MINUTES OF THE
WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
MEETING OF April 14, 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 April 14, 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 3:30 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
John D. Perdue – State Treasurer

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
Randy Meek – ISG
Tom Augustine – CGI
Harry Bergstrom - DOT
Keith Chapman - DOT
Dawn Warfield – State Auditor's Office
Michael Sizemore – State Auditor's Office
Carrie Chambers – State Auditor's Office

II. Approval of Minutes of February 18, 2014 Meeting

Chief Lorensen moved to approve the Minutes of the February 18, 2014 Enterprise Resource Planning Board, located under Tab 1. Treasurer Perdue seconded, and the motion carried unanimously.

III. Systems in Production

The Chair recognized Todd Childers, PMO Director, who discussed the next item on the Agenda located under Tab 2 (attached and made a part hereof).

- **Phase A: Budget Development** – Reports have been created which will assist in reconciliation of recommended and proposed budget amounts; Interfaces between budget development and financial system were tested; budget year-end rollover procedures were created and tested; and training on new form created to assist agencies with the Expenditure Estimates has been delivered.

- **Phase B: Agile Components --** Updated Configuration Documentation and User Documentation have been submitted for signature and will be approved before initial one-third retainage is released.

IV. Implementation Progress Against Milestones

Mr. Childers continued his overview of the next Agenda item located under Tabs 3, 4, and 5 (attached and made a part hereof).

- **Phase C: Core Financials (as of April 9) –** System test results (deliverable 67) approved with exceptions to script execution; Integration test ongoing beyond scheduled completion date of 1/8 - 2/21; State's User Acceptance Test (UAT) began with exceptions to 'entrance' criteria scheduled 2/24 – 3/28; Clean end-to-end mock conversion scheduled for week of May 5th and is essential before go/no go decision; Execution of Cutover Plan begins May 23; Preparations for End User Training tracking on schedule, with classes to begin May 27th; July 8, 2014 go-live on schedule; and risk mitigation in development for mock conversion.

- **Phase D: HR/Payroll (as of April 8) –** Mr. Childers updated the Board on the System test status (January 30 – March 26); the parallel test plan has been submitted and reviewed by the State; the State is preparing for start of mock 1 conversion, integration test and first parallel test; and the December 2014 go-live remains at risk.

- **Phase E: Remaining Advantage and Agile Components –** The Team is gearing up for system test which will be conducted over 3 waves; Entrance criteria for wave 1 system test is in process; Development has been prioritized across the 3 waves; and December 2014 is the go-live target date.

V. Project Financials

The Chair recognized Mr. Childers and requested he brief the Board on the next Agenda item – Project Financials, located under Tab 6 (attached and made a part hereof). With regard to the project financials through the end of March, there have been no significant changes. The spend continues to be almost entirely with either our main vendor or consulting partners. He pointed out the other categories are relatively small with the exception of Personal Services, which not only covers Board employee salaries, but also reimbursement to agency staffing who have been assigned to the Project.

VI. New Business – DOT's Requested Change

The next item on the Agenda under New Business is the Department of Transportation's (DOT's) Requested Change, located under Tab 7 (attached and made a part hereof). Mr. Childers stated the Department of Transportation has requested a change from the implementation of their 6.9 version of AgileAssets to the newer version of 7.0.

Some anticipated benefits of the proposed Phase E Scope Adjustments are: provides for a user interface that is easier to use and reduces the path to improved productivity; minimizes the conversion effort with go-live start of FY16; provides for the year-end close out of REMIS; and provides the most common path for bringing up FHWA billing. The State will also have added time to prepare for and deliver End-User Training to a larger user population; will allow for stabilization of Phase C core financials over 12 months vs 6 months; and provides additional 6 months to deliver integration between Agile and Kronos, reducing risk for Phase D.

Chief Lorensen moved that the ERP Board accept DOT's request and the wvOASIS PMO's recommendation which provides the time required to accommodate an AgileAssets software version upgrade, and a Phase E.2 implementation date extension to July 1, 2015. This motion includes an agreement in principle to accept the associated costs from page 10 of the April 14, 2014 Board Materials which total up to $6,647,013, on the condition that DOT will be responsible for reimbursing the wvOASIS project up to this amount, and to pay as costs are incurred by the project, with payment details to be reflected in a Memorandum of Understanding between the ERP Board and WVDOT. Other minor additions and deletions as included in the itemized cost sheet within the backup Board materials will also be processed as part of Change Order #5 to the CGI contract. Treasurer Perdue seconded, and the motion carried unanimously.

VII. Unfinished Business

The Chair asked Mr. Childers to discuss the next two items located under Tabs 8 and 9 (attached and made a part hereof):

- **Data Collection** -- With regard to the remaining data collection in Phase C, Mr. Childers stated the impact of not having the data submitted and electronically converted would result in significant inefficient manual processing from the agencies, in order to process important transactions. Data is also required for mock conversions and parallel testing for Phase D. Interface files are also needed from agencies to conduct comprehensive end-to-end integration testing.

- **Other Items:** (1) -- The follow up with agencies requesting disproportionate numbers of additional Kronos Supervisor Licenses has been completed. The Kronos Enterprise License offer is being evaluated, and a recommendation will be brought before the May 19th ERP Board meeting; (2) -- The arrears conversion and bi-weekly pay communication plan will be executed by the State Auditor's Office; and (3) – The ERP System User Fee Emergency Rule has been filed with the Secretary of State's Office and Legislative Rule-Making.

VIII. Adjournment

As there was no further business to bring before the Board, Chief Lorensen moved to adjourn the meeting. Treasurer Perdue seconded, motion carried unanimously. The meeting was adjourned at 4:20 p.m.

Prepared by: Glen B. Gainer

State Auditor Glen B. Gainer III
Board Secretary

Earl Ray Tomblin

Governor Earl Ray Tomblin, Chair