MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF MAY 29, 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 May 29, 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 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:

Cabinet Secretary Ross Taylor – Representing Governor Earl Ray Tomblin
Glen B. Gainer III, State Auditor and Acting Chair
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 25, 2013 Meeting

Ms. Diana Stout moved to approve the minutes of the April 25, 2013 meeting. Secretary Taylor seconded. Motion carried unanimously.

III. Update on Status of PMO's Recommended Enhancements

The Chair recognized Todd Childers, PMO Director, and asked that he update the Board on the status of PMO's Recommended Enhancements. As a result of recent negotiations with CGI, Mr. Childers distributed a summary of the four (4) items/concerns PMO discussed with the Board during previous meetings (a copy is attached and made a part hereto).

- The first page summarizes proposals in Change Order #2, for a 0 dollar cost change. In essence, contractually obligating CGI to provide some things the State requires and requesting descoping some items the State no longer needs.

- The top half of Page 2 details enhancements the State no longer needs, and CGI has been directed to stop working on.

- The details of the additional enhancements are listed on the bottom half of Page 2. There are only two items within the new enhancements that meets the threshold of material as previously defined by the Board - - Preliminary Payroll and Budget Position Validation. These are enhancements the State feels is strongly needed, and based on the Board's direction, CGI has begun working on.

- Page 3 details the Contract Value Credit Analysis.

Secretary Taylor asked if all, or a majority of credits negotiated with CGI, have been exhausted. Mr. Childers said all the credits negotiated after the last Board meeting have been exhausted; however, none of the credits were used to bump up the pool of hours. The pool of hours is untouched. To the best of his knowledge, the only other enhancement in terms of size still being considered is the CPMS and would be part of Change Order No. 3. It is also anticipated that Change Order No. 3 will be significantly less than what PMO originally brought before the Board.

Mr. Childers asked for the Board's direction in PMO moving forward with preparation of Change Order #2 with a 0 cost change.

Secretary Taylor moved to proceed with preparation of Change Order No. 2. Ms. Stout seconded. Motion carried unanimously.

IV. Update on New Project Facility Consideration

The Chair recognized Todd Childers. Mr. Childers said work has continued with the Real Estate Division on the 550 Egan Street property. The property owner was notified of all the improvements needed in order for the property to be habitable and meet the State's requirements. After the owner was advised of all proposed improvements that would need to be made to the building, he came back with a higher square-foot rental rate. The original plan was to have all improvements made by the July 4th weekend, and that timetable can no longer be met.

The Board also discussed the location of the Egan Street property in terms of security issues. Safety measures would need to be considered for the safety of the employees, i.e., additional lighting, security guards around the building, and security inside the building's entrance. The Board advised PMO to notify the Real Estate Division to request that Protective Services prepare a security evaluation, in order for the Board to know what the cost will be to adequately protect the employees. The Board reiterated it is not their intention to stand in the way of continuing negotiations, as long as all parties are comfortable with the lease. It was also agreed that the previous motion in the last meeting with regard to the Board's approval for PMO to execute the lease, pending all improvements being completed before moving in, is sufficient for PMO to move forward.

V. Unfinished Business

The Chair moved to the next order of business and recognized Todd Childers. Mr. Childers distributed to the Board "wvOASIS Phase A Deployment Readiness Dashboard Reports" which provides an "at-a-glance" view of an "Agency's readiness for implementation (a copy is attached and made a part hereto). PMO's Enterprise Readiness Team has been working through the Change Leadership Team and the Agency Liaison for that particular agency. As noted on Page 3, there has been significant improvement after this Report was presented to the Cabinet Secretaries the previous week. During that meeting, Chief Alsop asked all agencies who had not submitted the requested information to the Enterprise Readiness Team, to work through him and Secretary Taylor to make sure all pertinent information is submitted in a timely manner.

Mr. Childers next distributed to the Board "wvOASIS Communication Plan – Pay Frequency" (a copy is attached and made a part hereto). He said this draft communication plan was prepared after the Board approved changing to bi-weekly pay at the April 25th meeting. PMO has worked with the three Communication Directors and provided them a draft press release, along with frequently-asked-questions concerning bi-weekly pay, if they would like to utilize it.

The Board briefly discussed proposed changes to the Statue with regard to changing to bi-weekly pay. It was decided that legal staff from all three entities work together to draft the proposed Statute changes to bring before the Board. The Board would then vote on the proposed amendments, and if approved, decide the appropriate time to present them to the Legislature.

Mr. Childers said the last item he would like to get direction from the Board deals with overtime for the Board's employees, excluding PMO management. As the Project continues to move forward, it is expected that several of the Board employees will continue to work in excess of their normal 37.5 work week, without compensation. He is also concerned that the Project will be at risk if we cannot compensate and retain the employees that are currently assigned to the Project. After discussion, the Board suggested PMO prepare a draft plan dealing with this issue for further discussion at the next Board meeting.

The Chair next recognized Daniel Keene, CGI Vice President. Mr. Keene stated that CGI wants to make sure that everyone is on the same page in terms of the Management letter received by CGI several weeks earlier. He noted that CGI has taken action on all four items addressed in the letter, they are continuing very hard to address those with the State's PMO, and progress has been made. Mr. Childers replied that from PMO's perspective, he would agree with Mr. Keene's assessment that the four items specifically mentioned in the letter were addressed, and CGI took them very seriously. They have dedicated resources, and the issue of staffing has been addressed with five additional CGI employees on site this week.

VI. New Business

There was none.

VII. Adjournment

As there was no further business to bring before the Board, Secretary Taylor moved the meeting be adjourned and Ms. Stout seconded. The Chair adjourned the meeting at 11:40 a.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair