

# Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

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## Details

- Date: December 16, 2022
- Time: 1 - 2 p.m.
- Room 1200, Minnesota Senate Building, 95 University Ave. W., St. 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
- 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 1:02 p.m. The following ESC members were present: Co-chair Jon Eichten, Co-chair Greg Poehling, Nate Clark, Kari Koob, Dustin Letica, Cynthia MacDonald 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*

Administrative items were introduced and actions taken where needed.

## Review of the Agenda

Greg walked through the agenda for the meeting.

## Executive Steering Committee Members

Dustin Letica (St. Louis County) - Greg welcomed Dustin “Dusty” as the newest member of the ESC. Dusty introduced himself to the committee.

## 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.

Having no changes, Nate Clark made a motion to approve the minutes which was seconded by Kari Koob. 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.

## Finance 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, 2022.

## FY23 Budget Report

Provides a four year view, showing estimated actuals for FY22, a proposed budget for FY23, and preliminary budgets for FYs 24 & 25.

## FY22 Quarterly Report:

Provides quarterly details for FY22, All four quarters of FY22 are complete, plus expenditures thru September 30 have been captured. This leaves a balance of approx. \$342K in outstanding expenses. Since the end of September, expenses totaling approx. \$175K have been recognized, leaving less than \$200K outstanding. Given this small amount, this will be the final review of FY22.

## FY23 Quarterly Report

Provides quarterly details for FY23, A first look at the year’s anticipated expenses. At this time, we expect both development and operations expenses to end the year within 3% of their stated budgets.

## Discussion

Q (DHS): FY23 Budget, There hasn’t been any MNIT Central Services expenditure or staff augmentations, please explain.

R (Finance): It takes time to get staff augmentation in particular. It’s not that work hasn’t been done, they have been processed and will show up on the next report. MNIT Central

Services are processed by DHS Financial Operations and may not have been processed due to wrapping up the previous fiscal year and did make it into this report.

C (Counties): Want to express a thank you for all the work you've done and recognized the challenges of putting the report together.

C (DHS): FY23 budget 36.5M is Operations and 22,4M in Development fund. If we looked back a number of years the development costs would have been stronger vs. operation as the system matured. Now we are looking at more of a legacy system were it needs more operational support and has technical debt. We may have missed, not the financial, but the governance of the system.

Proposal (DHS): A couple ESC members would work with the SGG in January and look at the METS operations budget, not financial piece, but the work that's being done and that we are all on the same page.

Comment (MNSure): MNSure agrees and supports the idea and would like to be part of the effort.

Comment (MNIT), MNIT Agrees that an understanding of what the activities are and an understanding of the budget challenges METS is facing would be helpful.

Greg made a motion that Nate and himself work on this and move it forward which was seconded by Kari. No discussion was opened and a roll call vote was held:

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

### **SFY23 Budget Vote**

Kari made a motion to approve the SFY23 Budget, which was seconded by Jon. Discussion was opened followed by a roll call vote:

Poehling - Aye; Letica - Aye; Clark - Aye; Koob - Aye; Ouimette - Aye; MacDonald - Aye  
Motion passed with none apposed.

### **Fiscal Report for Quarter Ending 9/30/22 Vote**

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

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

## **METS Updates**

Public Health Emergency Declaration - Provided was start date, valid through date, commitment and the challenges that will be faced when ending.

## **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 changes from the previous update.

Q (DHS): MinnesotaCare Eliminate the Family Glitch, when was the delivery date of that project.

R (PgM): February 12, 2023

## **Upcoming Deliverables**

Work was presented in two parts, 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**

Q (MNsure): Renewals Self-Service, I see that it’s active with a release date of TBD. Why and do we have a target date for that?

R (PgM): Until a project management plan is finalized and approved the project carries a delivery date of TBD. More on this project will be covered in the spring release deliverable.

## **Winter Release**

Q (DHS): What version of the Curam upgrade will we be taking and if you don’t have the answer it can be provided offline?

R (PgM): I’m unable to say for sure so I’d like to follow up with you offline.

## **Spring Release**

Q (MNIT): The document upload capability, will that be through a mobile phone camera approach, you mention mobile capability?

R (PgM): Yes, it allows customers to upload document using their mobile device.

## **Stoplight Report**

Presented were active projects on the roadmap along with their red, yellow, or green status as reported by the project managers as of Monday, December 12, 2022. Ten projects reported: 4 in red, 1 in yellow, and 5 in green. A report and get to green plan was provide for red and yellow projects.

## **New Business**

No new business was introduced to the committee.

## **Public Comment**

There was one online public comment made.

### **Rolling Deliverable Schedule - New Development (Winter Release)**

C (Kelly) The most updated version of Curam will be implemented when the project is restarted.

R (DHS): Thank you that answered my question.

## **Adjourn**

Next meeting is expected to be held January 24, 2023, at 10 a.m.

C (Chair): A new location for this meeting will need to be found due to the availability of this location during the months of January-May.

Greg adjourned the meeting at 10:55 a.m.