

Meeting Minutes: Minnesota Eligibility Technology System Executive Steering Committee

February 25, 2025

10:30 a.m.-12 p.m.

Location: Room #2308, Minnesota Senate Building, 95 University Ave. W., St. Paul, MN 55155

Agenda

Call to Order & Welcome

Facilitator - Jon Eichten

Jon Eichten, (MNIT) - called the Minnesota Eligibility Technology System Executive Steering Committee meeting to order at 10:34 a.m. The following ESC members were present: Co-chairs Dave Greeman and Jon Eichten, Libby Caulum, Marian Potter, Julie Marquardt, Dustin Letica, and Mike Wright. Others in attendance included: Jackie Hippen, Brian Sittarich, Troy Kingore, and Terry Okeefe. The quorum for the meeting was met and Jon reviewed the meeting agenda.

Reviewed the Meeting Agenda

Administrative Items

Minutes

The committee approved the August 27, 2024 meeting minutes; Dave Greeman made a motion to accept the minutes as written, and Dustin Letica seconded the motion. Motion passed unanimously.

Membership Updates

Kari Ouimette has stepped down from her role on METS ESC after accepting a new position with the Department of Children, Youth, and Families, where she will support the development of the new state-level department. The committee is currently awaiting a new appointment from MACSSA, which has not yet been made. An update on the appointment is expected by the next meeting.

METS Financial Update

Presenter - Jackie Hippen

SFY25 Q1 METS ESC Report

Andrea Jones, Manager of Enterprise Planning and Administration Minute Services, presented the Minnesota Eligibility Technology System (METS) fiscal reports for the quarters ending September 30 and December 31, 2024. The presentation, developed in partnership with the Department of Human Services, MNsure, and Minnesota counties, covered a four-page report highlighting actual and projected budgets from FY2024 through FY2027. Key areas discussed included a wrap-up of federal FY2024 expenditures, an overview of the FY2025 state operations budget, and projections for FY2025 development and operations funding. The FY2025 development budget totals approximately \$24.9 million, and the operations budget is about \$44.5 million, reflecting increases due to project enhancements and cost shifts.

With no discussion Dave Greeman made a motion calling for a vote on the FY2025 METS operations and development budget, and Libby Caulum seconded the motion. A roll call vote was taken and passed unanimously.

The following members voted as indicated:

- Dave Greeman: Aye
- Libby Caulum: Aye
- Marian Potter: Aye
- Julie Marquardt: Aye
- Dustin Letica: Aye

SFY25 Q1 and Q2 METS ESC Report

Andrea Jones reviewed Page 3, Table 2A, of the FY24 quarterly report, explaining the cash-based expenditures and financing layout. The development budget was \$31.4 million, with spending around \$23.2 million; \$5 million underspend was partly due to project delays and cost overestimates, allowing reinvestment. MNSure development underspent by \$3.2 million due to delays in key projects now under reevaluation. Operations spent \$39.8 million of a \$41.1 million budget, with some funds returned to DHS. Outstanding expenses were minimal, marking the final FY24 review. The FY25 Q2 report showed a \$2.3 million increase in the METS APD budget. Development spending was projected at \$24.2 million of \$29.8 million, with underspend due to hardware/software savings and project delays. Operations were at 92% of budget, with underspend related to staffing delays. The committee welcomed MNSure's new COO, Jess Kennedy Aguila, and unanimously approved the FY25 Q1 and Q2 reports.

With no discussion Dave Greeman made a motion calling for a vote on the SFY25 Q1 and Q2 METS ESC Report, and Dustin Letica seconded the motion. A roll call vote was taken and passed unanimously.

The following members voted as indicated:

- Dave Greeman: Aye
- Libby Caulum: Aye
- Marian Potter: Aye
- Julie Marquardt: Aye
- Dustin Letica: Aye

METS IT Program Status Update

Presenter - Brian Sittarich

Approval Requests

METS Roadmap - It was explained that the roadmap now follows the State Fiscal Year—July 1, 2024, to June 30, 2025—instead of the Federal Fiscal Year to align more closely with financial reporting. A structural overview of the slide was provided, highlighting columns such as project status, type, funding, and relevant codes. Due to the meeting schedule and timing of the fiscal shift, the entire roadmap was reviewed rather than changes since the last meeting.

There are currently eight projects in progress—seven carried over and one new added, Minnesota Paid Leave - METS.

Five projects have closed since the start of the fiscal year, such as Auto Renewals Future State, Infrastructure Upgrades for MFA, METS Individual Renewals, Curam 8.1 Upgrade and Data Mart 1.5 initiative—which notably enabled DHS to claim full federal reimbursement for the Basic Health Program.

With no discussion Dave Greeman made a motion calling for a vote on the METS SFY 2025 Roadmap, and Dustin Letica seconded the motion. A roll call vote was taken and passed unanimously.

The following members voted as indicated:

- Dave Greeman: Aye
- Libby Caulum: Aye
- Marian Potter: Aye
- Julie Marquardt: Aye
- Dustin Letica: Aye

METS Updates

SGG Administrative Changes

Libby introduced Jessica Kennedy as the newest member of the METS SGG filling the vacant MNsure seat.

Projects Activated by METS SGG

During the meeting, two projects were reviewed. The first project, the HCCS IVR Pones System, aims to deliver automated information to applicants and nurses within the Minnesota medical system. The system is undergoing enhancements to include support for multiple commonly spoken languages. Now under the governance of the METS, rather than MMIS SGG, the project is focused on expanding IVR capacity to reduce call volume, improve language accessibility, and provide more detailed case-specific information. The second project, Minnesota Paid Leave - METS, is a component of the new state Paid Family and Medical Leave program scheduled to launch in 2026 and administered by DEED. This program will offer up to 12 weeks of partial wage replacement for eligible workers taking leave for reasons related to health, caregiving, military service, or safety concerns. Minnesota Paid Leave - METS and HCCS IVR Pones System projects have been formally added to and activated within the METS portfolio.

Standing Topics

METS SFY25 Roadmap

The METS SFY 2025 Roadmap was approved by the METS ESC today setting a baseline for ongoing reporting.

Rolling Deliverable Schedules - New Development

The rolling deliverable schedule for new development projects presents a continuous view of both planned and revised project deliverables, organized by individual project and corresponding release time frames.

Notable changes included the following:

- Auto Renewal Future State and DATA Mart 1.5 projects have moved to a "Closed" status.
- HCCCS IVR Phone System has advanced from "In Progress" to "Firm," as it is anticipated to deploy in the Spring release.
- Continuous Eligibility for Children project, Release 2 was completed and deployed in December 2024, while Release 3 is now marked as "Firm" with a scheduled deployment date in the Summer release.
- Increasing Health Care Access and Affordability - TEFFR project has shifted from a Spring to a Summer deployment and changed from "In Progress" to "Firm".
- Expansion of MA for Former Foster Care has moved from the "Planning" phase to "In Progress" and its timeline extended to the Fall release.
- Minnesota Paid Leave - METS project, recently activated by the METS SGG, is currently in the "Planning" phase, with an effective date of January 1, 2026.
- MinnesotaCare for Non-Citizens Not Lawfully Present project saw its SFY 2025 Q2 Fall release milestone shift from "Preliminary" to "Complete," having delivered its minimum viable product in November 2024. It is expected to deploy remaining components in a future release, currently marked as "In Progress" for SFY 2025 Q4 Spring.
- QHP Eligibility System Transition Project (QEST) has reverted to "In Progress," as deployment previously planned for Summer 2025 has been deferred. A new deployment date is yet to be determined.

Rolling Deliverable Schedules - Ongoing/Annual Work

There were three updates reflecting changes to the rolling deliverable schedule for ongoing annual work.

- Current 8.1 Upgrade project has shifted its status from "Complete" to "Closed," indicating the formal conclusion of the project.
- Architecture Planning and Application Security Middleware Upgrade continues as ongoing work, with an expected deployment in an upcoming summer release.
- M&O Non-Project Work reflects ongoing efforts by the METS Input Group. This group is responsible for deploying system change requests in each release, based on business priorities and the available capacity to address those requests.

Release Timeframes:

Fall 2024 Release Timeframe (deployed on Sun, November 10, 2024)

- MinnesotaCare for Noncitizens not Lawfully Present (MinnesotaCare NNLP)
- Architecture Planning and Application Security - Middleware Upgrades (MMIS Mod)

- Curam 8.1 Upgrade
- Auto Renewals (AR) Future State
- M&O: Non-Project Work

Late Fall 2024 Release is scheduled for deployment on December 22nd, during the Open Enrollment period.

- Curam 8.1 Upgrade
- Continuous Eligibility for Children Phase
- M&O: Non-Project Work

Winter 2025 Release, scheduled for deployment on February 23, 2025, includes the following projects:

- M&O: Non-Project Work, which will cover tasks from the METS Input Group.

Spring 2025 Release is targeting the following projects:

- HCCS IVR Phone System
- MinnesotaCare for Noncitizens not Lawfully Present (MinnesotaCare NNLP)
- M&O: Non-Project Work

Summer 2025 Release Timeframe that is scheduled to deploy on August 17, 2025, and include the following:

- Continuous Eligibility for Children Phase 3
- Architecture Planning and Application Security
- Increasing Health Care Access and Affordability - TEFRA
- M&O: Non-Project work will include work from the METS Input Group.

Fall 2025 Release Timeframe that is scheduled to deploy on October 19, 2025, and include the following:

- M&O: Non-Project work will include work from the METS Input Group.

Stoplight Status of Projects:

This report provides an overview of the eight active projects on the roadmap, along with its status—green (5), yellow (1), or red (2)—as reported by project managers as of February 17, 2025.

QHP Eligibility System Transition Project - The status remains red due to a delay approved by the project sponsor. The implementation date of July 2025 is no longer being targeted. A new implementation date will be set after the planning phase concludes and the schedule is re-baselined. The project team is currently focused on completing the planning phase and anticipates finalizing the production plan in 2026.

MinnesotaCare for Non-Citizens Not Lawfully Present - This project is in red status, primarily due to funding risks. The current funding is insufficient to complete all planned deliverables. The “Get to Green” plan involves securing adequate funding to ensure the project’s completion.

New Business

New ESC Member - Libby introduced of the newest member of the MNsured team, Marion Potter, who recently joined as Chief Financial Officer. Marion began her role in November.

She shared a brief introduction, expressing enthusiasm for joining the team. Members welcomed Marion warmly and expressed excitement about working with her.

Department of Human Services Update - Dave Greeman updated on DHS's \$32 million 2023 Service Delivery Transformation funds, with only \$1 million spent so far due to compliance and ongoing projects. The team is prioritizing eligible projects and working closely with counties despite capacity challenges. Governance and communication improvements remain a focus. No current risk of losing funds, but monitoring continues.

Dusty (Comment) - Dusty noted that a recent meeting with state leadership effectively captured these themes. Members expressed appreciation for the update and ongoing engagement.

Dave (Comment) - Regarding funding risks, no current indication exists that unspent funds will be pulled back, but the team will monitor the legislative session closely and stress the importance of effectively using these resources.

Public Comment

No public comments were made.

Adjourn

The next METS ESC meeting is expected to be held May 27, 2025, at 10:30 a.m.

Jon adjourned the meeting at 11:33 a.m.