

MINUTES OF THE WEST VIRGINIA ENTERPRISE
RESOURCE PLANNING BOARD
August 5, 2015

In Accordance with Chapter 12, Article 6D, Section 1, of the West Virginia Code, a meeting of the West Virginia Enterprise Resource Planning Board (WV ERP) was held on August 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 12:30 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:

Charlie Lorensen – Representing Governor Earl Ray Tomblin
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
Tom Augustine, CGI
Mike McKown, State Budget Office
Dawn Warfield, WVSAO
Andrea Bower, WVSAO
Misty Price, WVSTO

II. Approval of Minutes of May 22, 2015 Meeting

Josh Stowers moved to approve the Minutes of the May 22, 2015, Enterprise Resource Planning Board meeting. Charles Lorensen seconded, and the motion carried unanimously.

III. Phase D: Wave 1 Production Status

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

- Phase D: Wave 1 in Production - Productions went live May 16, 2015, with approximately 8,900 employees; processed five biweekly payroll cycles that included summer temporary employees, three of which also included holidays; successfully processed annual increment for almost 6,000 employees. System is operational and very stable. Issues included accrual, workflow, and taxation for the annual increment pay. These issues have been taken care of and the PMO feels comfortable with the lifecycle for Wave 1 participants.

The Board suggested creating a standard message with a visual aide to better illustrate the changes to pay checks due to conversion to biweekly pay and that employee pay is the same as bimonthly, as has been verified by the Department of Labor.

IV. Phase D: Implementation Status

- **Scope and Progress** – Go LIVE target date for Wave 2 is November 14 and includes 120 departments and approximately 27,000 employees. Contingency plan is to GO LIVE first payroll of two to six which starts December 11, 2015. UAT planning and tester training is complete and over 50 testers secured. UAT includes three test cycles and will test functionality not included in Wave 1. Wave 2 timekeepers will be trained in August 2016 and pre-production will be activated August 22nd. There will be six biweekly cycles to practice time entry and approval. A minimum of three parallel tests will be executed with time from Kronos pre-production. The data team will continue to assist departments with data cleanup. Business process workflow and implementation planning outreach sessions are in process for Wave 2 and end user registration will begin late August with seven weeks of classroom instruction beginning in September 2016.
- **Implementation schedule** - The PMO distributed a handout outlining a tentative schedule for training, data entry, and testing.
- **System Readiness Scorecard:** The Board will utilize the same type of readiness scorecard to outline to track readiness and progress toward the GO LIVE date as in Phase D.

V. Phase E: Implementation status

- **Status Update** – Integration testing completed July 17th with the following exceptions: CA & CA2 interfaces; Transportation Operations Management (TOM); TOM long term leave, integration with facilities worksite, military leave, field data collection, and LRS interface. UAT testing is underway with a target start date of late September. Software testing shows a low number of defect, review and approval of training material, development of UAT scripts, conversion of Mock 2 data, prepare testers and test environment. ID and setup of user roles and associated security, development and testing of reports. Personnel updates made in the last 60 days. DOT requests ISG to assume the role of phase lead effective July 1. DOT assigned dedicated phase lead, training lead, and business process lead. DOT requests addition of FHWA resource from ISG. They will provide organizational charts filling the remaining open positions.

VI. New Business

The board was asked to put the Greenebrooke Building consideration on the agenda. The proposal is for the ERP Project to move into that facility July 2016. Evaluation is being done to see if we would need the amount of space currently occupied by the Insurance Commission. Additionally, the financial metrics shows the cost is relative close to where we're at right now. We are evaluating the staffing and the model our board envisions for our support organization once we're up live and operational. Providing support to all phases will drive some of these considerations in terms of the actual square footage that we will need.

The West Virginia State University lease expires at the end of 2015. We have had communication with DOH and they do not believe that they will need that facility for their Phase E training as they already have a room dedicated for their UAT and we've actually provided them computers. We've supplied some of their technology for their UAT and training facility here on campus. Our plan is to not extend that lease with WVSU past the end of this calendar year.

The board needs to reach out to WVSU and check on payment for the usage fee.

VII. Unfinished Business

To date, 97-98% of the user fee has been collected which is very good. Billing for the FY2016 usage fee will be done in October and will also include any additional Kronos licenses above each agency's allotment. Analysis of last year's numbers indicates an increase of 1,000 full time equivalent employees since we did the billing snapshot. The PMO will be meeting with WVU and Marshall trying to help work through issues. Reminding the Board that MU and WVU will be operating out of OASIS for payroll, and at this point both think dates on the established timeline will be difficult to meet.

Another issue is how the board is going to handle payrolls for Marshall and WVU. Some payroll functions are statutorily a responsibility of the State Auditor and may not be delegated out; such as, garnishments and collection of taxes. Both will need to provide access to that information but right now the big concern is getting them up and running by the end of the year, which is not likely at this point. This will cost the Auditor's Office \$750,000 in operating system licenses to keep EPICS in order to process their payrolls.

VIII. Executive Session

Josh Stowers moved that the Board go into Executive Session. Chief Lorensen seconded, and the motion passed unanimously. Following Executive Session the meeting resumed. No action was taken by the Board.

IX. Adjournment

As there was no further business before the Board, the Chairman moved to adjourn the meeting. Chief Lorensen seconded and the motion carried unanimously.

Prepared by:

State Auditor Glen B. Gainer III
Board Secretary

Governor Earl Ray Tomblin, Chair