



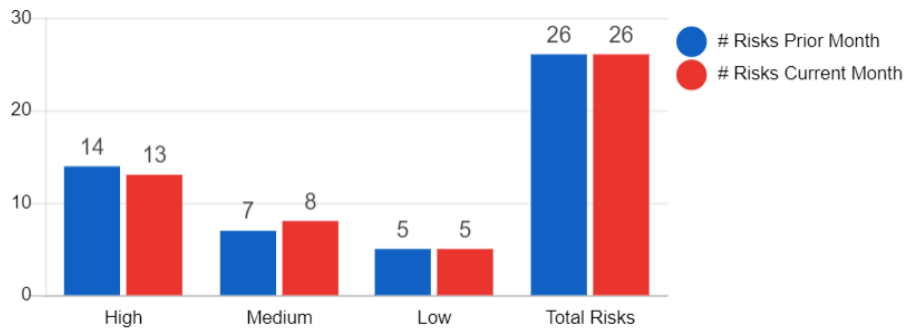


Program Leadership				Program Overview						
Executive Sponsor: David Gerstenfeld, Acting Agency Director Program Sponsor: Gerhard Taeubel , Acting PFMLI Director Program Manager: Phoebe Colman				The PFMLI Implementation Program will deliver the services set forth in ORS chapter 657B, signed into law in 2019. This entirely new statewide program requires the creation of policies and rules, business processes and infrastructure, outreach and education efforts, technology systems, and the program management and governance structures needed to support the implementation. Technology to support PFMLI contributions will be delivered through the agency's Modernization Program.						
Program Headlines										
<ul style="list-style-type: none"> The PFMLI team continues to work with internal and external partners on potential changes to the statutory implementation dates, which were introduced in the Oregon Legislature as HB 3398. Contract negotiations have been initiated with Brink Communications to provide support services to the PFMLI program, and will continue into the month of May. Planning work was completed for a PFMLI Implementation Program Executive Steering Committee (ESC), a group that will provide oversight, direction and support for the PFMLI implementation as part of the implementation program's governance framework. The group will launch in May. The PFMLI team welcomed nine new members including an executive support specialist, a policy lead, and seven additional analysts. 										
Program Status by Delivery Workstream										
Status:	Education and Outreach		Policy, Legislation, and Rules		Operations		Program Management		Technology	
	Previous	Current	Previous	Current	Previous	Current	Previous	Current	Previous	Current
Key:	On Target 		In Mitigation 		High Risk 		No Data 			
Summary: Program status is <u>high risk</u> for all active workstreams, reflecting the aggressive implementation timeline for such a large and complex initiative. Additional risk factors include pending decisions on scope and implementation approach, recruitment challenges, and the ongoing impacts of the Covid-19 pandemic on Employment Department organizational capacity. Additional information about risks and mitigations can be found under "Risk and Issue Highlights" on the following pages.										
Highlights	<ul style="list-style-type: none"> Continued tribal outreach Continued developing executive sponsor and staff change management plans Distributed first edition of monthly internal newsletters Planned outreach and training about PFMLI for other agency divisions 		<ul style="list-style-type: none"> Monitored 2021 PFMLI related legislation Ongoing evaluation of administrative rulemaking process and schedule Conducted onboarding and training activities for new staff Continued policy research Worked with internal and external partners on HB 3398 (timeline change) 		<ul style="list-style-type: none"> Refined cross-walk of contributions business requirements against UI tax system requirements Continued planning for accounting, cash management, and setting contribution rate Hired, trained, and reconfigured teams to include additional policy team staff and executive support specialist Began project to plan future org structure and staffing 		<ul style="list-style-type: none"> Completed analysis of benefits technology approach; presented to Exec Team for decision. Initiated contract negotiation process with Brink Communications Completed charter for PFMLI implementation Planned for launch of PFMLI Executive Steering Committee 		<i>Technology infrastructure to support PFMLI contributions will be delivered through the UI Modernization project and technology solutions. Analysis is underway to determine if PFMLI benefits technology components should also be delivered through the Modernization Program.</i>	

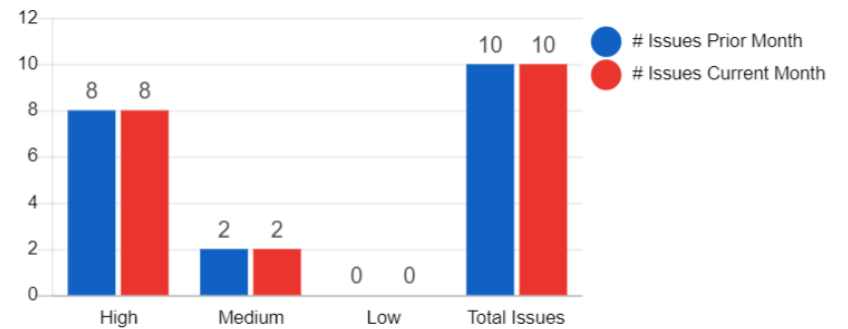
	Education and Outreach	Policy, Legislation, and Rules	Operations	Program Management	Technology
Next Steps	<ul style="list-style-type: none"> External newsletter will go out in May Execute internal outreach plans Create and disseminate communications collateral for external audiences about proposed timeline change 	<ul style="list-style-type: none"> Ongoing evaluation of administrative rulemaking process and schedule Continue monitoring PFMLI-related legislation and HB 3398 during 2021 legislative session Identify high-priority policy decisions needed for Modernization project Begin identifying and developing legislative concepts for 2022 Continue training new staff 	<ul style="list-style-type: none"> Continue initiation activities for Staffing and Organizational Development project Continue process mapping and requirements refinement Continue planning accounting and related processes Continue planning for setting contributions rate 	<ul style="list-style-type: none"> Negotiate communications vendor contract Launch agency Executive Steering Committee (ESC) for PFMLI implementation Prepare for launch of Operations and Policy Team Finalize governance plan for PFMLI implementation Work with UI Modernization project team to prepare for technology development kickoff 	<i>PFMLI benefits solutions analysis and decision criteria were presented to the agency executive team in April, and will be reviewed by the PFMLI ESC. If the ESC supports delivery of PFMLI Benefits technology through the Modernization Program, the proposal will be further analyzed through the Modernization change control process.</i>

Risk and Issue Highlights

Risks



Issues



Risks: There are **26 total risks** being monitored at this time: **13 High Priority, 8 Medium Priority, and 5 Low Priority.**

- No **Risks** are recommended to close.

- 1 Risk changed priority from **High** to **Low**: **Risk #1033** (related to potential funding cuts for 2019-2021 biennium).

Issues: There are **10 total issues** being monitored at this time: **8 High Priority** and **2 Medium Priority**.

- No **Issues** are recommended to close.
- 2 **Issue** statuses changed:
 - **Issue #1002:** (related to impact of pandemic response on availability of agency leadership to support PFMLI implementation); status changed to **Mitigating** but remains **high priority**.
 - **Issue #1005** (related to competing agency priorities); status changed to **Mitigating** but remains **high priority**.

Common themes and mitigations for top risks and issues:

- **Complex decision-making processes on key decisions.** Mitigations include: leveraging the agency Executive Team Charter and criteria for escalating decisions to Executive Team; revising and strengthening PFMLI governance model; launching PFMLI Executive Steering Committee and Operations and Policy teams.
- **Aggressive implementation timeline for PFMLI.** Mitigations include: alternatives analysis of PFMLI implementation strategies to understand business and customer impacts; securing Executive Team and Executive Steering Committee decisions on possible PFMLI implementation approaches; analysis and outreach to evaluate a potential change to the implementation timeline, now introduced in the Oregon Legislature as HB 3398.

Risk and issue management process improvements:

- **Update triggers and responses for all risks and issues in register.** Details will include triggers for all items and will outline how an item is moved from an issue to a risk.
- **Timely registry updates.** More frequent recurring meetings scheduled with owners for updates and mitigation.

A detailed risk and issue report is prepared separately and a link distributed to the Risk and Issue Management Team (RIMT).

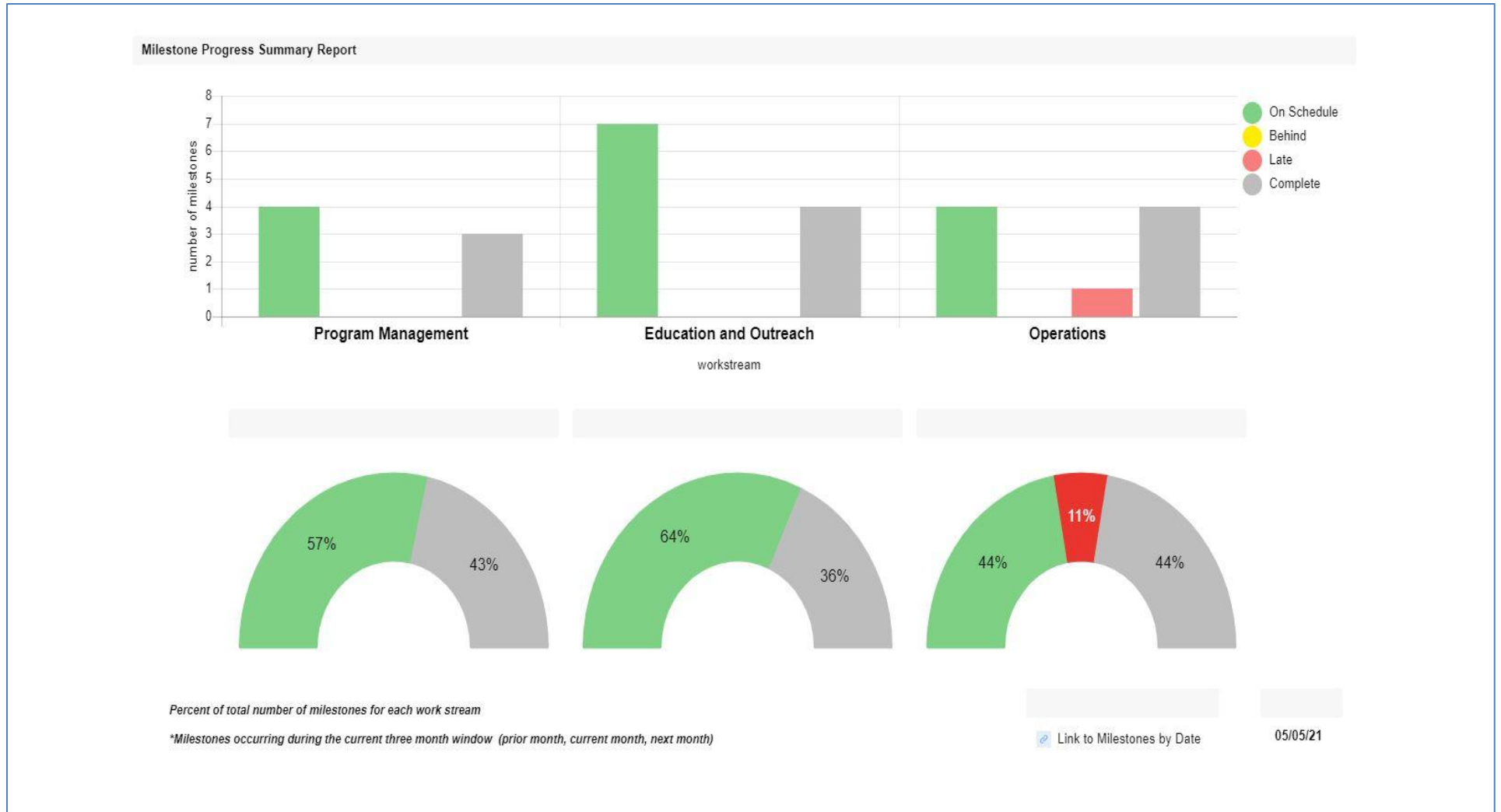
Schedule Report

Schedule performance continues to be in a cautious state as multiple workstreams are modified to accommodate additional work efforts, e.g., refining contributions business requirements in a crosswalk effort with UI Modernization system requirements; planning for outreach activities and developing change management plans; and evaluating the administrative rulemaking process in order to build an updated timeline for policy and rules development.

