MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF April 25, 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 25, 2013 in 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 11:00 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:

Chief of Staff Rob Alsop – Representing Governor Earl Ray Tomblin
Glen B. Gainer III, State Auditor
Diana Stout – 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
Carrie Chambers – State Auditor's Office
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Tom Augustine - CGI
Randy Meek – ISG
Daniel Keene - CGI

II. Approval of Minutes of April 9, 2013 Meeting

Chief Alsop moved to approve the minutes of the West Virginia Enterprise Resource Planning Board meeting held on April 9, 2013. Ms. Stout seconded, and the motion carried unanimously.

III. State Employee Pay Frequency

Auditor Gainer asked Todd Childers, ERP Project Director, to discuss the next item on the Agenda – State Employee Pay Frequency. Mr. Childers stated that reconsideration on the issue of bi-weekly pay frequency was brought before the Board during their last two meetings. The only issue remaining was previous concerns raised by CPRB. After speaking with Secretary Ross Taylor, it was determined by CPRB there would be minimal, if any, effect on an individual's retirement calculations, and CPRB supports moving to bi-weekly pay. Mr. Childers reiterated the importance of receiving direction from the Board before the end of April, in light of the go-live date of January 1, 2015.

The Board acknowledged their support of changing to bi-weekly pay, particularly from the standpoint of creating standardization of the workforce. Chief Alsop also noted Governor Tomblin's approval to move to bi-weekly pay.

Chief Alsop moved to give PMO consent to move forward with the change to bi-weekly pay. The motion was seconded by Diana Stout and carried unanimously.

IV. New Project Facility Consideration

Auditor Gainer moved to go into Executive Session, as allowed by WV Code §6-9A-4, for the purpose of discussing the new Project facility consideration, Chief Alsop seconded and motion carried unanimously. The Board went into Executive Session at 11:15 a.m.

The Board reconvened its regular meeting at 11:35 a.m. Auditor Gainer confirmed that everything covered in the Executive Session was appropriate based on the motion, and stated that no action was taken during the Session.

Chief Alsop moved to authorize the PMO to begin negotiations on leasing the Egan Street property contingent upon final evaluation of the building structurally; inspection/operation of the HVAC system; roofing/ceiling repairs; any other pertinent repairs to the building that needs to be completed before it can be occupied; and negotiations/agreement with appropriate parties to ensure adequate parking will be available for the facility. This motion will also give PMO authority to execute the new lease at the appropriate time. Ms. Stout seconded the motion which carried unanimously.

V. Discussion of Implementation Issues Related to the ERP Project

Auditor Gainer asked Mr. Childers to update the Board on the ERP Project's implementation issues. Mr. Childers reported there are some additional pay policy standardization opportunities that have been made much easier, in light of the Board's action on pay frequency. PMO plans to bring those before the Board at their next meeting.

The Project Team is working with the Department of Administration (DOA) regarding fixed assets. DOA has authorized some amnesty and cleanup of our current fixed-assets system. There seems to be consensus that our current State Capitalization Policy needs to be revised. PMO anticipates, with the Board's support, mandating a standardization policy with respect to fixed assets and capitalization, as the Project is implemented.

Mr. Childers informed the Board that the proposed travel policy has been reviewed by a large majority of state agencies, and PMO has incorporated input received from various parties regarding the policy.

Next, the Project Team asked for clarification from the Board regarding the Board's previous approval of positions and dollar amounts for individual hires. Mr. Childers asked, with future hires, if PMO has the flexibility within the position level to offer less or more, based on an individual basis, and within a reasonable dollar amount and adequate reserves, to make that decision without coming directly to the Board for authorization. After discussion, the Board came to the conclusion that the only stipulation is PMO will notify Secretary Taylor of any variances.

VI. Unfinished Business

There was none

VII. New Business

Auditor Gainer asked PMO to undertake the interface issues with Higher Education through meetings with the Chancellors, the Policy Commission, representatives from the Governor's Office, any ERP Board member that would like to participate, members of the Legislature, etc. It was decided that the Governor's Office will schedule the meetings to discuss this issue.

VIII. Adjournment

As there was no further business to bring before the Board, Chief Alsop moved to adjourn the meeting, Ms. Stout seconded, motion carried unanimously. Auditor Gainer adjourned the meeting at 11:50 a.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair