

MINUTES OF THE WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD
FEBRUARY 4, 2015

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 4, 2015 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 11:30 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:

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 – Department of Administration
Todd Childers – ERP Planning Board
Fred Thomas – ERP Planning Board
Rick Pickens – ERP Planning Board
Randy Meek – ISG
Tom Augustine – CGI
Daniel Keene – CGI (via telephone)
Misty Price - State Treasurer's Office
Lisa Hopkins – State Auditor's Office
Dawn Warfield – State Auditor's Office
Lora Dyer – State Auditor's Office

II. Approval of Minutes of September 30, 2014 Meeting

Chief Lorensen moved to approve the Minutes of the September 30, 2014 Enterprise Resource Planning Board meeting, located under Tab 1 (attached and made a part hereof). Josh Stowers seconded, and the motion carried unanimously.

III. Phase D Update

Auditor Gainer, Acting Chair for Governor Tomblin, recognized Todd Childers, PMO Director, who discussed the next item on the Agenda located under Tab 2 (attached and made a part hereof).

- **Phase D: Wave Deployment** - Implementation for Phase D has been changed from big-bang to a multi-wave deployment in four waves. Each wave is scheduled to GO LIVE with the first day of the first pay period at the start of the quarter: Q2 (March 14), Q3 (June 6), Q4 (September 12), and Q1 2016 (December 19). There are 33 departments participating in the first wave. Currently, the plan for wave one will deliver the system to those departments meeting the readiness criteria. If the Department of Transportation (DOT) is unable to participate in wave one, it will become the sole focus of the next immediate deployment after wave one. DOT will be evaluated every subsequent pay period due to the impact of its GO LIVE with Phase D and timing of Phase E. The project team is currently assessing overall agency readiness to determine who falls in each subsequent wave. Kronos pre-production is up, HRM is up, and agencies are utilizing and maintaining their data in the system.
- **Phase D: Progress Against Milestones** -- User Acceptance Testing (UAT) is in the third and final cycle for wave one agencies. To date, 34 of 42 scripts are complete. Efforts are focused on the 158 critical/serious incidents that remain open. The latest parallel test (3.1 January 28) compared semi-monthly gross and net pay between EPICS and wvOASIS with 94.4% accuracy. Several parallel results, test procedures and cycles are up coming. Results have not yet been received for the parallels

4-6. Agencies are now entering and approving time into Kronos which is the source of information the Advantage system utilizes to calculate payroll. Performance testing is underway and going very well. Critical interfaces are required for GO LIVE; twenty-nine (29) are scheduled to be certified February 25. End user training plan has been revised to address wave one population and will require 5 weeks of training and 8-10 weeks to train personnel from the 33 departments. Training is currently postponed to allow the system time to be truly ready. The State has been conducting Money Matters Workshops to help employees transition to bi-weekly pay and budgeting. DOT has had numerous workshops for their employees and we have received positive feedback in regard to the program.

- **Phase D: Wave one Readiness Scorecard** – The scorecard is an overall attempt by the project team to quickly identify what we determine to be our readiness breakdown across system, business process and overall department readiness. System readiness addresses issues such as: Have we completed all scripts for cycle three (3) of UAT with critical/serious defects closed; can jobs be executed in the payroll cycle within a seven-day business window; can we confirm payroll through labor distribution posting and third party disbursement processing; and, have all of the interfaces needed for GO LIVE been certified. ERP operational readiness determines if the help desk is staffed and trained, support team has been established, makes sure job schedules and timing has been defined and handles all patches applied to production environment. Data readiness requires making sure all positions and employees have been verified, leave balances are current as of March 16 and that the time input begins on March 1. Two consecutive clean payrolls will be needed with 99% accuracy in Parallels 4, 5 and 6. Department and employee readiness will verify that new business processes have been established, system users are in the correct role with appropriate security, end users are enrolled in training, appropriate browsers have been installed, and the help desk call routing is established.
- **Phase D: System Readiness Scorecard** – Mr. Meek detailed the scorecard dealing with software and the overall readiness of the system in regard to functionality, integration, external interfaces and payroll window. The team is working on ten integration touch points between advantage and Kronos. Seven of the twenty-nine external interfaces are ready; the rest should be finished by February 25th. Payroll needs to be executed seamlessly in seven days but is not quite there yet.
- **Phase D: Business Process Readiness Scorecard** – Mr. Meek gave a quick overview of the business process. It is important we take into consideration issues such as multiple appointments, particularly Higher Education, and people who work two jobs.
- **D: Wave one Department Readiness Scorecard** – 8,495 people in the staging environment across thirty-three departments. System is not quite ready to begin training at this point. The Chair requested updates be given on the scorecards as part of its weekly report.

IV. **Phase E: Progress Against Milestones**

The Chair recognized Todd Childers, PMO Director, who discussed the next item on the Agenda located behind Tab 4 (attached and made a part hereof). The PMO has met with DOT leadership and they are starting to notice resource constraints. The system test has been completed and interface testing will begin next week. UAT is scheduled for April – May and FHWA certification is scheduled for June. Right now, the GO LIVE date is scheduled for July 1.

V. **Executive Session**

The Chair moved that the Board go into Executive Session to discuss contractual issues. Chief Lorensen seconded and the motion passed unanimously. Following the Executive Session, the meeting was resumed. No action was taken by the Board.

VI. Unfinished Business

The Board delivered a signed letter to CGI reiterating the fact that we have gone to a wave approach and the contract must once again be amended. When it is clear to the State what changes need to be made in that amendment, the Board will be willing to proceed.

VII. New Business

The Chair recognized Dawn Warfield to discuss the purchase of Kronos licenses. The Board needs to add approximately \$234,000 to the purchase order to cover 3,000 Kronos manager licenses. Mr. Meek expressed the importance of doing so by September 30th of this year in order to be able to lock in the price per unit through March 2017. Chief Lorensen moved to proceed with Change Order #7 which will cover changes to the Kronos portion of the contract and Agile Assets. Josh Stowers seconded and the motion carried unanimously.

Josh Stowers stated that with the ceasing of the billing of the transaction fee around July, Fund 1329, which is the Treasurer's Office IT fund, has gradually depleted. This is putting the office at risk regarding issues of software expansion, networking needs, and other IT Department needs at the Treasurer's Office. If impacted negatively, this inherently affects much of State Government. Mr. Stowers moved to transfer \$12 of the \$200 per FTE charge by wvOASIS to the Treasurer's Office Fund 1329. The motion died for lack of a second.

Chief Lorensen moved that the Board adopt a resolution stating that it recognizes conversion to wvOASIS and the resulting changes in various fees collected under the former system, including FIMS, has caused financial hardship to the Treasurer's Office and the Board is committed to work cooperatively to address these matters. Josh Stowers seconded and the motion carried unanimously.

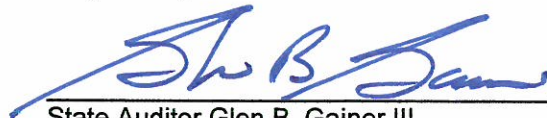
VIII. Comments from the Public

No comments were received.

IX. Adjournment

As there was no further business to bring before the Board, the Chair moved to adjourn the meeting. Chief Lorensen seconded and motion carried unanimously. The meeting was adjourned at 1:30 p.m.

Prepared by:



State Auditor Glen B. Gainer III
Board Secretary



Governor Earl Ray Tomblin, Chair