Policy team restructuring activities continued during the month of April with new members joining the team. As the capacity constraint with the policy team is lifted and new team members receive training and knowledge transfers, the pace for policy development and administrative rulemaking is expected to increase in future months.

The "Milestones by Date" link in the graphic below links to real-time data, so information in the linked report may differ slightly from the graphic shown in this status report.

Milestone Progress by Workstream



[Link to Milestones by Date](#)

Budget Report (as of March 2021)

PFMLI was under budget for the month. In March 2021, the agency had \$318,957 of GF expenditures for the PFMLI implementation, almost all of which were personal services. Personal services expenditures increased \$34,000; increase over prior month reflects additional staff charging, including new staff and staff returning from supporting the Unemployment Insurance Division. Cost allocation accounted for \$29,268 of the \$30,925 services and supplies for the month.

PFMLI is under budget for the biennium, having spent \$3.450 million of a \$7.191 million budget. 88% of the expenditures are related to personal services. For the biennium, PFMLI is expected to be \$3.536 million under budget, largely as a result of the being under budget in services and supplies.

2019-21 Biennium													
Program	Legislatively Approved Budget	Current Month				Biennium-to-Date				Projected End-of-Biennium			
		Budget March 2021	Expenditures March 2021	\$ Variance (Under) / Over	% Variance	Biennium to date Approved Budget	Actual Expenditures thru March 2021	\$ Variance (Under) / Over	% Variance	Remaining Projected Expenditures	Total Expenditures (Actual + Projections)	Projected \$ Variance (Under) / Over	Projected % Variance (Under) / Over
Personal Services Total	\$ 4,380,586	\$ 359,727	\$ 288,032	\$ (71,695)	-20%	\$ 4,318,633	\$ 3,045,189	\$ (1,273,444)	-29%	\$ 1,204,047	\$ 4,249,236	\$ (131,350)	-3%
Services & Supplies Total	\$ 5,128,000	\$ 412,858	\$ 30,925	\$ (381,934)	-93%	\$ 2,872,197	\$ 408,763	\$ (2,463,434)	-86%	\$ 1,317,986	\$ 1,726,749	\$ (3,401,251)	-66%
Capital Outlays Total	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ (3,586)	\$ (3,586)	0%	\$ -	\$ (3,586)	\$ (3,586)	N/A
Budgeted Position Totals	\$ 9,508,586	\$ 772,585	\$ 318,957	\$ (453,629)	-59%	\$ 7,190,830	\$ 3,450,366	\$ (3,740,464)	-52%	\$ 2,522,033	\$ 5,972,399	\$ (3,536,187)	-37%
	33	Original Budget for 2019-21 biennium				Contributions				-			

Fund Type	Expenditures by Biennium		Program Life to Date
	2019-21	2021-23	
General Fund	3,450,366	-	3,450,366
Other Funds Administration	-	-	-
Other Funds Benefits	-	-	-
Total Funds	3,450,366	-	3,450,366

GF Loan Repayment		
2019-21	GF Expenditures	3,450,366
2021-23	GF Expenditures	-
Total		3,450,366
2021-23	GF Repayment	-

Report Distribution

David Gerstenfeld	Employment Department Executive Team	Tamara Brickman, CFO	Cecily Warren, EIS
Gerhard Taeubel	PFMLI Executive Steering Committee	Sean McSpaden, LFO	Jennifer Lechuga-Berg, EIS
PFMLI Leadership Team	PFMLI Advisory Committee	Michelle Deister, LFO	
PFMLI Implementation Team	PFMLI State Partners Team		