

**MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF February 18, 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 February 18, 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:

Ross Taylor – Secretary, Department of Administration
Todd Childers – ERP Planning Board
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Matt Ellison – ERP Planning Board
Mike McKown – Director, WV State Budget Office
Randy Meek – ISG
Mitt Salvagio – ISG
Tom Augustine – CGI
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Carrie Chambers – State Auditor's Office

II. Approval of Minutes of January 21, 2014 Meeting

Chief Lorensen moved to approve the minutes of the January 21, 2014 Enterprise Resource Planning Board, located under Tab 1. 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 (attached and made a part hereof), Milestone Progress of Phases A, B, C, D, and E.

- **Phase A: Budget Development** -- Mr. Childers reported under Phase A: A Federal Book has been created with infoAdvantage for next year; a new form was created to assist agencies with the April Expenditure Estimates; projection scenarios, used by Salary Benefit Forecasting System (SBFS), will be prototyped by CGI; CGI has agreed to provide additional services to support the State in completion of Budget Books for next year's budget cycle; and CGI will deliver remaining tasks prior to final retainage release 2 months after final phase of go-live (March 2015).

- **Phase B: Transportation Asset Inventory (some roadway/traffic assets), Safety Management, Utility Relocation, Right of Way, Maintenance AQ Program Pilot --** Mr. Childers said Phase B went live January 21; training to 180 State end users was completed; the go-live press release was finalized; and there was negligible impact on the Help Desk, however, as more users gain access and more data is loaded, call volumes are expected to increase.
- **Phase C: Core Financials (as of February 12) --** Mr. Childers briefly discussed with the Board the system test results (deliverable 67) approved by the State; the integration test status (January 8 – February 21; key criteria for ‘exiting’ integration test; and key criteria for ‘entrance’ of UAT (February 24 – March 28). He also pointed out that CGI will have 1 month to fix all critical and serious incidents discovered by the State during UAT. The execution of the Cutover Plan (deliverable 34/41/42) begins May 23. State trainers for EUT have been confirmed, and WVSU’s electrical capacity issues must be resolved before classes begin on May 27. Phase C, reported as GREEN, is on schedule for July 8, 2014 go-live.
- **Phase D: Human Resources and Payroll (as of February 12) - -** Mr. Childers discussed the Phase D system test status (January 30-March 26); the pilot and non-pilot data collection efforts that are underway; the Project team’s efforts to refine the Kronos License count; and the December 2014 go-live is at risk, reported as YELLOW.
- **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 February 12) --** Mr. Childers reported with regard to Phase E, the Team is gearing up for system test to be conducted over 3 waves: Wave 1 – begins April 7 for Agile components needed for Phase D (TOM, Safety, Facilities, Fleet) Core financial for DOH, Travel, Reciprocity; Wave 2 – begins June 2 for Agile components (Fleet, Safety) and Financial components (CPMS, FHWA, Inventory); and Wave 3 – begins August 4 for remaining Agile Components (TAI / TOM, Safety, Fleet, Facilities, Real Estate). December 2014 is the go-live target date.

IV. Project Financials -- Mr. Childers next briefed the Board on Project Financials through January, located under Tab 3, and made a part hereof. Mr. Childers also pointed out that the first two of DOT’s commitment of four \$5M installments had been received. DOT has made a partial payment of \$2.5M for the third installment. Half of the year three installment and all of year four’s payment remain open.

V. New Business

- **Data Collection --** located under Tab 4 (which is attached and made a part hereof). Mr. Childers updated the Board on the challenges of collecting the remaining data from the State Agencies as relates to Phase C, Phase D, and the files that are also needed from agencies to conduct comprehensive end-to-end integration testing.

Mr. Childers discussed the urgency of data collection and the need for all agencies to make this a priority. The impact of not having the required data and the risk imposed on the project was communicated. Chief Lorensen recommended picking up the phone and reaching out to the agencies, starting at the top and going down.

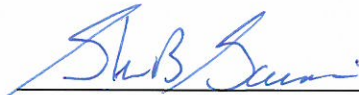
Secretary Taylor said he would also reach out. Mr. Childers mentioned the Dashboard Reports that have been distributed at the Cabinet Secretary's meetings on a regular basis.

VI. Unfinished Business – Other Items (located under Tab 5 and made a part hereof)

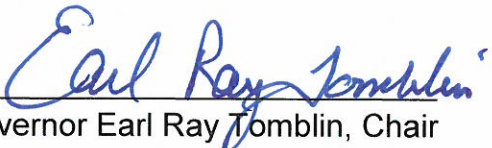
- SB322, move to bi-weekly pay, with arrears conversion added, passed the Senate, and HB4150 to be introduced during the current Legislative Session.
- ERP System User Fee Emergency Rule will be filed once the State Budget Bill is approved.

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 4:50 p.m.

Prepared by:



State Auditor Glen B. Gainer III
Board Secretary



Governor Earl Ray Tomblin, Chair