

Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

Details

November 28, 2023

10 a.m. - noon

Location: Room #1100, Minnesota Senate Building, 95 University Ave. W., St. Paul, MN 55155

Participants

Voting Members

- Libby Caulum, MNSure
- Kari Koob, MNSure
- Dave Greeman, DHS
- Julie Marquart, DHS
- Dustin Letica, St. Louis County
- Kari Ouimette, Scott County

Non-Voting Members

- Jon Eichten, MNIT
- Mike Wright, MNIT

Guests

- Brian Sittarich, MNIT
- Jackie Hippen, MNIT

Agenda Items

Call to Order & Welcome

Jon Eichten, (MNIT) - called the Minnesota Eligibility Technology System Executive Steering Committee meeting to order at 10:01 a.m. The following ESC members were present: Co-chair Jon Eichten, Co-chair Dave Greeman, Kari Koob, Julie Marquardt, Dustin Letica, Libby Caulum and Kari Ouimette. Others in attendance included: Brian Sittarich and Jackie Hippen

Quorum was met and Jon reviewed the meeting agenda.

Administrative Items

Approval of Meeting Minutes

The committee needed to approve the October 24, 2023 meeting minutes as that is the last time the METS ESC met.

Dave Greeman made a motion to accept the minutes as written. Seconded by Libby Caulum.

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

Greeman - Aye; Libby - Aye; Leticia - Aye; Ouimette - Aye; Koob - Aye; Marquardt - Aye.

Motion passed with none apposed.

METS Financial Update

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 September 30, 2023.

FY23 Q3 Financial Report

The report was a collaborative effort of the ESC Budget workgroup including DHS, MNsure, Counties and MNIT. The report included four pages; (1) an introduction, (2) a four-year view of the previous and current bienniums, (3) quarterly details for FY23 and (4) quarterly details for FY24.

The focus was on two tables:

Table 1: Overall View of METS Budget

The table provided a four-year view of the METS budget, including: actual expenses for FY 2022, estimated actuals for FY 2023, budget for FY 2024 and a preliminary budget for FY 2025. The preliminary operations budgets are assumed to continue at the same level as the current year but are re-evaluated annually.

Q: Libby C. - Is the QEST line item included in the budget? Jackie responded, yes, it's in the development section.

METS Budget FY24 - Vote

Dave Greeman made a motion to approve the METS budget for FY 24 which was seconded by Dustin Leticia.

Discussion was opened followed by a roll call vote:

Greeman - Aye; Libby - Aye; Leticia - Aye; Ouimette - Aye; Koob - Aye; Marquardt - Aye.

Motion passed with none apposed.

Table 2: Budget vs Est. YTD (expenditures & est. remaining encumbrances)

Table 2A (for FY 2023) and Table 2B (for FY 2024) showed the fiscal year budgets, quarterly actual expenditures, and estimated encumbrances. The tables included 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.

Table 2A (for FY 2023) Q: Jon E. - What service area was the over collection? Jackie responded, in most part it was through Identity and Access Management Service.

Fiscal Report for Quarter Ending 9/30/2023 - Vote

Libby Caulum made a motion to approve the Fiscal Report for Quarter Ending 9/30/2023 which was seconded by Dave Greeman.

Discussion was opened followed by a roll call vote:

Greeman - Aye; Libby - Aye; Letica - Aye; Ouimette - Aye; Koob - Aye; Marquardt - Aye.

Motion passed with none apposed.

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 in three parts, Requests for Approvals, METS Updates and Standing Topics.

Requests for Approvals

Items introduced for approval so planning and discovery can begin.

METS Program brought no items forward for approval.

METS Updates

METS Auto-Renewal Enhancements were moved into production and improvement was seen from recent months when the auto-renewal rate averaged 17% to 29% for the January MA renewal cohort.

Moved into production: METS Auto-Renewal Enhancements (Quick Wins), METS Auto-Renewal Enhancements (final deploy) and Renewal Mitigation.

Additional work efforts underway to help relieve the workload that DHS, County, and Tribal workers are experiencing: Passive Renewals, Auto-Renewal Future State, and Individual Renewals.

MNIT Open Enrollment Update - Open enrollment dates will be from 11/1/2023 through 1/15/2024.

- 28 days into open enrollment and there haven't been any issues.
 - A change freeze will continue through the end of open enrollment.
 - Technical teams are conducting multiple system checks when the Command Center is open.
- Processes and procedures reviewed at our last several meetings, including the Virtual Command Center and the strict change freeze, have ensured stability and smooth operations.

Standing Topics

Work was presented in three parts: METS FFY24 Roadmap, Upcoming Deliverables, and Stoplight Status of Projects.

FFY24 Roadmap (adjustments) - Concerns on how work efforts were being reflected, a new layout for the roadmap was presented. The largest change was moving Ongoing/Annual Work to New Development to better reflect its category. The new layout provides the same information, along with some additional information regarding the projects.

- Added Project: Passive Renewals
- Completed Projects: Auto Renewals Enhancements, Exparte Renewals - Mitigation 2.0, and Tribes as Processing Entities

Upcoming Deliverables - Work was shown in two parts, first a Rolling Deliverable view and then a Release Timeframe view both depicting new development and ongoing/annual work.

- **Rolling Deliverable Schedule**
 - **New Development Projects**
 - **Continuous Eligibility for Children** shifted from Preliminary status to Targeted as it is expected to deploy on December 17th.
 - **Infrastructure Improvements** - IAM MNSure MFA & Dev Enhancements project shifted its Deliverable Target date from the Fall Release Timeframe to the Winter Release timeframe.
 - **HCCS IVR Phone System** is preliminary slated for the Late Winter Release Timeframe that is being deployed on March 10th.
 - **Ongoing/Annual Projects**
 - **Passive Renewals** was added to the Rolling Deliverable schedule and is expected to be deployed on December 17th.
 - **Auto-Renewals** - Future State project changed from Preliminary status to Firm for the Q2 Winter Release Timeframe and expected to be deployed on January 16.
- **2023 Release Timeframes** - Shows work scheduled to deliver in the specified release and updates were provided if needed.
 - **Late Fall Release** (December 17, 2023) - This release includes Continuous Eligibility for Children, and Passive Renewals
 - **Winter Release** (February 11, 2024) - This release includes Verify Lawful Presence 37.1 (Curam Upgrade 2022 - Phase 1) and M&O Non-Project work.
 - **Late Winter Release** (March 10, 2024) - This release includes Health Care Consumer Support (HCCR) IVR Phone System, Individual Renewals - Phase 1 and M&O Non-Project work.
 - **Spring Release** (May 5, 2024) - No update for this timeframe
 - **Summer Release** (June 23, 2024) - No update for this timeframe

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, November 20, 2023. Eight projects were reported on: six in green and two in red (HCCS IVR Phone System, and Curam 8.1 Upgrade). A report and get to green plans were provided for red projects.

New Business

Libby Caulum - The possibility of an ad hoc work group to consider the future of the ESC once MNsure moves off our shared eligibility system. Libby has had some external conversations with Dave Greeman and Kari Koob and would like to open this up for discussion.

C: Dave G. - It a good idea and a good time to bring this up.

C: Kari O. - Agrees with Dave and would like to see counties added to this discussion.

C: Jon E. - Any significant changes that are laid out in statutes would need to be brought to legislature.

Jon E. suggested that a workgroup be created to focus on any need changes to the METS ESC, membership, enabling statute, and meeting structure. MNIT would likely participate as a non-voting member.

Dustin Letica made a motion to create a new workgroup which was seconded by Libby Caulum.

Discussion was opened followed by a roll call vote:

Greeman - Aye; Libby - Aye; Letica - Aye; Ouimette - Aye; Koob - Aye; Marquardt - Aye.

Motion passed with none apposed.

Public Comment

George McNulty made a brief statement about himself to the METS ESC.

Adjourn

Next meeting is expected to be held December 26, 2023, at 10 a.m.

Jon adjourned the meeting at 10:44 a.m.