

# Minnesota Eligibility Technology System Executive Steering Committee Meeting Minutes

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## Details

August 22, 2023

10 a.m.-12 p.m.

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 Marquardt, 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

*Presenter: Jon Eichten*

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 and Kari Ouimette. Others in attendance included: Brian Sittarich and Jackie Hippen

Quorum was met and Jon reviewed the meeting agenda.

### Administrative Items

*Presenter: Jon Eichten*

#### Executive Steering Committee Membership Changes

Jon welcomed Julie Marquardt and Dave Greeman, as DHS representatives, to the ESC. Dave will be filling the co-chair position on the board.

### Approval of Meeting Minutes

The committee needed to approve the June 27, 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 Kari Koob.

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

Greeman - Aye; Libby - Absent; Letica - Absent; 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 June 30, 2023.

Two tables were shared -

**Table 1: Overall Budget View of METS.** The table provided a four-year view of the METS budget, including estimated actual for FY 2022, budget for FY 2023 and preliminary budgets for FY 2024 and FY 2025 preliminary.

Note: Since last quarter one adjustment was made to the FY23 development budget which added \$120K to the component funded by the American Rescue Plan Act.

**Table 2: FY 2023 vs. Year-to-Date** The table shows the fiscal year budgets, quarterly actual expenditures, and estimated encumbrances.

#### Expenditure

Development - \$22.6M Budget with an anticipated spend of \$21M, Within the APD a greater than 10% underspend (staff augmentation and HW/SW) is expected and will be shifted to the last quarter of the FY.

Operations - \$36.6M Budget with an anticipated spend of \$35.1M, most expenses were within 5% except for HW/SW (over 10%) and Central Service (under 18%).

Dave Greeman made a motion to accept the minutes as written. Seconded by Kari Koob.

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

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

Motion passed with none apposed.

Comment: Jon - FY24 Operations Budget, DHS, MNsure and MNIT are holding regular meeting to walking through the details and finalize the budget. The hope is to bring a budget to the next ESC meeting in September.

## 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 two parts, METS Updates and Standing Topics.

### METS Updates

An update was provided on METS Auto-Renewals Hot Fixes.

- **METS Auto-Renewal Hot Fixes** - This quick win M&O initiative was sponsored by DHS. These quick wins were identified as a larger strategy to provide incremental improve their Auto-Renewals for public programs.
  - Remove code that automatically fails to auto-renew a case if there is no Federal Tax Information consent.
  - Capture specific reasons when an auto-renewal fails to identify additional auto-renewal improvement opportunities, scheduled deploy Sep 10.
  - Use only available electronic income data for projecting income to determine if a case can be auto-renewed, scheduled deploy Sep 30.

Question: Jon - Are these known defects that we are working to resolve or are they enhancements asked by Business? Brian responded, these are changes or updates and not known defects.

### 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 and Development Projects.

- Ongoing / Annual Work - M&O Non-project work includes METS Auto-Renewal Hot Fixes.
- Development Projects - The QHP Eligibility System Transition Project (QEST) was added to the roadmap and CEC moved to In Progress.

**Upcoming Deliverables** - Work was presented in two parts focusing on changes, 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 Projects - With planning underway the QHP Eligibility System Transition Project (QEST) was added to the summer release timeframe.
  - Ongoing/Annual Work - No updates have been made since the last meeting.
- 2023 Release Timeframes - Shows work scheduled to deliver in the specified release and updates were provided if needed.
  - Summer Release (August 6th, 2023) - Three projects were deployed in this time frame METS Citizen Engagement (CE), Tribes as Processing Entities, SOAP to REST.
  - Fall Release (September 17, 2023) - There were no changes from the last meeting.

- Late Fall Release (December 17, 2023) - This release was created to accommodate a legislatively mandated project, Continuous Eligibility for Children, with additional precautions since it will be deployed during Open-Enrolment.
- Winter Release (March 10, 2024) - This release includes the Curam Upgrade 2022 and M&O Non-Project work.

**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, August 10, 2023. Eight projects were reported on: six in green and two in red (Renewals Self-Service and Curam Upgrade 2022). A report and get to green plans were provided for red projects.

Question Kari K. - Is the Curam upgrade is in red but showing a deploy schedule on previous slides; why is it red? Brian responded, With the updated scope statement, due to being put on hold, there's a risk that the project may not make the scheduled deploy date. The project team is currently reviewing the release notes to determining if the project can make the March 10 deploy date.

Question Dave - What does the little red triangle and red font represent? Brian responded, the red triangle and red font are used to callout a change from our last presentation. They do not represent the status of the item.

Question Dave - What is Data Mart? Brian responded with a brief definition of the Data Mart 1.5 project.

## New Business

### State Appropriations

Question (Kari Ouimette) - Asked that someone speak to the \$30M appropriation for improved METS functionality. Also asked for was a conversation around the appropriation and how decision making will fall within the METS SGG and the timeline for that.

Response (Dave Greeman) - DHS is still looking at how to allocate the funds. The law is more specific on the outcomes and performance metrics. By Oct 1, DHS needs to submit a report to Legislature with that information. Some of the required outcomes are implementing the capability for Medical Assistance and MinnesotaCare clients applying for and renewing medical eligibility online, the reduction of manual entry steps that caseworkers perform and meeting federal requirements related to Eligibility Enrolment and Medicaid. DHS will also be looking at ongoing operating cost. Over time the SGG will be making decisions on how this money is spent.

Response (Julie Marquart) - Information from CMS is still coming and evolving while DHS waiting for the official notification. DHS needs to get a better picture before we start moving forward.

Comment (Kari Ouimette) - Communications with other County Directors questions have come up on how the planning was going and that they are thrilled that money appropriated. She understands that federal compliance and keeping the lights on is

important. They look forward and hope to see money put toward the projects that are in que and on hold so our county and tribal workers can see some relief.

Response (Dave Greeman) - The SGG is an important part of how we reach out to Counties and Tribes to find what their priorities are. DHS will keep the ESC and counties up to speed in how this is being accomplished.

### **Public Comment**

No public comments were made.

### **Adjourn**

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

Jon adjourned the meeting at 10:45 a.m.