

# Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

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## Details

- August 23, 2016
- 10 a.m.-12 p.m.
- Room 1100, Minnesota Senate Building, 95 University Ave. W., St. Paul, MN 55155

## Participants

### Voting Members

- Katie Burns, MNsure - present
- Janet Goligowski, Stearns County - present
- Deb Huskins, Hennepin County - not present
- Chuck Johnson, DHS - present
- Nathan Moracco, DHS - present
- Allison O'Toole, MNsure - present

### Non-Voting Members

- Jesse Oman, MN.IT - present
- Scott Peterson, MN.IT - present

### Guests

- Greg Poehling, MN.IT
- Marie Harmon, MNsure

## Agenda Items

### Welcome and Member Introduction

*Chuck Johnson, DHS*

Chuck Johnson, ESC Co-Chair, called the meeting to order at 10:05 a.m. and noted that it was the first public meeting of the METS Executive Steering Committee as a statutorily-created public body.

Members introduced themselves.

Chuck reported that notices for ESC meetings would be published on the MNsure website, consistent with the public meeting laws. All documents from the meetings would also be published on the MNsure website. Additionally, all meetings would be audio live-streamed, open to the public, and the audio would be archived on the MNsure website.

### Explanation of ESC Statute

*Chuck Johnson, DHS*

Chuck explained that the ESC was established in law under Minn. Stat. § 62V.055, effective August 1, 2016. ESC meetings are public and subject to Minn. Stat. § 13D.

Additionally, Chuck added that the ESC is an advisory body. The ESC advises the respective decision makers for the agencies represented on the ESC: the DHS commissioner, MN.IT commissioner, and the MNSure Board. Any actions the ESC takes would be recommendations to those decision-makers.

Chuck noted the requirement for submission of a quarterly budget report, which would be submitted to the Legislative Oversight Committee (LOC). This report would include funding and expenditures by funding source.

## Adopt Charter and Bylaws

*Chuck Johnson, DHS*

Chuck presented the [Executive Steering Committee Charter and Bylaws](#). He explained the ESC's quorum rules: because the ESC has six voting members, four members are required for a quorum. Because the MN.IT representatives are non-voting, they do not count toward this total. The charter further defines that a quorum needs at least one member present from each of the voting groups—MNSure, DHS, and the counties—and a representative from MN.IT.

Nathan Moracco asked for additional information on the intent of the bylaws' requirement for quarterly meetings.

Chuck advised that the ESC would meet monthly for at least the next four months. However, future frequency of meetings would be variable depending on the needs related to the METS.

**MOTION:** Janet Goligowski moved to adopt the METS Executive Steering Committee Charter. Allison O'Toole seconded. All voting members present voted in favor and the motion was approved.

## Create and Assign Work Groups

*Chuck Johnson, DHS*

Chuck noted the ESC would be creating three workgroups:

*Meeting Prep Workgroup.* This workgroup will put together the agendas for the meetings and determine what staff or materials the ESC needs to have for the meeting. The workgroup includes Chuck and Scott Peterson as the ESC co-chairs, along with Allison and Deb Huskins.

*Budget Workgroup.* This workgroup will work with staff on budget-related issues, most notably the preparation and review of the quarterly report for the LOC. The workgroup includes Chuck, Scott, Katie Burns, and Janet.

*Contracts Workgroup.* This workgroup will likely be an ad-hoc group that troubleshoots contract issues with vendors. It will not meet regularly, but only as needed. The workgroup includes Scott, Nathan, and Allison. The counties will not be included because this group will be engaged in issues regarding state contracts, so only state employees can be engaged.

Allison advised that moving forward, there may be a need to create additional workgroups or temporary workgroups.

## **METS IT Program Status Update**

*Greg Poehling, Director of Program Management Division, MN.IT Services at DHS/MNsure*

Greg Poehling of MN.IT presented the [METS ESC Program Status Report](#).

Greg advised that the IAPDU14 had been submitted to CMS in late June and approved on August 12. He explained that this APD focused on moving funding from the equipment category, which had been underspent, to the contractor category.

Greg advised that the IAPDU15 was an annual update currently in the review process and was set to be submitted to CMS within the next two weeks.

Greg gave an update on what the Program Management Team (PMT) had been working on. The PMT had completed planning work for the winter 2016 release and also around some work that would continue into 2017. Planning was guided by the combined MNsure, DHS, and counties business priorities and was scored using pre-defined project prioritization scoring criteria. Greg noted the winter release work was early in the requirement-gathering stage and was based on high-level estimates of level of effort from indications of the business needs. Full requirement-gathering would drive the scope and work that could be completed and delivered for winter 2016, with the rest of the work being delivered in 2017. Greg also noted that the Periodic Data Match (PDM) project work previously scheduled to be released was on hold from an IT perspective.

Chuck explained PDM further, stating that it is the process of checking on case eligibility that was passed by the 2015 legislature. Shortly before it was to be implemented in summer 2016, there was guidance from the IRS on the information METS would display related to federal tax information. Chuck explained that the PDM grabs information from the federal hub and brings it back to check current eligibility. This issue is currently being worked on with the IRS. Chuck noted that the IRS will identify what remediation they want around this issue, but that there is currently no clear timeline.

Janet added that from the counties' perspective, PDM is a legislatively-mandated goal the counties want to reach but other improvements are needed in the system first. The counties are expecting quite a bit of work to manage the PDM process.

Greg then presented the list of projects on slide four as approved by the PMT and recommended to the ESC for approval.

ESC members noted the importance of the projects the PMT recommended for inclusion in the winter release, and noted their approval of this list of priorities.

Nathan asked about the PDM project as feedback from the IRS became available and how the releases would play into this.

Chuck advised that next steps for PDM would depend on what level of remediation the IRS was looking for, and the IT impact of that remediation. He noted PDM would probably be pushed beyond the winter release.

Janet asked about the scope of reinstatements.

Chuck stated that his understanding was that the reinstatement release in the winter was to help address the workload with the large volume of renewals for MinnesotaCare and Medical Assistance in January.

Scott added that MN.IT wanted to work with stakeholders to determine what MN.IT could deliver effectively to ease some of the pain in December, knowing MN.IT couldn't deliver the complete reinstatement project.

**MOTION:** Katie moved that the Executive Steering Committee approve the winter release and associated ongoing off-cycle work, as recommended by the Program Management Team, for recommendation to the Commissioners of MN.IT and DHS and the MNSure Board. Janet seconded. All voting members present voted in favor and the motion was approved.

Greg presented an overview of the 2016 release plan and general status of each release.

Greg explained that MN.IT currently had 22 active projects, including two projects that had red aspects to their status. He advised that the MinnesotaCare premium reconciliation project schedule was in red because the project timeline was currently behind, due to some of the resources working on the project being moved to work on higher priority work. To mitigate the timeline issue, MN.IT was holding extended working sessions to focus on this project work.

Greg added that the second project in red was the open enrollment and renewals project. He explained that this was noteworthy because the project was part of the second summer release, which was scheduled to be implemented the coming weekend. Defects had been identified and were being worked on, and there was a deploy going into the test region to address many of the defects. Greg stated that he would have a better idea the next day as to whether the project was trending out of red. He also stated that a go/no-go PMT meeting for the deploy would happen later in the week. Additionally, he added that it was not uncommon to be in red the week before a deploy.

## New Business

ESC members suggested discussing the consumer path, the fall release, and an open enrollment preview at future meetings.

## Public Comment

None.

## Adjourn

**MOTION:** Allison moved to adjourn. Nathan seconded. All voting members present voted in favor and the meeting adjourned at 11:33 a.m.