MINUTES OF THE

WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD

April 18, 2017

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 April 18, 2017, in the State Auditor's Conference Room, Building 1, Room W-100, 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.

I. Call to Order and Roll Call of Members

The meeting was chaired by Auditor John B. McCuskey, and called to order at 1:44 p.m. A roll call was taken with a quorum present consisting of the following Board Members:

Jason Pizatella - Representing Governor James C. Justice, II
John B. McCuskey – State Auditor
Josh Stowers – Representing Treasurer John Perdue

Also in attendance were:

Kent Hartsog, WVSAO
Fred Thomas, ERP Board
Rick Pickens, ERP Board
Randy Meek, ISG
Tom Augustine, CGI
Greg Bailey, WVDOT
Ted Cheatam, PEIA
Matt Ellison, ERP Board
Mo Badre, Dataview
Lisa Hopkins, WVSAO
Jeff Waybright, WVSAO
Cathy Hart Price, WVSAO
Lea Ann Richards, WVSAO

II. Approval of Minutes of February 10, 2017 Meeting

Jason Pizatella made a motion to approve the Minutes of the February 10, 2017 meeting. Josh Stowers seconded the motion. The motion carried unanimously.

III. Phase D Update

Topic: Wave 1 and 2 Outstanding Issues

Kent Hartsog advised that CGI was working to fix system edits that have existed since Wave 2. There are patches in place, but issues still exist. In response to a question the Board posed at the previous meeting, Mr. Hartsog stated manual checks show a decrease from 125 to 9 with Department of Highways and Division of Natural Resources making the most requests.

Next Topic: Wave 3 Status

Mr. Hartsog discussed the Wave 3 implementation progress and summarized that Wave 3 was on schedule and doing well. Wave 3 target go-live date is May 13, 2017. Normal tasks of training, payroll communications, and workshops have been ongoing with the different departments. Extra testing has occurred with the State Police and if there are any problems with them coming on-line he will advise the Board. The rest of the departments are in line and the 3rd set of parallel tests are in process with results available later this week.

Next Topic: West Virginia University and Marshall University Status

Mr. Hartsog stated that West Virginia University and Marshall University are set to go-live before the end of the year. Marshall University will go-live on August 19, 2017 and West Virginia University on September 16, 2017. Both institutions are engaged in the normal activities and working on getting their programming right. Memorandums of Understanding have been executed with the West Virginia State Auditor's office and the State Treasurer's Office.

Jason Pizatella asked if the Treasurer's office was still working on their Memorandums of Understanding with West Virginia University and Marshall University. Mr. Stowers advised that they were still working with the institutions and Lisa Hopkins confirmed that Misty Price was waiting on the finalization of the checklist.

Next Topic: Wave 3 Post Go-Live

Mr. Hartsog advised that PEIA Health and Life premiums will be changing from twenty-six deductions to twenty-four deductions per plan year. This will save administrative time for PEIA and payroll. The 2 months a year that have 3 paydays will not have the PEIA deductions. PEIA agreed to lead the communication effort as the roll-out will be the first bi-weekly check in FY2018. Mr. Cheatam was present from PEIA for any questions.

Next Topic: Project Management: JIRA

Mr. Hartsog next addressed the new process in place to identify and monitor the status of JIRA tickets (problem/error items in the system). CGI and state project management are each assigned to review the top 15 tickets daily and then meet for discussion and resolution weekly. As the tickets are resolved they are removed from the list. The project would like to begin work on enhancements when Phase D is completed.

Next Topic: Phase D Knowledge Transfer

A Knowledge Transfer Plan has been prepared by the wvOasis group and the plan is approximately 90% complete. Segments of the plan are being implemented. Mr. Hartsog advised that state resources have been identified in areas where processes are currently being performed by contractors. There are currently 2 open positions that need to be filled. Matt Ellison is in the process of filling them. It may be determined later that due to a specific skill-set or staff turn-over additional positions need to be filled. Currently identifying state resources from the Auditor's Office and Treasurer's Office who can assist wvOasis in their current positions and potentially eliminate need for additional staffing.

Auditor McCuskey confirmed staffing needs of 2 positions and Mr. Hartsog advised that Matt Ellison has resumes. They are looking at combining the Auditor's helpdesk and the wvOasis helpdesk to eliminate the duplication of effort.

IV. Financial Update and Project Cash Flow and V. ERP Project Management

Topic: Project Management: CGI

Mr. Hartsog confirmed that there were 2,047 remaining CGI hours as of April 1, 2017, as a result of Amendment 8 to complete the final wave of Phase D. There are also 1,268 Kronos hours that need to be converted to CGI hours. They are currently working on finalizing Amendment 9 to convert remaining Kronos hours to CGI hours prior to July 31, 2017. The pool of hours is forecasted to be depleted in July or August of 2017. They are looking at a continued future relationship with CGI and once the information is together a recommendation will be put before the Board.

