MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
EMERGENCY MEETING OF NOVEMBER 17, 2011

In Accordance with Chapter 12, Article 6D, Section 1 of the WV Code, an emergency meeting of the West Virginia Enterprise Resource Planning Board was held on November 17, 2011 at the Governor's Cabinet and Conference Room, Capitol Complex, Charleston, West Virginia, and was called to order at 3:40 p.m. by Chair Earl Ray Tomblin. Due notice was given of the meeting and filed with 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:

Todd Childers – State Auditor's Office
Ross Taylor – Department of Administration
Fred Thomas – State Treasurer's Office
Greg Hodge – State Treasurer's Office
Drew Thigpen – STA Consulting
Randy Meek – STA Consulting
Nancy Pennington – State Auditor's Office
Jodi Wynn – State Auditor's Office
Lisa Hopkins – State Auditor's Office
Misty Price – State Treasurer's Office
Diana Stout – State Treasurer's Office
Matt Ellison – State Treasurer's Office
Erica Mani – Governor's Office

II. Approval of Minutes of the June 23, 2011 Meeting

The first order of business was the approval of minutes. Treasurer Perdue moved to approve the minutes of the West Virginia Enterprise Resource Planning Board meeting held on June 23, 2011. The motion carried unanimously.

III. ERP Contract Negotiation Update

The chair recognized Todd Childers for the next order of business. Todd gave an update on the ERP Contract Negotiations. The contract team has finalized the statement of work with the apparent successful bidder. The software license and maintenance agreements are currently under review. A final review is being made of the contract terms and conditions by the Division of Purchasing and the Attorney General's Office.

IV. Authorizing PMO to Execute Contract (Board Resolution No. 6)

The next order of business was to authorize the PMO to execute the contract. The Chair recognized Auditor Gainer who pointed out the resolution would authorize the project staff to sign the contract. After some discussion, it was determined the resolution was not necessary as the three Board members would sign the contract instead of the project staff. Any subsequent change orders would be signed by the Board members as well.

V. Revised Ten-Year Cost Estimates/FY 2013 Budget Request

The Chair recognized Todd Childers who presented the revised ten-year cost of ownership estimates. The estimate includes the contract, consulting services, facility costs and personal services and benefits of those that will be participating in the project. The figures in this report were utilized in preparing the 2013 budget recommendation. Treasurer Perdue raised a concern regarding whether the Legislature has been briefed on the cost figures of the project. It was confirmed that that Legislature has been informed and it was pointed out that a Steering Committee has been appointed. Senator Plymale is the lead on behalf of the Senate and Delegate Boggs is the lead representative for the House. It was agreed that in addition to briefing the Steering Committee on the progress of the project, the Speaker of the House, President of the Senate and Finance Chairs will be briefed as well.

VI. STA Staffing and Recruitment Recommendations

Recommendations for staffing and recruitment were given by Randy Meeks of STA Consulting. The staffing needs for this project will be approximately seventy people, some permanent and some temporary. Discussion followed on the various aspects of the staffing needs and the best way to fill those needs.

VII. Proposed Move of PMO Office Location

The next order of business was the relocation of the PMO office. The current location at 1615 Washington Street will require $2 million in renovations to get the building to code. After contacting the Real Estate Division it was decided the best option was to move into the recently vacated Lottery building. The Board agreed to assume the lease for the Lottery building.

VIII. Standardization Issues

Drew Thigpen of STA Consulting gave a summary of recommendations regarding standardization with the ERP Project. Discussion followed on the need for standardizing various areas across state government. It was determined that some of these items needed to be handled at the legislative level and some changes could be implemented without a code change. Those areas for standardization are:

Standard Work Week
Standard Work Week Hours
Current Pay vs. Arrears
Holiday Pay and Leave
Compensatory Leave for Non-Exempt Employees
Substitute Time Off for Exempt Employees
Single FEIN
Bi-Weekly Pay

IX. Adjournment

There were no further matters to bring before the Board. Treasurer Perdue moved to adjourn the meeting and Auditor Gainer seconded the motion. All agreed. The Chair adjourned the meeting at 4:55 p.m.

Prepared by: ______________________
State Auditor Glen B. Gainer III
Board Secretary

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Governor Earl Ray Tomblin, Chair