

**MINUTES OF THE WEST VIRGINIA ENTERPRISE
RESOURCE PLANNING BOARD
September 29, 2016**

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 September 29, 2016, in the Governor's Cabinet and Conference Room, Building 1, Suite 10, 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 Lisa A. Hopkins, and called to order at 11:00 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:

Gale Given – Representing Governor Tomblin
Lisa A. Hopkins – State Auditor
John Perdue – State Treasurer

Also in attendance were:

Josh Stowers, Treasurer's Office
Todd Childers, ERP Board
Fred Thomas, ERP Board
Rick Pickens, ERP Board
Randy Meek, ISG
Tom Augustine, CGI
Daniel Keene, CGI
Jeff Waybright, WVSAO
Lora Dyer, WVSAO
Michael Sizemore, WVSAO
LeaAnn Richards, WVSAO
Barbara L. Wolfe, WVSAO

II. Approval of Minutes of April 13, 2016 Meeting

Gale Given, Governor's Office, made a motion to approve the Minutes of the April 13, 2016 meeting and Treasurer Perdue seconded the motion. The motion carried unanimously.

III. Phase D and E Discussion

Todd Childers discussed the status of the Marshall University Go-Live, stating that Marshall University has targeted the October 29 to November 11 pay period to Go-Live under the CPRB Interfacing method. Mr. Childers explained that date would provide for the first check on November 25 and would result in 21 semi-monthly and 3 biweekly payments during the calendar year.

Auditor Hopkins' asked where they were in the process.

Mr. Childers indicated that the team was conducting weekly calls with Marshall University to review the agreed upon Readiness Checklist and that currently 23 of the 52 criteria being tracked were "complete", leaving the remaining 29 items "open". Mr. Childers went on to further state, "...We do not believe we are tracking to the targeted Go-Live dates and that payroll payments will most likely need to continue from EPICS."

West Virginia University and Marshall University questions:

Treasurer Perdue asked: "You won't Go-Live unless there is approval by the Board?"

Mr. Childers indicated that the project team will continue to work with both Marshall University and West Virginia University to complete the Readiness Checklist and provide updates to the Board Members, but that the project team would not take either institution live without the Board's authorization.

A Marshall University spokesperson stated that they will continue to work on the Readiness Checklist with the Treasurer's Office and Auditor's Office to complete the remaining open items.

Next Topic: Wave 3 Implementation.

Todd Childers explained that the final wave includes all of DHHR, State Police, Juvenile Services, Sanitarians, PSC, Senate, House, Joint Expenses, and Supreme Court which totals 11 departments and approximately 9,800 employees. Mr. Childers noted that User Acceptance Testing was underway and that some configuration changes were going to be required for the Wave 3 entities. He also noted that parallel test results would be the best indicator of the Wave 3 overall readiness.

Mr. Childers also stated that the disposition of the Supreme Court really needed to be addressed before the end of the year.

Gale Given asked what the Board was going to do about the Supreme Court.

Mr. Childers said that the solution would have to be discussed with the Supreme Court itself and stated the following points: The Court could be included in the bi-weekly cycle processing with the final wave; included in wvOASIS under a separate semi-monthly cycle; or, remain out of wvOASIS.

Auditor Hopkins asked if there had been any communication with the Supreme Court.

Mr. Childers confirmed that the project team had been in contact with the Supreme Court and that there are state code sections that direct either a monthly or semi-monthly pay frequency for certain Court employees. Additionally, Mr. Childers indicated that the Court has been very consistent in its strong opposition to using the KRONOS time and leave system. When Auditor Hopkins asked who wvOASIS was working with, Mr. Childers responded by telling her they had been in contact with payroll and Steve Canterbury. He also stated that they hadn't talked to them in the past couple of months.

Next Topic: Phase E

In May, the Department of Transportation ("DOT") suspended testing due to a number of challenges causing them to put on the brakes and they are working to identify gaps in Phase E to suspend maintenance analysis. The Project team as currently staffed, coupled with the ongoing Phase D work is not able to support this Phase.

Auditor Hopkins asked if there were an alternate solution.

Randy Meeks stated that the DOT is looking at alternative support options by setting up a separate governance model. The DOT has established a separate steering

committee and they are funding the committee and have an executed MOU with the Board.

Treasurer Perdue asked how it matched up with other systems and stated that the purpose of the ERP Board was for everyone to be under one system.

Tom Augustine stated that the current CGI/Agile Assets proposed solutions does work and only requires some minor adjustments for everyone to be under one system.

IV. New Business – Amendment 8

Todd Childers addressed a proposed Amendment 8 to the CGI contract converting value associated with certain remaining Phase E deliverables into hours needed to complete the final wave of Phase D. The deliverables are converted to 10,979 CGI hours and 1,496 Kronos hours. Mr. Childers stated that Amendment 8 is a zero (0) cost change order which suspends CGI's involvement in Phase E and establishes the Go-Live date for the final wave of Phase D as May 23, 2017.

Auditor Hopkins asked if these hours were sufficient and necessary to complete the final wave of Phase D.

Mr. Childers answered that the team has reviewed the projected resource staffing plan and are confident that these hours are sufficient. He further stated these hours will ensure we have the necessary CGI and KRONOS staffing to complete Phase D.

Auditor Hopkins asked whether it would not be possible to complete payroll if we do not get these hours and Mr. Childers offered that the hours were necessary to complete the final wave.

Auditor Hopkins asked if there were questions, comments or motions regarding Amendment 8.

Treasurer Perdue moved that Amendment 8 be adopted with no cost conversion from Phase E deliverables to Phase D.

Gale Given seconded the motion.

Auditor Hopkins asked if there were any discussion, changes or amendments.

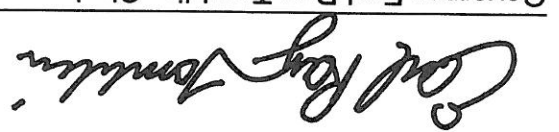
Hearing none, the vote was called and passed unanimously.

V. Adjournment

As there was no further business before the Board, the Treasurer moved to adjourn the meeting. Gale Given seconded, and the motion carried unanimously. Meeting adjourned at 11:32 a.m.

Prepared by:


State Auditor Lisa A. Hopkins
Board Secretary


Governor Earl Ray Tomblin, Chair