MINUTES OF THE

WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD

APRIL 17, 2018

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 17, 2018, 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 1:00 p.m. A roll call was taken with a quorum present consisting of the following Board Members:

Ann V. Urling - Representing Governor James C. Justice, II
John B. McCuskey – State Auditor
Josh Stowers – Representing Treasurer John Perdue

Also in attendance were:

Kent Hartsog, WVSAO
Jean Orlando, CGI
Kevin Jordahl, CGI
Tressie Bryant, WVDOT
Carla Rotsch, WVDOT
Rick Pickens, ERP Board
Matt Ellison, ERP Board
Malissa Hohmann, ERP Board
Mo Badre, Dataview
Jeff Waybright, WVSAO
Lisa Hopkins, WVSAO
Lea Ann Richards, WVSAO
Misty Price, WVSTO
Kurt Dettinger, Steptoe & Johnson PLLC
James Walls, Spilman Thomas & Battle

II. Approval of Minutes of December 5, 2017 Meeting

Mr. Stowers moved that the Minutes from the December 5, 2017 be approved. Ms. Urling seconded the motion. All members voted to approve the minutes.

III. Project Management Updates

A. Knowledge Transfer

Mr. Hartsog, Project Manager of wvOasis, discussed the Knowledge Transfer Plan that was developed approximately nine months ago that had an estimated completion deadline of April 30, 2018. Mr. Hartsog stated that the Plan was within 98% of completion. State employees are able to run 100% of payroll and financial operations. The Affordable Care Act reporting was completed by a contractor this year, but wvOasis is learning the process and will complete the reporting for calendar year 2018.

B. Travel Module

The Travel Module does not operate efficiently or consistently. Approximately half of state agencies are using the travel system but it is not ready to roll-out to the remainder of state employees due to the ongoing issues. Since the CGI personnel change, they have been more engaged on the West Virginia project. There were two half-day sessions with travel users that reviewed approximately 70 to 80 issues. A meeting with CGI is scheduled for tomorrow, April 18, 2018, to determine which issues will be resolved pursuant to the contract as defects and which will be classified as enhancements. It was evident from the two-half day sessions that additional training is needed.

C. Confidentiality Agreements

Earlier this year, wvOasis began a new initiative of updating confidentiality agreements. Lisa Hopkins, General Counsel for the State Auditor's Office, worked closely with the Governor's Privacy Officer for assistance in updating the agreements. These confidentiality agreements are executed with state agencies that use or have access to departments or agencies outside of their specific agencies. There are approximately 50 agencies and 450 employees that are required to execute these agreements. There are only a few agreements that haven't been returned. Mr. Hartsog expects these agreements to be received in the near future.

D. CGI Amendments 11 and 12

The substance of Amendments 11 and 12 were approved by the ERP Board during the December 5, 2017, Board Meeting as one resolution. Amendment 11 involves the Advantage Software Upgrade and Amendment 12 addresses the pool of hours. The delay on the completion of Amendments 11 and 12 are a result of the change in the CGI team on the West Virginia project. Mr. Hartsog is hopeful that the Amendments will be finalized soon.

E. Financial Forecast

Mr. Hartsog discussed the financial forecast and timeline for *wv*Oasis projects. The user fee bills that will be sent out in July 2018 will include the increase of $75.00. The user fee is now $275.00. The forecast included the breakdowns of the revenue, CGI costs, other consulting services, salaries, new rent, etc. The Phase E cost and DOT reimbursements are close to equal. Additional funding was received from the Treasurer, Auditor and Supplemental General Revenue Appropriations totaling $3.4 million. The forecast includes spending for the $1.8 Million Advantage software upgrade, $1 Million Kronos upgrade to the cloud and the infrastructure upgrade. There was a discussion about the savings of an annual Kronos payment versus monthly payments.

IV. Upgrades, Licenses and Supplemental Services Contracts

A. Infrastructure Upgrade

The cost of the Infrastructure Upgrade is expected to be approximately $150,000.00. The RFP is in process and has been submitted several times to the Purchasing Division. Matt Ellison advised that this RFP specifically deals with equipment, limited software and warranty. Mr. Ellison discussed that the wvOasis team has worked with the Division of Purchasing for resolution of the issues. Mr. Ellison also described in detail a review of the project's needs to help ensure that this upgrade is the best option for the project.

Auditor McCuskey moved that the Board authorize the project manager to execute a contract for the Infrastructure upgrade with the successful bidder selected through the RFP process as discussed herein. Ms. Urling seconded the motion. The motion carried unanimously.

B. Kronos

The Kronos RFP is currently at the Division of Purchasing but the employee assigned is on a 10-day vacation. Purchasing has requested additional approvals to include State Privacy Officer approval and Chief Technology Officer approval which have been obtained. Mr. Hartsog is hopeful to begin work in June and have the contract in place in September or October 2018.

Auditor McCuskey moved that the Board authorize the project manager to execute a sole source contract directly with Kronos as discussed for the upgrades herein. Mr. Stowers seconded the motion. The motion carried unanimously.

C. Supplemental Services (Advantage Upgrade, Overnight Cycles and Enhancements)

This RFP covers three main areas including supplemental staff on as needed basis for the upgrade to 3.11, overnight cycle support and enhancements. In regard to enhancements, there are three specific enhancements at the Auditor's request. If there are specific enhancements requested by an agency, that agency or department is asked to reimburse the direct cost of the enhancement from any outside third-party services. wvOasis provides any additional assistance needed at no additional cost. If there is an enhancement that would assistant more than one agency or department then wvOasis will evaluate the cost and benefits of the enhancement. The overnight cycle support is the second component as responsibilities rotate between state employees and third-party consultants. This arrangement is in lieu of hiring 2 new employees. The third area is the staff support for the 3.11 upgrade. This RFP will be out for competitive bid soon. When the RFP comes back the team will evaluate if tasks can be separated between third-party consultants or if an award should be given to one consultant. Consideration would be given to pricing, qualifications, positions, etc.

Auditor McCuskey moved that the Board authorize the project manager to execute a contract for supplemental services related to the Advantage Upgrade, Overnight Cycles and Enhancements with the successful bidder selected through the aforementioned RFP process. Mr. Stowers seconded the motion. The motion carried unanimously.

V. DOT- Phase E – Update

Mr. Hartsog advised that the Department of Transportation ("DOT") has decided to stop using Kronos to process time and to alternatively use the REMIS system. The reason for moving to REMIS is the dual entry requirements, accounting capture issues, FHWA certification concerns and validation of data entry issues. DOT will interface REMIS with the Payroll/HRM system similar to the process currently used by the State Police. This will also assist in decreasing Kronos costs. There was a discussion about Kronos utilization. On a separate note, the Supreme Court has decided to use Kronos and workflow through HRM that they haven't used in the past. The Supreme Court has been working with the wvOasis team since the beginning of this year.

Tressie Bryant and Carla Rotsch from DOT were present for the Phase E update discussion. Ms. Bryant, the project manager, discussed the movement of the FHWA certification date. The time change is required because the data needed to be cleaned up. They are currently in the User Acceptance Testing which began in February. Two enhancements are now complete which include a modification document and name changes to match some of highways systems. Those enhancements are in testing. The Interfaces and Reports are also in testing. In regard to Wave 2, they are still developing the scope and are working on a procurement plan. A few issues and risks that could affect the Go-Live date include the conversion and data clean-up and availability of wvOasis Resources based upon fiscal year end close out issues. Ms. Bryant indicated that they have received sufficient assistance from both wvOasis and CGI.

VI. New Business:

CGI Presentation:

Jean Orlando presented the new CGI team and stated that she has 29 years of experience delivering complex solutions to government agencies and is responsible for oversight of Advantage delivery projects. Kevin Jordahl has been with Advantage since 1984 and has been a project manager in many small and large projects. He has been focusing on reviewing the system as a whole to help determine enhancements, defects, etc. There are four major areas of focus Ms. Orlando discussed. The first was Phase D which had been completed several years ago in waves but still had 17 open issues/defects that were raised to CGI in December 2017. There are only 5 issues still open that include 3 process issues and 2 defects. The second major issue was travel. Some significant accomplishments have been occurring regarding performance tuning and the processing of transactions. CGI hosted 2 half-day trainings with travel users for demonstration of the issues with the system. There were 73 issues classified with 20% training, 40% defects and 40% enhancements. The third issue is the upgrade and Amendment 11 negotiations are in process. The forth area of focus is Phase E that was previously discussed in the meeting.

VII. Executive Session:

The Chair moved that the Board go into Executive Session to discuss litigation matters. Mr. Stowers seconded the motion and it passed unanimously.

Following the Executive Session, during which no decisions were made, the meeting was resumed. Auditor McCuskey discussed a letter received from ISG indicating an intent to file litigation against the Auditor, Treasurer and Governor.

Auditor McCuskey moved that the Board respond with the Board's defenses and refusal to settle the claim prior to litigation. Mr. Stowers seconded the motion, and the motion carried unanimously.

VIII. Public Comment

There were no public comments.

IX. New Business

For the next meeting, Auditor McCuskey requested that the ability and function of the steering committee be placed as an agenda item for the next meeting.

X. Adjournment

As there was no further new business before the Board and nothing on the agenda, Auditor McCuskey moved to adjourn the meeting at 2:29 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