Next Topic: Project Management: ISG/Dataview

The contractual relationship with ISG is scheduled to terminate on May 9, 2017. At this time, Mr. Hartsog is recommending that the ISG contract not be renewed but that the Board enter into a one year sole source contract with Dataview. That contract is approximately $1.1 million and would run from May 10, 2017 to May 9, 2018. The focus would be on operational support and transition support. Mr. Hartsog recommended that the Board pass a Resolution to authorize the services of Dataview. Ms. Hopkins confirmed that it was important to enter into this contract in a timely fashion to decrease the chance of any operational issues.

Mr. Stowers made a motion that the Board authorize the project manager to execute an agreement with Dataview for knowledge transfer, transition and support services. He further moved that the agreement authorize the optional services of a Dataview subject matter expert to assist the Department of Highways with FHWA certification with the cost to be reimbursed by the Department of Highways.

Mr. Pizatella seconded the motion.

The motion passed unanimously.

Next Topic: Kronos Upgrade

Mr. Hartsog informed the Board that Kronos would need an upgrade and advised of 2 options: (1) Upgrade current systems to support Kronos 8 or (2) move to the Cloud which would also include an upgrade. A list of pros and cons were briefly discussed with Mr. Hartsog advising that the PMO group would come up with a recommendation in the next few months and advise the Board.

Next Topic: Project Funding: Cash Projection

Mr. Hartsog advised that the project maintains approximately $3.5 Million in the bank pending allocation and the cash projection was very much in line and accurate with the timeframe. Mr. Hartsog discussed Agile Assets and the Department of Highway's reimbursement. Mr. Hartsog complimented Fred Thomas and Rick Pickens on collecting all of the agency fees that were outstanding for fiscal year 2017, 2016 and 2015.

Next Topic: Legislative Session

Ms. Hopkins provided a legislative update concerning the following:

Senate Bill 454 moved garnishment vendor payments from the Circuit Court to the Auditor's Office. It appears that the transfer will require additional data entry but no additional programming is contemplated.

Senate Bill 523 was statutory cleanup authorizing the transition of numerous agencies to a biweekly pay system. It is awaiting the Governor's signature and will become effective from passage. This bill was very important for Wave 3.

House Bill 2475 was the Debt Resolution Services Act which authorizes the Auditor to offset debts due the State. The Auditor's office worked with the Tax Department to complete the legislation.

House Bill 2851 involved the increase of Securities fees and a repayment provision related to any wvOasiss appropriations from the Rainy Day fund.

Mr. Pizatella advised that Senate Bill 694 signed Friday allocating $3.3 million from the Rainy Day fund.

VI. New Business

Topic: Amendment 9

Ms. Hopkins summarized that Amendment 9 was discussed at the last Board meeting and the primary purpose of the Amendment is to pay for bundled third-party software the State is already utilizing and to authorize the enhancement of the virtual p-card program. Also, included in the Amendment are specifics regarding Deliverables 5 and 71 and that any Kronos hours can be converted to CGI hours and not lost. Ms. Hopkins recommended that the Board approve the adoption of Amendment 9.

A discussion ensued that Amendment 9 allows the State to recapture any hours that may be lost from Amendment 8. The hours expire July 31, 2017, and it is important to not lose those hours.

Mr. Pizatella moved that the Board Adopt Amendment 9 to the contract with CGI Technologies and Solutions Inc., to include payment for bundled third party software and the Virtual Pcard enhancement and the other matters concerning deliverable specifics and Kronos hours.

Mr. Stowers seconded the motion.

The motion passed unanimously.

Next Topic: Used Computers

Auditor McCuskey advised that there is a surplus of approximately 200-250 relatively new computers and would like to prepare a proposal before the next meeting to get the computers some place where they could be used. He is sure there is a great need of these computers in our schools or in the State. He would like to get any issues resolved with Surplus Property and get the computers to the appropriate places.

VII. Phase E

Auditor McCuskey asked Greg Bailey, Deputy State Highway Engineer of Operations of the Division of Highways and the Working Project Manager, to address the Board with the status of Phase E. Mr. Bailey indicated that they are working with CGI to figure out the parameters of the contract. They have a staffing plan. They should be able to wrap up in 2-4 weeks and move ahead in June. He further discussed that there are actually 2 sections or phases of Phase E. Auditor McCuskey thanked Mr. Bailey for his update.

VIII. Adjournment

As there was no further new business before the Board and nothing on the agenda, Mr. Pizatella moved to adjourn the meeting at 2:22 p.m. Mr. Stowers seconded, and the motion carried unanimously.

Prepared by:

The Honorable State Auditor John B. McCuskey
ERP Board Secretary

The Honorable Governor James C. Justice, II
ERP Board Chair