**MINUTES OF THE**
**WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD**
**MEETING OF FEBRUARY 29, 2012**

In Accordance with Chapter 12, Article 6D, Section 1 of the WV Code, a meeting of the West Virginia Enterprise Resource Planning Board was held on February 29, 2012 at the Governor's Cabinet and Conference Room, Capitol Complex, Charleston, West Virginia. The meeting was chaired by Auditor Glen Gainer in the Governor's absence, and he called the meeting to order at 9:00 a.m. 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:

Rob Alsop, representing Governor Earl Ray Tomblin
Glen B. Gainer III, State Auditor
John Perdue, State Treasurer

Also in attendance were:

Todd Childers – State Auditor's Office
Fred Thomas – State Treasurer's Office
Drew Thigpen – ISG Consulting
Randy Meek – ISG Consulting
Jodi Wynn – State Auditor's Office
Misty Price – State Treasurer's Office
Danny Ellis – State Treasurer's Office
Rick Pickens – Office of Technology
Daniel Keene – CGI
Caroline Rapking – CGI
David Goldbaum – CGI
Jim Fealy – Law office of Phil Reale

## II. Approval of Minutes of the November 17, 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 November 17, 2011. Rob Alsop seconded and the motion carried unanimously.

## III. ERP Project Update

The Chair recognized Todd Childers and David Goldbaum for the next order of business. David Goldbaum gave an update on the key accomplishments of the ERP Project. The contract was executed with CGI on December 12, 2011. Since that time, the Project Office has been established in the former lottery building at 312 MacCorkle Avenue. David also reported that progress has been made in project staffing. Sixty-two team members have been committed to the Project. Team training has begun in the financial and procurement area, with 96 state participants trained. Another key accomplishment is the Fit/Gap Analysis. All sessions in Core Financial and Procurement have been completed. In Human Resource/Payroll six sessions have been completed and three sessions completed in Transportation. No key concerns have been raised from the Fit/Gap Analysis sessions.

Cultural Change Readiness interviews have been conducted with 19 key stakeholders. The purpose of these interviews is to understand how change can occur best in West Virginia and how to effectively communicate with people based on how they deal with change. Focus Groups are in the process of being conducted, and an end-user survey is being designed. A Change Leadership Team has been created to help implement change throughout the State. This team will set direction, provide leadership, be role models, and help in communications with agencies.

Todd Childers provided an update on key upcoming events for the Project. The Department of Transportation will have a kick-off meeting the first week of March. A state-wide kick-off will be held on March 13 at the Civic Center Little Theatre. The three Board Members have been invited to be a part of this event.

Treasurer Perdue questioned if the furniture and other items purchased for the new facility had been sent out for bid. He further questioned if any surplus items had been used. Todd Childers confirmed that the Project Management Team went through the competitive bid process to purchase the furniture, and surplus property is being used in various areas of the office.

## IV. Financial Update

Todd Childers gave the Financial Report as of February 29, 2012. The two largest expenditures were to CGI when the contract was executed and to ISG for consulting. Rob Alsop questioned if the expenditures were as expected. Todd Childers confirmed they are.

## V. Agency Reimbursement Discussion (Board Resolution No. 6)

The next order of business was to discuss agency reimbursement for employees working on the Project. Todd Childers presented Board Resolution No. 6 which would formalize the original proposal of reimbursing agencies for 50% of the salary of individuals temporarily assigned to the Project. The Resolution would also allow for 100% reimbursement when an agency has to hire an individual for the sole purpose of being dedicated to the Project. Rob Alsop questioned if this reimbursement was contemplated within the OASIS budget, and Todd confirmed that it was. It was also clarified that the reimbursement arrangement would only apply to those identified as being in leadership roles.

Todd Childers pointed out that there were two versions of Resolution No. 6. The first version was drafted without the benefit of an attorney's review. This version had already been vetted through the Board Members. The second version included further definitions regarding resources not in the state ranks and was more legally binding than the original. After a brief discussion on the differences between the versions, Rob Alsop made a motion to amend the original Resolution No. 6 as follows:

Now, Therefore, Be it RESOLVED that: the Board hereby authorize reimbursement for up to 50% of the base salary and combined benefits for each ~~eligible resources~~ employee that serves as team functional and technical lead assigned to the "OASIS" project and to reimburse 100% of the base salary and combined benefits for an individual who is a "new hire" specifically employed, with the support of the OASIS Project Management Office, for the sole purpose of being fully dedicated to the project by all executive branch agencies and constitutional offices, effective January 1, 2012.

Mr. Perdue seconded the amendment, and all agreed to adopt Resolution No. 6 as amended.

## VI. Discussion of FEIN Consolidation

The Chair recognized Todd Childers. It is a recommendation from the HR/Payroll standardization group to consolidate the State's 155 FEINs into as few as possible. Consolidation would reduce redundant agency reporting and allow all reporting from a centralized location. It would also allow for employees and vendors to reduce the number of W2's and 1099's received from the State. Todd pointed out this change does not require statue or code change. Rob Alsop invited Todd Childers to attend the next Cabinet meeting to inform Cabinet Secretaries of the intention to move toward a consolidated FEIN.

A discussion then followed on the need to move to a bi-weekly pay instead of semi-monthly because of the functionality of the ERP system. Changing to bi-weekly would require statutory change. Higher Education had already planned to move to bi-weekly, but opted to wait until the implementation of ERP so that everyone across the State would be treated the same. The Project is preparing an analysis of some of the costs associated with the change. It was agreed that Rob Alsop would begin to lay the groundwork for this change so the Project Management Team could have some direction in this area.

## VII. Adjournment

The Chair recognized Daniel Keene of CGI, who thanked the Board for the opportunity to work with the State on this showcase project.

There were no further matters to bring before the Board. Treasurer Perdue moved to adjourn the meeting, and Rob Alsop seconded the motion. All agreed. The Chair adjourned the meeting at 9:38 a.m.

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

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Governor Earl Ray Tomblin, Chair