

# **WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD**



*Inaugural Meeting*

**JUNE 23, 2011**

# AGENDA

## Enterprise Resource Planning Board (ERP)

June 23, 2011 - 10:00 a.m.  
Governor's Conference Room  
State Capitol, Charleston, West Virginia

- I. Call to Order and Roll Call of Members
- II. Status Update on ERP Project  
Motion for Executive Session - Tab 1
- III. Mission Statement  
Board Resolution - Tab 2
- IV. Project Name  
Board Resolution - Tab 3
- V. Administrative Support  
Board Resolution - Tab 4
- VI. Board Member Designee Policy  
Board Resolution - Tab 5
- VII. Project Management Office (PMO) Structure  
Board Resolution - Tab 6
- VIII. Appointment of Steering Committee Members  
Tab 7
- IX. Unfinished Business
- X. New Business
- XI. Adjournment
  - Next Meeting (Tentative) - September 14

## **MOTION FOR EXECUTIVE SESSION**

I move that the Board convene in executive session pursuant to West Virginia Code § 12-6D-3(h) which authorizes the Board to do so, upon adoption of a proper motion by a Board member, when necessary to preserve the attorney-client privilege, to protect the privacy interest of individuals, to review personnel matters, to maintain confidentiality when confidentiality is in the best interests of the participants, or as otherwise provided by law;

I would further move that the Board authorize the following individuals to remain:

## BOARD RESOLUTION NO. 1

At the first meeting of the Enterprise Resource Planning Board on June 23, 2011, the following resolution was proposed and approved by the Board.

Resolved:

1. WHEREAS, this Board was created pursuant to West Virginia Code 12-6D-1 *et seq.* for the express purpose of acquiring, implementing and managing a new Enterprise Resource Planning System for the State of West Virginia, ("the project");

2. WHEREAS, the Board recognized the importance of a clearly defined mission in reaching the goals required by law, as referenced above.

Now Therefore, Be it RESOLVED that: The Board adopts the following mission statement:

The State of West Virginia will leverage enterprise resource planning (ERP) technology to gain operational efficiencies and seamless integration across administrative business functions by fundamentally transforming how the State manages its financial, human resources, procurement, and other administrative business processes. The implementation of a statewide ERP system will position the State to improve service levels to internal staff, vendors, and the public; improve responsiveness to information requests; and expand access to information from both within and outside the State.

Signed:

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The Honorable Earl Ray Tomblin  
Governor of the State of West Virginia

## BOARD RESOLUTION NO. 2

At the first meeting of the Enterprise Resource Planning Board on June 23, 2011, the following resolution was proposed and approved by the Board.

Resolved:

1. WHEREAS, the Board desires to provide "the project" with a name by which it can henceforth be designated.

Now, Therefore, Be it RESOLVED that: The project shall hereinafter be designated with the name West Virginia "OASIS" (Our Advanced Solution with Integrated Systems) with the logo as set forth on the attached Exhibit 1.

Signed:

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The Honorable Earl Ray Tomblin  
Governor of the State of West Virginia



WOASIS

Our Advanced Solution with Integrated Systems

### BOARD RESOLUTION NO. 3

At the first meeting of the Enterprise Resource Planning Board on June 23, 2011, the following resolution was proposed and approved by the Board:

Resolved:

WHEREAS, the mission of the Enterprise Resource Planning Board is to leverage enterprise resource planning technology to gain operations efficiencies and seamless integration across administrative business functions by fundamentally transforming how the State manage its financial, human resources, procurement, and other administrative business processes. The implementation of which will position the State to improve service levels to internal staff, vendors, and the public; improve responsiveness to information requests; and expand access to information from both within and outside the State;

WHEREAS, an RFP has been issued to obtain the relevant services to complete implementation of a new ERP system, West Virginia ("OASIS");

WHEREAS, the contract to provide the required services will soon be awarded and implementation measures will be required in the interim between meetings of this Board;

WHEREAS, the Board desires that such implementation will proceed in an expeditious and efficient manner.

Now, Therefore, Be it RESOLVED that: The State Auditor shall be empowered with administrative authority to do all things necessary to effectuate the acquisition and further the implementation of the system, West Virginia ("OASIS") subject to ratification by the Board. Such administrative authority shall include, but not be limited to,

signature authority to draw down funds and make payments on behalf of the Board,  
authority to contract for office space, and make any and all other daily decisions  
required in the interim between meetings.

Signed:

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The Honorable Earl Ray Tomblin  
Governor of the State of West Virginia

#### BOARD RESOLUTION NO. 4

At the first meeting of the Enterprise Resource Planning Board on June 23, 2011, the following resolution was proposed and approved by the Board:

Resolved:

WHEREAS, decisions of the Board require unanimous consent of the three Board members;

WHEREAS, the three Board members are Constitutional Officers of the State of West Virginia charged with numerous other duties in addition to the responsibilities associated with membership on the Board;

WHEREAS, these numerous other duties may render meeting attendance by all three Board members difficult on any given occasion.

Now, Therefore, Be it RESOLVED that:

The Board members may attend Board meeting by designee. Such designee shall be vested with the power and authority of the Board members to make binding decisions on matters within the purview of the Board.

Be It Further RESOLVED that:

In the absence of the Chairman, due to attendance by designee, the Auditor shall chair the meeting and in the absence of both the Chairman and the Auditor, the Treasurer shall chair the Board meeting.

Signed:

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The Honorable Earl Ray Tomblin  
Governor of the State of West Virginia

## BOARD RESOLUTION NO. 5

At the first meeting of the Enterprise Resource Planning Board on June 23, 2011, the following resolution was proposed and approved by the Board.

Resolved:

WHEREAS, pursuant to the Statewide ERP Project - Planning Team Designation, attached hereto as Exhibit 1 to this Resolution, certain individuals have previously been assigned as part of a leadership team for West Virginia "OASIS";

WHEREAS, these individuals have contributed significantly to the development of West Virginia "OASIS" to this point;

WHEREAS, ratification of these assignments promotes the expeditious and efficient progress of West Virginia "OASIS";

Now, Therefore, Be it RESOLVED that: The project planning structure as set forth in the attached Exhibit 1 is hereby ratified.

Signed:

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The Honorable Earl Ray Tomblin  
Governor of the State of West Virginia