for DHS) – About the cost question, did you say operational or development budget? Brian responded, The operational budget (M&O). Greg (Q), What are the charges at a high level. Brian (R), Mostly Merative and MNIT QA resources.

- **Continuous Eligibility for Children (CEC)** - A federal requirement and a legislative item before the Minnesota Legislature. The Federal law requires states to provide continuous eligibility for children under age 19 for a period of 12 months after a determination of eligibility for MA beginning January 1, 2024. The current policy for children under age 19 determined eligible for MA does not require a continuous period of eligibility, except for auto newborns.

Question: Greg – I herd you say this work will be started using METS Ops public program budget. Is this work completely funded by the METS operating budget or is there additional funding from the legislative session to fund this work? How will this be funded to completion? Brian responded, Operational budget (47063 MA only) is a bridge to get us to July 1 assuming legislative funding would be available. No funding would be needed from May to July 1.

Question: Greg – Will this be meeting a Federal or State requirement or both. Brian responded, It is to meet a Jan 1, 2024, Federal requirement.

Question: Kari K. – Are both (CE and CEC) of these coming out of the MA only cost center. I'm uncomfortable approving anything without an estimated cost. Brian responded, CEC benefits only a public program where CE benefits both public and non-public programs and funded accordingly. Kari K., CE was a subproject of RSS project and was an interest pursued by DHS. I don't believe that was a MNsure pursued project. Libby, Initially when CE was part of RSS it was not a cost to MNsure. Why now, after it's been removed from RSS, is it a cost to MNsure? Brian, When SGG met they agreed that it benefitted both DHS and MNsure. Jon, The Merative portion of CE is getting done for free. There are some QA costs on the MNIT side that will be billed. If we don't move forward with CE, the hours/cost will be greater if not approved. There is no incremental additional cost because it's already part of the ESC approved FY23 Ops budget. Brian, You have that correct. Kari, What QA costs would increase (CE, CEC, RSS)? Brian, We would have to roll back all coding back to the winter release and restart CEC. This would also jeopardize the CEC deploy date. Kari K., This would be walking back RSS coding and be a DHS cost.

Comment: Greg – Will need to know the cost of the QA work and how to answer the MNsure questions. Libby, MNsure doesn't want to stop the project from moving forward. The SGG said yes that the work benefits DHS and MNsure, but they don't make funding decisions. In the future we need to be clear what all parties are paying for. Brian, As the discussion progressed it was found that the baseline cost would be $330K. Greg, We still don't know the percentage that would be charged to MNsure. Libby, I like to avoid the situation of voting on something without knowing the cost.

METS Citizen Engagement (CE) Vote
Kari Koob made a motion to approve CE on value only and a way to fund the work needs to be determined. Final vote is contingent costs that will be brought to our next ESC meeting.

Libby Caulum second the motion which was followed by a roll call vote:

Poehling – Aye; Libby – Aye; Letica – Aye; Ouimette – Aye; Koob – Aye; DHS Vacant Seat – Absent

Motion passed with none apposed.

Continuous Eligibility for Children (CEC) Vote
Greg Poehling made a motion to approve CEC to move forward and that next month Program comes back to reports and confirm that DHS has the funding to continue this project to its completion. The motion was seconded by Kari Koob.

Discussion was opened (none) followed by a roll call vote:

Poehling – Aye; Libby – Aye; Letica – Aye; Ouimette – Aye; Koob – Aye; DHS Vacant Seat – Absent

Motion passed with none apposed.

METS SGG Oversight of Maintenance and Operations Costs – Directed by the ESC, METS Program is to the assist the SGG in gaining a better understand the overall METS budget. An

update was provided on the activities that have been accomplished, what's underway and the next steps. The end goal is to have the METS SGG members actively overseeing the maintenance and operational costs as quickly as possible in order to play a key role in advising the METS ESC for the upcoming 2024 budget process and ongoing.

Comment: Greg – It's very important that the SGG understands and becomes more involve funding and the budget.

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 four changes from the previous update: Continuous Eligibility for Child and METS Citizen Engagement were added as In Progress and Planned respectively; Unique Person ID moved to Complete; Curam Upgrade 2022 moved from On Hold to In Progress.

Comments/Questions - None

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

Comment: Greg – How's the SGG going to handle the latest legislative work that passed. Brian responded, No plan in place but discussions will take place once the work that has been approved is shared.

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 three updates to the rolling deliverable schedule since our last let's ESC meeting: 1095-B Tax Year 2022 - was completed in the Spring Release Timeframe; 1095-B Tax Year 2023 - was added to the Rolling Deliver Schedule; Curam Upgrade 2022 - shifted to being targeted in the 2024 Release Timeframe.

Comments/Questions - None

2023 Release Timeframes

Spring Release (5/14/23) - Slide showed three projects and the other deliverables that were expected to be delivered. This release was canceled.

Comments/Questions - None

Summer Release (7/16/23) - Slide showed two projects and the other deliverables that are expected to be delivered. The METS Citizen Engagement was added to the Summer Release. SOAP to REST project shift under the M&O.

Comments or Questions – None

Fall Release (9/17/23) - Slide showed one project and the other deliverables that are expected to be delivered. There were no changes from the last meeting.

Comments or Questions - 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, May 15, 2023. Three projects reported: 3 in red (Data Mart 1.5, Renewals Self-Service, and Curam Upgrade 2022) and 3 in green. A report and get to green plans were provided for red and yellow projects.

Question: Kari K. – What does SOAP to REST stand for? Brian responded, Simple Object Access Protocol (SOAP) to Representational state transfer (REST).

Question: Greg – Is it planned to complete the before the end of the renewal period? Brian responded, The deployment of the Curam upgrade is dependent on the deployment of CEC and hasn't been decided.

New Business

Comment: Greg – The legislative session ended last night and still trying to figure things out. Approximately 30M in funding was allotted towards METS and will be working out the details over the next few weeks.

Comment: Libby – Funding was approved to replace MNsure core technology. This means MNsure will move away from METS. Hopping to deploy by mid-2025.

Comment: Jon – Significant investments were made in security, cloud transformation and application modernization. A total investment was north of $500M.

Public Comment

No public was in attendance or comments were made.

Adjourn

Next meeting is expected to be held June 27, 2023, at 10 a.m.

Jon adjourned the meeting at 11:30 a.m.