MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF August 1, 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 August 1, 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 9:20 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
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Mike McKown – Director, WV State Budget Office
Tom Augustine - CGI
Randy Meek – ISG
Daniel Keene – CGI
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Carrie Chambers – State Auditor's Office

II. Approval of Minutes of May 29, 2013 Meeting

Secretary Taylor moved to approve the minutes of the May 29, 2013, Enterprise Resource Planning Board, as amended. Mr. Ellis seconded, and the motion carried unanimously.

III. Project Status – Phase A, B-E, and Financials

The Chair recognized Todd Childers, PMO Director, and asked that he update the Board on the status of Phase A, Phase B-E combined, and overall Financials of the Project. Mr. Childers said PMO is planning to go-live Monday, August 5th with their Phase A Budget development.

- Hardware for production and secondary date centers are in place and operational;
- Configuration, data conversion, and system preparation activities are complete;
- Test Phases have been successfully completed;

- Training for 333 employees has been completed, and training for over 100 employees enrolled for reports-only training will be provided after go-live;
- All items on system cutover checklist are scheduled to be completed by go-live;
- Commencement of production system supported by SBO;
- Help desk and support organization and operations are in place; and
- A draft press release has also been sent to the Communications' Directors for the Governor, Auditor, and Treasurer's Offices.

Mr. Childers next presented the Board with a "snapshot" of Phases B-E, and explained to them the overall status of each Phase. He mentioned there have been past discussions with the Board regarding the challenges of the project work plan being so voluminous. However, this "snapshot" was pulled directly from the detailed plan which has been fine-tuned and completely operationalized. They also allow PMO to gauge the overall project status according to those plans, and are the primary source of information discussed on a weekly basis with the entire team. This is something that can also be shared with the Board on a more frequent basis.

Mr. Childers reviewed the Project's financial status. He noted the total expenditures as of June 30th were \$50,194,985, and that the Project entered FY 2014 with appropriations balance of \$50,000.000, and a cash balance of approximately \$65,000,000.

The Board briefly discussed Personal Services and Benefits related to the Project. Mr. Ellis asked if there have been previous discussions regarding reimbursements back to the agencies. Mr. Childers said the Board approved PMO to reimburse certain types of positions. There are some agencies that have reimbursement-eligible staff on the project that are not asking for reimbursement; however, those who are eligible and ask for reimbursement will be reimbursed. At this point, PMO has not brought forth a recommendation to the Board to discontinue the reimbursements. Mr. Ellis stated he believes there should be more in-depth discussion by the Board before a final decision is made.

IV. Current Pays to Arrears – Strategies and Options

Mr. Childers stressed how important it is for PMO to receive the Board's decision/direction around the timing and strategy of converting the employees to arrears, hopefully no later than early spring of 2014, in order to do parallel testing for Phase D of the Project. After discussion, there was consensus that PMO will bring their proposal before the Board regarding the terms of timing, how the process will work, the roles at the agency level, and what needs to be maintained centrally. After a decision is reached by the Board, Mr. Childers reiterated the importance of communication outreach, especially to the vast majority of payroll administrators.

V. Unfinished Business – Change Order #2 – Execution of Amendment

Change Order #2 is expected to be executed and signed by all Board members before the end of the week.

VI. New Business- Billing Model and Change Order #3

Mr. Childers said that within the next week a draft of wvOASIS billing model will be sent to the Secretary of Administration and SBO Director for initial review.

PMO is prepared to formulate Change Order #3 for a total of $2,221.497. A portion of the Change Order ($1,898,157) includes software, hardware, implementation services, and CGI contract support required to establish funding agreements with FHWA, and will be direct billed to the Department of Transportation.

The Chair entertained a motion concerning Change Order #3. Mr. Ellis moved to proceed with Change Order #3, not to exceed the preliminary estimate of $2,221.497. Secretary Taylor seconded the motion. Motion carried unanimously.

VII. Project Staffing and Resource Needs

Auditor Gainer moved to go into Executive Session, as allowed by WV Code §6-9A-4, for the purpose of discussing Project Staffing and Resource needs. Secretary Taylor seconded and motion carried unanimously. The Board went into Executive Session at 10:00 a.m.

The Board reconvened its regular meeting at 10:15 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.

VIII. Adjournment

As there was no further business to bring before the Board, Mr. Ellis moved to adjourn the meeting, Secretary Taylor 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