

MINUTES OF THE WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD

May 5, 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 May 5, 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 1:00 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:

Jason Pizatella – 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
Daniel Keene – CGI (via telephone)
Mike Clair – CGI
Dawn Warfield – WVSAO
Lisa Hopkins – WVSAO
Lora Dyer, WVSAO
Misty Price, Treasurer's Office
Mike McKown, State Budget Office
Jim Fealy, Law Office of Phil Reale representing CGI

II. Approval of Minutes of April 7 & 21, 2015 Meeting

Josh Stowers moved to approve the Minutes of the April 7 & 21, 2015 Enterprise Resource Planning Board meeting. Jason Pizatella seconded, and the motion carried unanimously.

III. Phase D Update

Auditor Gainer, Acting Chair for Governor Tomblin, recognized Todd Childers, who discussed the next item on the Agenda.

- **Phase D: Readiness Scorecard** – The only items still red are increment pay and quarterly and annual tax reporting. Progress has been made this week and we expect that both items will be green or yellow. At that point there will be no red left on the Readiness Scorecard and we will continue to work on the yellow. Comparison of Parallel 6 & 7 shows good progress as there are 1,300 less bad checks. The Board understands why issues are occurring with most of it going back to DOH not utilizing activities reports to note their upgrades. Clearly we are not at the 99% benchmark that

was set but we do think the results are predictable and understand why they are occurring.

- **Phase D: Department Readiness** – Each Wave 1 department will be provided a readiness checklist to help ensure their readiness. They must ensure employees are being trained and they have set up internal communications on how they want questions to percolate up. One department that is concerning is General Services because only about 50% of their employees showed up for training. DOH is the other but we are aware of situations they are claiming they misunderstood.

IV. Phase D Cutover Execution

We are meeting on an every other day basis getting prepared for various cutover readiness activities and everything is going well. We are moving as if we anticipate a complete go-live of all departments in Wave 1.

V. Next Steps

The Board needs to complete readiness for the system, business processes, Wave 1 departments & ERP Board support organization; A support staff plan needs to be finalized for Wave 1 departments before go-live; Select agencies and timing for waves 2, 3 & 4; Finalize implementation staff plan for subsequent waves; Obtain Board direction regarding amendment #7; Need to meet with DHHR to address concerns of they have.

VI. Executive Session

Jason Pizatella moved that the Board go into Executive Session to discuss contractual issues. Josh Stowers seconded and the motion passed unanimously. Following the Executive Session, the meeting was resumed.

VII. Adjournment

Jason Pizatella moved the meeting be recessed until 2:00 p.m. on May 12, 2015. Josh Stowers seconded and the motion carried unanimously.

MINUTES OF May 12, 2015 RECONVENED MEETING

The Enterprise Resource Planning Board (WV ERP) meeting reconvened on May 12, 2015 in the State Auditor's Conference Room, Capitol Complex, Charleston, West Virginia. The meeting was chaired by Auditor Glen Gainer in the Governor's absence, and called to order at 2:00 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:

Jason Pizatella – 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
Mike Clair – CGI
Dawn Warfield – WVSAO
Lisa Hopkins – WVSAO
Lora Dyer, WVSAO
Misty Price, Treasurer's Office
Jim Fealy, Law Office of Phil Reale representing CGI
Phil Reale, Law Office of Phil Reale representing CGI
Dan Durbin, WVU
John Campbell, WVU
Todd Witter, WVU
Rob Alsop, WVU
Gary White, Marshall
Mary Ellen Heuton, Marshall

II. Higher Education

WVU and Marshall are asking consideration to take a different path than wvOASIS HR/Payroll. Each has their own systems with different functionalities and requirements. Option one would allow Higher Ed to opt out of wvOASIS for HR/Payroll. Option two would allow them to work with wvOASIS and create interfaces to communicate with the system. WVU believes it will be able to populate the State's data warehouse, interact with the Auditor and Treasurer's Office to meet the Constitutional statutory requirements and still be able to go through the process of writing its own checks. WVU is willing to build the interfaces needed, which would eliminate work that needs to be done to the wvOASIS system to set up for the functionalities that they need to perform. WVU is confident that this can be done by the end of the year if the two technical teams get together soon to evaluate the project. WVU is committed to doing to bulk of the work but there must be interaction so that there is a collective understanding on how it impacts the system.

There is concern with capacity issues in the system and what impact it may have because was not envisioned in the initial design of the system. If additional costs are incurred the Board will likely seek financial assistance from the Universities.

Jason Pizatella moved that the Board authorize the PMO to begin negotiations with WVU and Marshall University towards discussions as outlined in the correspondence from the two institutions as it relates to HR/Payroll Phase D. Josh Stowers Seconded and the motion passed unanimously.

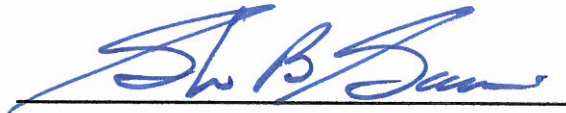
III. Executive Session

The Chair moved that the Board go into executive session for contractual discussion. Jason Pizatella seconded and the motion carried unanimously. No action was taken.

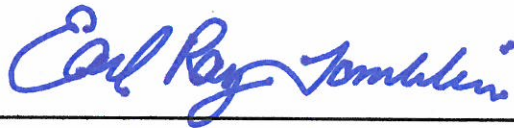
IV. Adjournment

As there was no further business to bring before the Board, Jason Pizatella moved to adjourn the meeting. Josh Stowers seconded and the motion carried unanimously. The meeting adjourned at 4:45 p.m.

Prepared by:

A handwritten signature in blue ink, appearing to read "Glen B. Gainer III", written over a horizontal line.

State Auditor Glen B. Gainer III
Board Secretary

A handwritten signature in blue ink, appearing to read "Earl Ray Tomblin", written over a horizontal line.

Governor Earl Ray Tomblin, Chair