MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF September 24, 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 September 24, 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
Rick Pickens – Office of Technology
David Goldbaum – CGI
Jodi Wynn – State Auditor's Office

II. Approval of Minutes of the May 30, 2012 Meeting

Rob Alsop moved to approve the minutes of the West Virginia Enterprise Resource Planning Board meeting held on May 30, 2012. Treasurer Perdue seconded and the motion carried unanimously.

III. Change Control Process: Definition of "Significant Change"

The Chair recognized Todd Childers for the next order of business, and he provided an overview of the process for evaluating prospective changes and enhancements to the contract. It was proposed by the Steering Committee that the Project Management Office would keep both the Steering Committee and ERP Board advised of all changes. In addition, any change that is deemed significant would be brought before the Steering Committee before accepting the enhancement. Rob Alsop questioned if those changes would be brought before the Board prior to acceptance. Todd Childers explained that in the interest of time, the Steering Committee would be informed of significant change, and the Board members would be informally apprised of those changes through their representatives on the Steering Committee. Decisions regarding significant change generally need to be made on a more regular basis than the Board formally convenes. Treasurer Perdue voiced the idea of having emergency meetings if there were significant changes that could affect the cost of the contract. Rob Alsop expressed concern regarding the Board members not having the opportunity to determine what changes go before the Board. He suggested that the Project Management Office inform the Board members in this process. The Board members would then have an opportunity to determine if the change is significant enough to go to the Board.

One of the recommended guidelines for significant change includes hours estimated to deliver the enhancement exceeds 2000. Todd Childers clarified this in terms of monetary amounts to be somewhere between $200,000 and $250,000. In further discussion, Rob Alsop expressed the desire to include a single monetary item in the definition of significance.

Rob Alsop made the motion to accept the recommended guidelines for significant change to include hours estimated to deliver the enhancement exceeds 2,000; or the requested enhancement will impact the phased go-live milestone dates; or the PMO is not aligned on the significance; or the requested enhancement will exceed $250,000. In addition, all changes must be submitted to Board members no less than 5 business days prior to the Steering Committee meeting. Upon review of proposed changes, Board members can have those items brought before the full Board for review.

Treasurer Perdue seconded the motion and all agreed.

IV. Executive Session

In the next order of business, Rob Alsop moved to go into Executive Session, as allowed by WV Code §6-9A-4, for the purpose of discussing personnel matters. The motion was seconded by Treasurer Perdue and carried unanimously. The Board went into Execution Session at 9:33 a.m.

The Board reconvened its regular meeting at 10:09 a.m. The Chair confirmed that no action was taken in the Executive Session. Rob Alsop made the motion that the Project Management Office be authorized to hire the individuals as discussed in Executive Session and the personnel board approve temporary upgrades as discussed. Treasurer Perdue seconded and all agreed.

V. Adjournment

There were no further matters to bring before the Board. Rob Alsop moved to adjourn the meeting, and Treasurer Perdue seconded the motion. All agreed. The Chair adjourned the meeting at 10:11 a.m.

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

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Governor Earl Ray Tomblin, Chair