MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF JANUARY 21, 2014

In Accordance with Chapter 12, Article 6D, Section 1, of the WV Code, a meeting of the West Virginia Enterprise Resource Planning Board (WV ERP) was held on January 21, 2014 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 3:40 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, Acting Chair/State Auditor
Josh Stowers – Representing State Treasurer John Perdue

Also in attendance were:

Todd Childers – ERP Planning Board
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Randy Meek – ISG
Tom Augustine -- CGI
Misty Price – State Treasurer's Office
Jim Fealy, Office of Philip A. Reale, PLLC
Dawn Warfield – State Auditor's Office
Carrie Chambers – State Auditor's Office

II. Approval of Minutes of November 7, 2013 Meeting

Chief Lorensen moved to approve the minutes of the November 7, 2013 Enterprise Resource Planning Board. Mr. Stowers seconded, and the motion carried unanimously.

III. Milestone Progress

The Chair recognized Todd Childers, PMO Director, to discuss the next item on the agenda located under Tab 2 (which is attached and made a part hereof), Milestone Progress of Phases A, B, C, D, and E.

- **Phase A: Budget Development** – wvOASIS data was used to help produce the FY15 Federal Book and Budget Book, however, the Budget document production did not go according to plan, and CGI has been notified of the State's concern. The State is assessing the efforts expended to prepare the FY15 Budget, and CGI is expected to deliver remaining tasks before final retainage release 2 months after final go-live phase. Mr. Childers also noted the good news is OASIS will have the opportunity to go through another complete budget cycle before that time.

- **Phase B: Transportation Asset Inventory (some roadway/traffic assets), Safety Management, Utility Relocation, Right of Way, Maintenance QA Program Pilot** -- All testing has been completed in Phase B, approximately 180 State employees have completed End-User Training, the date of January 31st to go-live was met, and the operations support team is ready. Mr. Childers said a draft press release has been released and the current version before the Board contains input from the Treasurer's Office and the Department of Transportation.

- **Phase C: Core Financials, as of January 13 –** 94% of the 194 test scripts which began October 23rd, have been successfully executed, and 11 scripts (6%) are still being tested or are in re-test. During the system test, 437 incidents were logged and 323 (74%) of the incidents were resolved, with 1 critical and 22 serious incidents remaining open. The integration test began on time, January 8th. Mr. Childers said there were some late development objects that did not delay the system or impact tests, however, he wanted the Board to be aware that the project lowered our entrance criteria. All remaining patches from critical to serious incidents reported must be delivered and re-tested prior to the completion of the February 28 integration test in order to exit the integration test. Phase C is on schedule for go-live July 2014.

- **Phase D: Human Resources and Payroll (as of January 13) - -** Phase D testing is scheduled to begin the end of this month (January). Mr. Childers informed the Board there is still significant work to be completed: completion of Advantage and Kronos configuration; drafting and State review of system test scripts need to be completed; and completion of remaining development (20 of 69 reports, 26 of 26 conversions, 61 of 64 external interfaces, and 18 of 23 internal interfaces to be completed). He noted that the majority of the developers have focused a significant amount of time on Phase C, and may have, to a certain degree, jeopardized the completion and timeliness of the Phase D development object interfaces and conversions. Another concern with Phase D is the massive data collection that does not exist in the legacy systems. In order to meet the critical testing milestones, this effort must be completed in a relatively short time frame. It was also brought to the Board's attention that the Kronos License still remains an open issue. The Phase D December 2014 date is at risk and continues to be reported in a YELLOW status.

- **Phase E: Core Financials for Transportation (from Phase C), CPMS, Statewide Travel, Federal Reciprocity; plus all remaining Agile Components, i.e., Transportation Operation Management (TOM), Fleet, Facilities, Real Estate, Transportation Asset Inventory (TAI), as of January 13 –** Mr. Childers reported that all System Business Process Design Documents have been completed. The design for significant enhancements and System configuration and setup are on schedule. There is some concern that since Agile's resources have been mainly focused on Phase B up to this point, some of the tasks that were schedule to start now by Agile have been delayed. Phase E requires careful alignment since it is scheduled to go live at the same time as Phase D, therefore the December 2014 go-live is at risk and is reported as YELLOW.

IV. Unfinished Business

The Chair recognized Mr. Childers and requested he brief the Board members on the next two items on the agenda under Unfinished Business.

- **Change Order #4**, located under Tab 3 (which is attached and made a part hereof). Mr. Childers stated that Change Order #4 was previously brought before the Board in their November 17th meeting, wherein the Board authorized PMO to move forward. After a brief discussion, Chief Lorensen moved that Change Order #4, as reviewed and approved by legal counsel and presented to the Board, be approved. Mr. Stowers seconded, the motion carried unanimously.

Other Items:

- The Chair recognized Rick Pickens, ERP Planning Board Project Manager, to update the Board on their temporary resource recruiting efforts. Mr. Pickens said of the 18 full-time staff members PMO was originally hoping for to assist in the review of documents for preparation for user-acceptance testing, and eventually become testers and/or trainers, the actual number is probably closer to one-half, possibly two thirds. However, their time commitment with PMO is not what was originally planned. There has been some success in a recent recruitment outreach, and he remains optimistic with their ongoing efforts.

  The Chair next recognized Mr. Childers for an update concerning proposed Legislation and Emergency Rules. Legislation to change to bi-weekly pay has been introduced in both Senate (SB322) and House (HB4150). A draft of the ERP System User Fee Emergency Rule was previously submitted to the Board for review. After some discussion of the dollar amount per FTE, establishing a user fee for the maintenance of the Enterprise Resource System, Chief Lorensen moved the Board approve the filing of Title 213, Series 1, as an Emergency Rule. Mr. Stowers seconded, the motion carried unanimously.

In order to conduct the next order of business, Chief Lorensen moved that the Board convene in Executive Session pursuant to WV Code §12-6D-3(h), which authorizes the Board to do so when necessary to preserve the attorney-client privilege, to protect the privacy interest of individuals, to review personnel matters, to maintain confidentiality when confidentiality is in the best interests of the participants, or as otherwise provided by law. Mr. Stowers seconded the motion, motion carried unanimously. The Board went into Executive Session at 4:10 p.m.

The Board reconvened its regular meeting at 4:25 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.

V. New Business – There was none

VI. Adjournment

As there was no further business to bring before the Board, Chief Lorensen moved to adjourn the meeting. Mr. Stowers seconded, motion carried unanimously. The meeting was adjourned at 4:30 p.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair