MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF JUNE 23, 2011

In accordance with Chapter 12, Article 6D, Section 1 of the WV Code, the first meeting of the West Virginia Enterprise Resource Planning Board was held on June 23, 2011 at the Governor's Cabinet and Conference Room, Capitol Complex, Charleston, West Virginia, and was called to order at 10:00 a.m. by Chair Earl Ray Tomblin. Due notice was given of the meeting and filed with the Secretary of State for publication in the State Register.

I. Call to Order and Roll Call of Members

A silent roll call was taken with a quorum present consisting of the following Board Members:

Governor Earl Ray Tomblin, Chair
Glen B. Gainer III, State Auditor
John Perdue, State Treasurer

Also in attendance were:

Robert Ferguson – Department of Administration
Rob Alsop – Chief of Staff, Governor's Office
Todd Childers – State Auditor's Office
Ross Taylor – Department of Administration
Danny Ellis – State Treasurer's Office
Fred Thomas – State Treasurer's Office
Greg Hodge – State Treasurer's Office
Drew Thigpen – STA Consulting
Randy Meek – STA Consulting
Shawn Carper – Department of Administration
Nancy Pennington – State Auditor's Office
Jodi Wynn – State Auditor's Office

II. Executive Session

The first order of business, the Chair recognized Auditor Gainer. Auditor Gainer moved to go into Executive Session, as allowed by WV Code §6-9A-4, for the purpose of discussing the ERP project updates and status of the RFP. The motion was seconded by Treasurer Perdue and carried unanimously. The Board went into Execution Session at 10:05 a.m.

The Board reconvened its regular meeting at 10:12 a.m. The Chair confirmed that everything covered in the Executive Session was appropriate based on the motion and stated that no action was taken during the session.

III. Mission Statement – Board Resolution No. 1

The next order of business, the Board reviewed proposed Board Resolution No. 1 which adopts a clearly-defined Mission Statement for the Enterprise Resource Planning Project. Treasurer Perdue moved to approve Board Resolution No. 1. Auditor Gainer seconded the motion. The motion carried unanimously to adopt Board Resolution No. 1 as presented to the Board.

IV. Project Name – Board Resolution No. 2

The next item on the agenda was Board Resolution No. 2. Auditor Gainer explained this resolution proposes that "the project" hereinafter be designated as WV "OASIS" (Our Advanced Solution with Integrated Systems), along with the logo that appears on the front cover of the handout. He believes it is important to have a designated name that is identifiable with all aspects of the project. Treasurer Perdue moved to approve Board Resolution No. 2. Auditor Gainer seconded the motion. The motion carried unanimously to adopt Resolution No. 2 as presented to the Board.

V. Administrative Support – Board Resolution No. 3

Auditor Gainer briefed the Board on the next agenda item, proposed Board Resolution No. 3. This Resolution proposes that the State Auditor be empowered with administrative authority to do all things necessary to effectuate the acquisition and further implementation of WV OASIS. He explained the legislation provides that the State Auditor's Office act somewhat as a secretariat for the Board, however the funding accounts have not been established since no one has been authorized to sign the documents. This Resolution will allow the State Auditor to perform the day-to-day administrative duties on behalf of the Board, keeping in mind that actions concerning budget issues, etc., will come back before the Board for approval. Treasurer Perdue moved to approve Board Resolution No. 3. Auditor Gainer seconded the motion. The motion carried unanimously to adopt Resolution No. 3 as presented to the Board.

VI. Board Member Designee Policy – Board Resolution No. 4

The next item on the agenda, Board Member Designee Policy, the Chair questioned whether two members of the Board must be present to comprise a quorum. Auditor Gainer explained that according to statute Board members can appoint a designee to attend the meetings, however, at least one Board member must be present before a meeting can be held. The Chair stated that under Robert's Rules of Order, normally a quorum of the membership is required before a body can meet. After further discussion, Auditor Gainer moved to amend Resolution No. 4. Treasurer Perdue seconded the motion. The motion carried unanimously to amend Resolution No. 4 to require at least two members of the three official members be present for all meetings of the Board.

VII. Project Management Office (PMO) Structure - Board Resolution No. 5

Auditor Gainer said the last Resolution before the Board pertains to the ERP Project Leadership Team who was previously approved by the Executive Sponsors of the Statewide

ERP Project. He noted that the team has contributed significantly to the development of the project and would like to make a motion to ratify the project planning structure as set forth in Board Resolution No. 5 and attached Exhibit 1. Treasurer Perdue seconded the motion, which passed unanimously.

VIII. Appointment of Steering Committee Members

The Board next discussed the sixteen-member Steering Committee (§12-6D-4), whose purpose is to provide oversight of the implementation and management of ERP, as well as perform duties delegated to them by the Board. The respective appointments and the powers and authority of the Steering Committee Members were also discussed. Auditor Gainer brought to the Board's attention the appointment of one non-voting member who will represent public employees, and noted that the statue failed to specify who should make this particular appointment. Auditor Gainer moved that the Chair be given authority to make the appointment. Treasurer Perdue seconded the motion, which passed unanimously.

The Chair questioned Higher Education's involvement in ERP. Todd Childers responded by saying Higher Education will be involved for all state-level transactional processing, i.e., expenditures, deposits, payroll etc. It is anticipated they will be interfacing into our system sometime in the future, and we have discussed with them that the financial functions of the system should more than accommodate their needs. In addition, we have requested special pricing in our RFP for the student module portion that would need to be included to handle registration if Higher Education fully utilizes the system at a later date.

IX. Unfinished Business

As there was no Old Business, the Chair moved to the next order of business.

X. New Business

The next ERP Board meeting was set tentatively for September 14.

XI. Adjournment

As there were no further matters to bring before the Board, Treasurer Perdue moved the meeting be adjourned and Auditor seconded the motion. The Chair declared the meeting adjourned at 10:30 a.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair