MINUTES OF THE WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD EMERGENCY MEETING February 12 and 14, 2013

In accordance with WV Code §12-6D-1, an Emergency Meeting of the West Virginia Enterprise Resource Planning Board was convened on February 14, 2013 in the State Auditor's Conference Room W-100, Capitol Complex, Charleston, West Virginia. Due notice was given of the meeting and filed with the Secretary of State for publication in the State Register. The meeting was chaired by Auditor Glen Gainer, in the Governor's absence, and called to order at 9:00 a.m.

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, Chief of Staff, representing Governor Earl Ray Tomblin
Ross Taylor, Department of Administration Cabinet Secretary, and recently-appointed ERP Board Designee for Governor Tomblin
Glen B. Gainer III, State Auditor, Acting Chair
John Perdue, State Treasurer

Also in attendance were:

Todd Childers – ERP Planning Board
Lisa Hopkins – State Auditor's Office
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Paul White – State Auditor's Office
Carrie Chambers – State Auditor's Office
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Danny Ellis – State Treasurer's Office
Matt Ellison – ERP Planning Board
Randy Meek – ISG
Philip A. Reale, PLLC
Jim Fealy – Philip A. Reale, PLLC

II. Approval of Minutes of December 14, 2012 Meeting

The first order of business was approval of minutes. Treasurer Perdue moved to approve the December 14, 2012 meeting minutes. Chief Alsop seconded. Motion carried unanimously.

III. Discussion of Implementation Issues Related to the ERP Project

Auditor Gainer recognized Todd Childers, ERP Planning Board Project Director. He explained the wvOASIS PMO needs direction from the Board concerning administrative-type issues, as well as implementation-related issues, in order to proceed with the Project in an expeditious and efficient manner.

Mr. Childers discussed the first issue with regard to ERP implementation and user authentication -- whether state employees, retirees, or vendors' user identifiers, passwords, and methodology would be transitioned to the ERP Project, where it would be managed by the ERP Project staff; by various active Directories that are utilized by a significant portion of State Government; or continue to manage the process through the existing methodology ("MyApps"), which has a significant number of users currently enrolled. This would position one of the Board members to control access to the system, as opposed to ERP staff.

After discussion by the Board, Chief Alsop moved to recess the Board meeting and reconvene on Thursday, February 14th, 2013, at 9:00 a.m., until further meetings/discussions can take place, ensuring the Board has all pertinent information before bringing the issue to the table for a vote. Treasurer Perdue seconded the motion. Motion carried unanimously. Meeting recessed at 10:05 a.m.

The Emergency Meeting of the WV ERP Board Reconvened on Thursday, February 14th, at 9:00 a.m.

Auditor Gainer reconvened the Emergency Meeting, recessed at 10:05, February 12th. Before continuing with the discussion regarding user authentication, with the Board's approval, he briefed the Board on staffing positions for the ERP Planning Board, and the justification for changes in the original budget. He recognized Todd Childers who explained that during the recent Change Order, the phases were recalculated, and the need for Budget Lead and Budget Assistant positions became obvious. Certain salary range increases were also necessary, due in part to the technicality of the positions. Auditor Gainer entertained a motion from the Board to approve the salary range increases.

Chief Alsop moved to accept the salary range increases. Treasurer Perdue seconded. Motion carried unanimously.

Auditor Gainer next discussed with the Board creating an Audit Committee/Internal Audit position within the ERP Planning Board. The Audit Committee would report directly to the Board. He noted these positions would not be necessary until the System is up and running, and entertained a motion from the Board to approve the staffing additions.

Treasurer Perdue moved to create, at the appropriate time, the position of Internal Auditor/Audit Committee. Chief Alsop seconded. Motion carried unanimously.

Auditor Gainer brought back to the table discussions, continued from the January 12th Emergency Board Meeting, ERP implementation concerning user authentication, and reiterated the urgency for the Board's direction on this issue. After discussing various options before the Board, Chief Alsop moved to recess the meeting until 11:00 a.m. Treasurer Perdue seconded. Motion carried unanimously. The meeting recessed at 10:10 a.m.

The meeting was reconvened by Auditor Gainer at 11:00 a.m., and after further discussion of the user authentication issue, he moved the Board go into Executive Session at 11:20 a.m. Chief Alsop seconded. Motion carried unanimously.

The Board reconvened its Emergency Meeting at 11:30 a.m. Auditor Gainer confirmed no action was taken during the Executive Session. Treasurer Perdue moved that the State Auditor's Office continue to manage user authentication through the "MyApps" system. Chief Alsop seconded. Motion carried unanimously.

Auditor Gainer noted that Chief Alsop had left the meeting due to a prior commitment and Ross Taylor, Department of Administration Cabinet Secretary, and recently-appointed ERP Board designee for Governor Tomblin, will be representing the Governor for the remainder of the meeting.

Auditor Gainer recommended moving ahead with the second implementation issue, and asked Todd Childers to brief the Board on vendor registration.

Mr. Childers said direction is needed from the Board on structuring the ownership and responsibility over the processes of vendor registration, vendor maintenance, and related tax reporting. Currently, multiple parties have roles and responsibilities performed entirely within their own systems relative to the process. Three options are available. One, recreate the existing process through document workflows that maintain the agencies' roles, activities, and touch points within the new consolidate system. Two, consolidate processes in the most logical location to minimize workflow and number of entities and people required to act upon a document, which would be consolidated into one existing agency. Three, a more centrally-controlled model wherein responsibilities are removed from the current agencies, consolidated, and given to a new central processing agency or shared service site for complete ownership, which would assign the responsibility to a new party.

After discussion, Treasurer Perdue moved to recreate the existing process through document workflows that maintain the agencies' roles, activities, and touch points within the new consolidated system. Secretary Taylor seconded the motion. Motion carried unanimously.

The next item on the agenda for the Board's consideration regards the manner and mechanism in which financial date (revenue, expenditures, and budgets) is presented to the non-user citizen constituents of the State, with regard to transparency.

Auditor Gainer recognized Mr. Childers, who explained the three options available. One, extract and send the current level of revenue, expenditure, and budget data to the existing TransparencyWV.org site for presentation in a format this is consistent with historical data and allows for comparison capabilities over longer periods of time. Two, expand the existing transparency site to encompass the additional detail that will be available within the OASIS application, and present the information in a new format with less historical data. This would entail an extraction of data from OASIS, and a send of required data elements to the existing transparency site. Three, utilize the CGI Advantage software and bid enhancement to build and develop the functionality required to meet the State's transparency objectives directly through OASIS.

After discussion, Secretary Taylor moved to expand the existing transparency site to encompass the additional details that will be available with the OASIS application, with the information presented in a new format with less historical data. Treasurer Perdue seconded. Motion carried unanimously.

IV. Unfinished Business

There was none.

V. New Business

There was none.

VI. Adjournment

As there was no further business to bring before the Board, Treasurer Perdue moved to adjourn the meeting, Secretary Ross seconded. Auditor Gainer adjourned the meeting at 12:45 p.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair