



WorkSource Integrated Technology (WIT) Information & Technology Steering Committee

Providing strategic direction, prioritization and governance for systems and services of the WIT

Date: Tuesday, June 7th, 2022
Time: 9:00 a.m. – 10:30 a.m.

Meeting Notes

Attended by: *Jairus Rice, *Mark Mattke, *Maribeth Sapinoso, *Amy Martinez, *Dan Zeitlin, *Steven Ross, Rod Van Alyne, Miriam Halliday, Linda Kleingartner, Anne Buchan, Michael Luchini, *Katie Condit, Nona Mallicoat, Anne Buchan, Puneet Agrawal, Gasper Gulotta, Gena Cruciani, Kathy Pickens- Rucker, *Kimberley Green
Guest: John Traugott

Unable to attend: Cami Feek, Eleni Papadakis, Lisa Romine, Gay Dubigk, Joy Emory, Marie Kurose, William Westmoreland, Tiffany Scott
*I&T Steering Committee voting members

- Meeting Objectives:**
- Shared understanding on the WIT replacement (Phase-1 ETO) project deliverables
 - Full engagement from participants on decisions and advice requested

- Decisions Made:**
- (Project) Decision- Project Communications Plan- APPROVED
 - (Project) Decision- Section 6.5- Evaluation Breakdown-- APPROVED
 - (Project) Decision- RFP Team Composition- APPROVED as amended
 - (Governance) Decision-EcSA Grant Tooling Requirement- APPROVED

- Action Items**
- Steering Committee Members Identify the participants for IT Vendor Evaluation groups by Friday 6/17/2022 (see 6/8 email to Steering & Advisory Committees).
 - ESD to reschedule the July 5th meeting to a later date.

Discussion:

Welcome and Introductions | Jairus Rice and Mark Mattke

The Quality Assurance (QA) Vendor, Innovative Solutions Group (ISG) was introduced. Gasper Gulotta, Gena Cruciani, and Kathy Pickens-Rucker will serve as the QA Vendor Team for WIT ETO Replacement Project. While ISG is an independent entity, their goal is to partner with the project team to help ensure successful outcomes for this project.

The next Steering Committee Meeting is scheduled for July 5th, so information was gathered on whether people could attend. Decision was made to re-schedule the July 5th meeting.

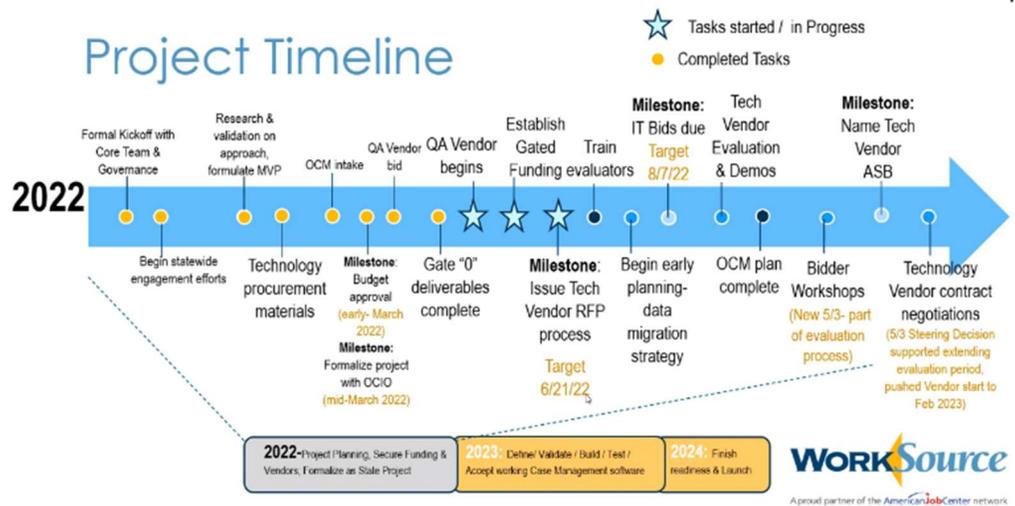
WIT Replacement Project- Status Update | Linda Kleingartner

The project status remains yellow, although the Scope indicator moved from yellow to green due the completion of the IT Vendor RFP solidified the project scope. Accomplishments and Highlights

- 1) Milestone- Completed draft IT Vendor RFP and circulated for Advisory and Steering comment and feedback.
- 2) Routed first draft of the project's Gated Funding Technology Budget and 5/2/22 the OCIO conducted kick-off meeting.
- 3) Fully activated the risk management plan- highlighting initial risks with both Advisory and Steering, completed mitigation plans and established review dates.
- 4) Secured broader statewide representation of the Change Management Advisory Team- held kickoff meeting.
- 5) Named Quality Assurance Vendor Apparent Successful Bidder.
- 6) Began analysis of Organizational Change Management (OCM) assessments.

The Project timeline illustration has been updated to include the approved IT Vendor milestones discussed at the May Steering Committee meeting.

Additionally three new tasks were completed in May (Technology Procurement Materials, QA Vendor bid, and the Gate "0" deliverables). The three items with a blue star will be completed in June.



Risks (Steering will see the high-level risks (risk ratings of 20-25) | Linda Kleingartner

The Advisory Committee will dive into details of the risk report monthly. Later this summer, ISG will also share the project risks they identify, and their updates will be part of the monthly Steering Committee meetings. Below are May 31 high-level risks and mitigation next steps:

Risk (owner)	Mitigation Next Steps (review date)
If IT Vendor cost is higher than estimated / approved decision package (Nona)	Proactively meeting with budget to identify steps needed to acquire more funding if cost proposal is higher than estimated (8/1/22)
If ETO data has quality issues effecting migration (Michael)	Mitigation plan drafted- next step is to convene the Data Migration Advisory Team to develop and validate the strategy/ mitigation plan (6/24/22)

Nona and Linda provided an update the high-level risks shared last month, as mitigations plans are in place. Advisory Committee lowered the Stakeholder risk (If the stakeholder engagement does not garner trust and instill confidence in ability to deliver) to a risk rating of 12 (Yellow), and a plan to discuss at the Advisory Committee meeting quarterly. Since the publishing of the June Steering Committee presentation, Nona advised the IT Vendor cost risk above has been lowered to a risk rating of 15 due to the mitigations in place.

IT Vendor RFP Review/Questions | Linda Kleingartner

Discussion arose regarding Section 1.5 Bidder's Platform in the RFP. Microsoft Dynamics is listed as a preference, but not a requirement. There was concern that this language could discourage interested bidders to respond. The Steering Committee and Planning Team discussed the rationale behind why this information was included in the RFP, and the Planning Team is interested in receiving Steering Committee member's suggestions to phrase differently. Please include suggested language in your responses due 6/9/2022.

Proposed IT Vendor Evaluation Teams & Composition | Linda Kleingartner

The Planning Team proposed the 5 groups and the composition of those groups for Steering Committee review. Maribeth requested to increase the quantity of the Technology / Product group to be 5 rather than 4 people. With this amendment in mind, the Steering Committee approved the IT Vendor Evaluation Team.

Core Solution*	<ul style="list-style-type: none"> • 3-EC Programs + Project Owner when * • 1-DATA • 2-LWDBs • 1-ESPI • 2-Technology / Product
ESD Tech	<ul style="list-style-type: none"> • 5-Technology / Product (Revised from 4 to 5 per Steering Committee vote)
ESD Cost	<ul style="list-style-type: none"> • 5-Technology / Product (Revised from 4 to 5 per Steering Committee vote) • 3: Project Owner, Budget Manger, Contracts Manager
PIRL	<ul style="list-style-type: none"> • 3-Technology / Product • 2-DATA • 2-LWDBs • 1-EC Programs • 1-ESPI
Experience	<ul style="list-style-type: none"> • 3-Technology / Product • 2: Contracts Manager, Project Owner • 1- ESPI • 1-LWDB

Linda briefly reviewed the activities the Evaluator's will spend their time on, as well as what parts of the RFP Appendices the teams would be responsible for. She will follow up with written email requesting the designation of members and will assign a due date of Friday 6/17 so that the Evaluator Training can be scheduled for July (Steering Committee action).

A couple other points for consideration:

- Please confirm those selected are available during dates indicated and can dedicate the amount of hours noted to their evaluation activities. The actual duration of time will depend on the number of Bidder proposals received.
- Any staff can observe demonstrations and workshops. The evaluation team for these steps is the Core Solution team. More information to be shared about these two evaluation steps.

Proposed IT Vendor RFP Evaluation Breakdown | Linda Kleingartner

Linda reviewed the Planning Team's suggested point structure for the Section 6.5 Evaluation Breakdown. The breakdown of points in each category is based on importance of the category. For example, "Technical Review" is weighted at 100 points because we must assure the vendor can demonstrate they can do the work. The Steering Committee approved the point distribution as proposed.

ADVICE: Linda asked the Steering Committee to clarify their expectations on seeking their approval to proceed once comments are received. The Steering Committee requests that any changes are shared out with the group prior to posting and that the changes are identified on the top of the document for easy review. An email response by voting Steering Members will be acceptable, noting this will need to be a quick turn-around.

Project Communications Plan | Linda Kleingartner

The project communications plan deliverable was circulated on May 10, with feedback due by 5/23/2022. No changes were proposed (noting this is a "living document"). The Steering Committee approved the WIT Replacement project communications plan.

Project Next-Steps | Linda Kleingartner

Next Steps:

- Identify participants and form two Advisory Committee Teams (IT Vendor Evaluation Team and Data Migration Team)
- Continue to prepare for project management implementation
- Post the IT Vendor RFP (target date 6/21/22) and conduct a bidder's conference to field initial questions
- Work with Advisory Committee Change Team, analyze assessments and start OCM plan development
- Onboard QA vendor- first deliverable is QA assessment (part of Investment Plan)
- Submit Gate Funding Technology Budget
- Plan and host Townhalls scheduled for 6/24/22
- Socialize and seek support from Advisory Committee on proposed IT governance process improvements on 6/1/22 (Steering agenda topic in July)

Puneet is pleased to see the Steering Committee's level of engagement, productive dialog around decisions and looks forward to the continued partnership with this group and the QA Team.

Amy Martinez requested the other LWDB Directors sharing in the "sponsorship" piece of the Townhalls. She provided this request to the Advisory Communications team members planning the June 24 Townhalls and asked her colleagues to support Mark and her by signing up for different meetings. Linda took the action to work with the Advisory Communications Team to facilitate the LWDB Director's sign-ups.

EcSA Self-Sufficiency Calculator | Nona Mallicoat, John Traugott

Currently all local EcSA programs are required to use an existing self-sufficiency calculator to establish individual self-sufficiency targets as part of a participant's career plan. Local programs are not currently required to save this information in the calculator database. A proposal went to Advisory for local EcSA programs to continue to use the calculator to establish individual self-sufficiency targets as part of career planning. Case managers will save the info in the calculator database for each participant.

Common themes occurred through Advisory review. There were concerns with:

- Calculator inaccuracies
- The cycle for updating the calculator
- Data entry

The tool is already in use and the request of Steering is for approval of this tool specific to the EcSA grant. The calculator inaccuracies were noted and ESD is working with SeaKing on updating the calculator.

VOTE: Use of the EcSA Self-Sufficiency Calculator- APPROVED

Advisory Committee Charter Update | Nona Mallicoat

Clarification has been added to the Advisory Committee Charter:

- Non-response to votes will not be considered as approval, but as abstaining.
- Final vote tallies will be sent to Advisory prior to sending to Steering.
- Steering requested that if a vote occurs in a meeting and someone is absent from the meeting, it will be indicated that they did not participate in the vote. (Note: as of now, all voting has occurred via email).

Closing/Wrap-Up | Jairus Rice and Mark Mattke

Mark commented that he is impressed with the thought that is going into the Steering Meetings. Jairus appreciates the voting and everyone attending. We are getting into a busy vacation time and appreciation is given for being present and on-time.