

**MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF August 22, 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 22, 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 12:00 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:

Chief of Staff Charles Lorensen – Representing Governor Earl Ray Tomblin
Glen B. Gainer III, State Auditor
Danny Ellis – Representing State Treasurer John Perdue

Also in attendance were:

Ross Taylor – Secretary, Department of Administration
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
Mike Clair - CGI
Josh Stowers – Treasurer's Office
Jim Fealy, Office of Philip A. Real, PLLC
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Carrie Chambers – State Auditor's Office

II. Approval of Minutes of August 1, 2013 Meeting

Mr. Ellis moved to approve the minutes of the August 1, 2013, Enterprise Resource Planning Board. Chief Lorensen seconded, and the motion carried unanimously.

III. Project Status – Phase A Post Go-Live

The Chair recognized Todd Childers, PMO Director, and asked that he update the Board on the status of Phase A Go-Live. Mr. Childers reported that Phase A successfully went live August 5th. The end user training was very successful, with 93%

trained before Go-Live and 98% trained within two weeks post Go-Live. Presently, 110 of 172 departments (64%) have begun entry of FY15 budgets into the new wvOASIS Budget Development System. A list of agencies that have not begun the budget development will be provided to the Board, the Cabinet Secretaries, Constitutional Officers, and other key stakeholders August 27th. Mr. Childers stated he would rate Phase A as a huge success. The Phase A Team deserves a lot of credit for what they accomplished within a short period of time and also acknowledged Mike McKown, Director of the State Budget Office, for all of his hard work and support during the process.

IV. Strategies and Options – Arrears Conversion Plan

Mr. Childers said that in order to standardize the time between the end of the pay period and when employees receive their pay, the State made the decision to convert approximately 10,000 employees, who are paid current, to one pay cycle in arrears. This standardization will line up those employees with the remainder of the workforce, and is also expected to benefit payroll operations, resulting in a more accurate payroll based on actual hours worked for the entire pay period, as opposed to estimated hours for the second-half of the pay period. As discussed in previous Board meetings, Mr. Childers said the ERP Project Team is recommending the State convert the first pay cycle in February 2014. This will allow the conversion to be completed no later than March 2014, in order to facilitate the parallel testing of the new payroll system with EPICS.

With numerous changes being made regarding payroll, Mr. Childers stressed the importance of open communication/discussion with the State's Payroll Administrators. Several hundred of those individuals will be attending the upcoming State Auditor's Conference in September. With the Board's approval, PMO staff will be available to discuss the Payroll Administrator's involvement in the process of changing their current employees to arrears, offer guidance, and an opportunity to ask questions. The Board agreed this would provide an excellent opportunity for discussions/feedback, and asked that PMO report back after the Conference with their final recommendations.

V. Unfinished Business

- **Temporary Resources for Deployment Readiness/Training** – The Board briefly discussed the RFP requirement for the State to provide end-user training for Phase C and D of the Project. Those individuals were identified early on in the Project as potential trainers who would initially come on board 60% of their time, and eventually 100% once the training activities start. Mr. Childers indicated that correspondence has been sent out by the Secretary of Administration to the affected Cabinet Secretaries informing them of the specific request of their staff

to be assigned temporarily to the project, and asking for their feedback and response regarding the request. Secretary Taylor gave a brief recap of the responses received to date, and indicated that he was still waiting on several of them to reply.

- **Change Orders #2 and #3 Updates** – Mr. Childers said Change Order #2 has been signed and is currently going through the administrative process. Change Order # 3 deals primarily with DOT and the Capitol Project Management System (CPMS), and a draft copy should be available within a few days. CGI would like to see Change Order #3 executed no later than September 30th, since one-third of the effort going into the Change Order will be expended by that date.

VI. New Business

- **Facility Update** – Mr. Childers informed the Board that the Eagan Street lease offer was presented to PMO on August 21st. Based on past discussions with the Board, several conditions were laid out as a prerequisite to the lease. However, most of those were not met in their final offer. PMO has continued to be creative with their current location in terms of office space, parking, etc., and with the Project getting closer to the point where fewer meetings will take place and less space needed, he would recommend to the Board forgoing any further consideration of a new facility. PMO is also in the process of signing a lease with WV State University for 15 classrooms that will be available for use January 1st through December 2014.
- **Project Funding** – PMO met last week with Secretary Taylor, Department of Administration, and Mike McKown, State Budget Office Director. The initial draft of wvOASIS billing model was reviewed; updates were incorporated for allocation methods and billing by department across each of the five phases; a draft of the billing model and finalized billing approach was revised; and a ***draft*** of cash flow analysis from FY2014 through FY2020 was completed.
- **Permanent Resources for Ongoing Support (approve ERP Board Positions – FY'14)** – The Chair entertained a motion from the Board to move into Executive Session to discuss the next item on the agenda relating to personnel issues. Chief Lorensen moved the Board go into Executive Session, Mr. Ellis seconded and the motion carried unanimously. The Board went into Executive Session at 12:45 p.m.

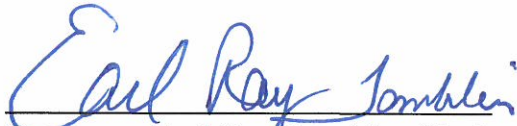
The Board reconvened its regular meeting at 1:10 p.m. The Chair confirmed that everything covered in the Executive Session was appropriate based on the motion, and stated that no action was taken during the Session.

VII. Adjournment

As there was no further business to bring before the Board, Mr. Ellis moved to adjourn the meeting, Chief Lorensen seconded, motion carried unanimously. The Chair adjourned the meeting at 1:10 p.m.

Prepared by:


State Auditor Glen B. Gainer III
Board Secretary


Governor Earl Ray Tomblin, Chair