MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF April 9, 2013

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 April 9, 2013 at the State Auditor's Conference Room, 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 8:42 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:

Cabinet Secretary Ross Taylor – Representing Governor Earl Ray Tomblin
Glen B. Gainer III, State Auditor
Danny Ellis – Representing State Treasurer John Perdue

Also in attendance were:

Todd Childers – ERP Planning Board
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Nancy Pennington – State Auditor's Office
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board (Attendance by Conference Call)
Tom Augustine - CGI
Randy Meek – ISG
Daniel Keene - CGI

II. Approval of Minutes of the March 26, 2013 Meeting

Secretary Taylor moved to approve the minutes of the March 26th, 2013, Enterprise Resource Planning Board meeting, as corrected. Mr. Ellis seconded, and the motion carried unanimously.

III. Discussion of Implementation Issues Related to the ERP Project

Auditor Gainer recognized Todd Childers, OASIS Project Director, who gave the Board an update on the issue of bi-weekly pay. After a recent meeting with the Consolidated Public Retirement Board (CPRB), some concerns were expressed with regard to changing to bi-weekly payroll, and what affect it may have on an individual's retirement calculations. After running several numbers, it is believed the results will be minimal compared to what was originally anticipated. The Project Team is awaiting CPRB's actuaries to confirm this scenario. Mr. Childers conveyed the importance of receiving direction from the Board at their April 25th meeting concerning the bi-weekly payroll issue, in order for the Project Team to stay on track with the design and configuration of the system.

Mr. Childers next updated the Board on OASIS's proposed new facility located on Eagan Street in Charleston. The Team has met with the State Division of Real Estate, who has put out a solicitation for the space. Not only would the move result in an annual savings of $52,000.00 to the State, but the Eagan Street facility has considerable more usable square footage than the current facility on MacCorkle Avenue; 40 dedicated cater-corner parking spaces, in addition to approximately 180 spaces available for lease from the city; and is ADA, handicapped accessible, whereas the MacCorkle Avenue facility is not. Since the proposed move is tentatively planned one month before the first go-live date and five months before the second go-live, it is essential that the facility be move-in ready to minimize disruption to the project. It is anticipated that most of the consultants/vendors will be out of the office during the 4th of July holiday; therefore, the Project Team believes that the timeframe of June 28th through July 8th would be the most appropriate time to move into the new facility.

Secretary Taylor will update the Governor's Office on the proposed new facility, and plans to bring the issue back to the table for the Board's consideration at their April 25th meeting.

Mr. Childers then discussed with the Board the status of the project plans. He believes significant progress has been made since his last update, and that the Project is definitely moving in the right direction. Phase A is now "operationalized" and Phases B through E are being worked on concurrently.

The last implementation issue brought before the board was an update on the change order and the four large-ticket items discussed at the last meeting - - Merridian LCM (Learning Content Management); Preliminary Payroll; a System Edit for Budget/Position Validation; and certain other HR Payroll enhancements. Mr. Childers said ongoing meetings/discussions continue with Legal Counsels to try and formulate the State's exact position on these particular issues, and they anticipate discussing these items with the vendor in the near future, as well as give the Board a more comprehensive and complete update at their next meeting.

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, Secretary Taylor moved to adjourn the meeting, Mr. Ellis seconded, motion carried unanimously. Auditor Gainer adjourned the meeting at 9:35 a.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair