MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
February 26, 2013

In accordance with WV Code §12-6D-1, a Meeting of the West Virginia Enterprise Resource Planning Board was convened on February 26, 2013, in the State Auditor's Conference Room W-100, Capitol Complex, Charleston, West Virginia. The meeting was chaired by Auditor Glen Gainer, in the Governor's absence, and called to order at 3:00 p.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:

Ross Taylor, Department of Administration Cabinet Secretary, representing Governor Earl Ray Tomblin
Glen B. Gainer III, State Auditor, Acting Chair
John Perdue, State Treasurer

Also in attendance were:

Todd Childers – ERP Planning Board
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Carrie Chambers – State Auditor's Office
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Misty Price – State Treasurer's Office
Tom Augustine - ISG
Randy Meek – ISG

II. Approval of Minutes of February 12 and 14, 2013 Meeting

The first order of business was approval of minutes. Treasurer Perdue moved to approve the minutes of the February 12 and 14, 2013 meetings. 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. Mr. Childers asked for the Board's direction on one agenda item that was held over from the Board's last meeting -- how to proceed in setting up security administration and data workflow that will be implemented within wvOASIS. This will include what "role" will be created and available for use, but more importantly, when requested, what roles require the approval of a Board member or members. The approvals will be facilitated by the workflow of the user-request document. Two options are available - - the centralized model, wherein a security administrator (order taker) with the ERP Board would originate the user request document, and the document is then submitted into a defined workflow for authorization through the document approval/rejection process; or, the decentralized model where a non-ERP Board member, at the decentralized agency, would originate the security document, and then submit the document into a defined workflow for authorization through the document approval/rejection process. Mr. Childers went on to say that recently-conducted demonstrations clearly determined the software is capable of handling either particular model. The PMO's recommendation, and what he believes is the best business practice, is the centralized approach.

Treasurer Perdue moved to accept the centralized model. Secretary Taylor seconded. Motion carried unanimously.

Mr. Childers next brought before the Board proposed Change Order #2, regarding financial enhancements. He stated that in order to have the necessary time to design/develop and implement the financial enhancements before the "go-live" date, PMO needs direction from the Board concerning the proposed Change Order. Discussion followed regarding the use of credits, versus a Change Order, to offset the financial enhancements.

Treasurer Perdue moved the Board go into Executive Session for further discussion. Secretary Taylor seconded. Motion carried unanimously. The Board went into Executive Session at 3:25 p.m.

The Chair called the regular meeting back to order at 3:45 p.m., noted that no action was taken, and entertained a motion from the Board with regard to the use of credit offsets. Secretary Taylor moved to proceed with the financial enhancements with the understanding that PMO utilize the credit offsets and come back to the Board with a zero-cost Change Order. Treasurer Perdue seconded. Motion carried unanimously.

The Board next discussed proposed Change Order #2, and the option of "pooling" a large number of hours into the Change Order, wherein the hours could be "pulled" from the pool for future enhancements/changes. This would also enable the project to move forward in an efficient, expeditious manner. The Board suggested PMO come back to the Board, within the next few weeks, with a cost estimate of hours and an estimated date when the enhancements/changes are expected to be completed.

The Chair recognized Mr. Childers for the next order of business. He said the vendor has asked PMO to revisit the issue of retainage with the Board. The current contract calls for 15% to be withheld on eligible deliverables, and the vendor is requesting the retainage be changed to 10%. After brief discussion, the Board agreed to take up the retainage issue at a later date.

Mr. Childers, briefly touched on other item updates - - Merridian LCM, the banking card RFP, Board employee update, and the standard travel policy.

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 4:25 p.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair