MINUTES OF THE

WEST VIRGINIA ENTERPRISE RESOURCE PLANNING BOARD

November 16, 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 November 16, 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 10:05 a.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
Tressie Lopez, WVDOT
Carla Rotsch, WVDOT
Greg Bailey, WVDOT
Rick Pickens, ERP Board
Matt Ellison, ERP Board
Malissa Hohmann, WVSAO
Mo Badre, Dataview
Lisa Hopkins, WVSAO
Lea Ann Richards, WVSAO
Alex Macia, Spilman Thomas & Battle

II. Approval of Minutes of August 2, 2018 Meeting

Mr. Stowers moved that the Minutes from the August 2, 2018 be approved. Ms. Urling seconded the motion. All members voted to approve the minutes.

III. Project Management Updates

A. Payroll/Reports-Training and Projects

Mr. Hartsog discussed the training activities and the possibility of working with the Governor's Office in the future to help make some training efforts mandatory. Mr. Hartsog noted a few payroll projects: the implementation of Kronos with the Supreme Court in March 2019; the Department of Highways exiting Kronos; and the Affordable Care Act parallel testing underway with CGI and Tango. The Advantage Software is not completely ready. Therefore to insure the reporting will be done correctly and to eliminate the possibility of severe fines, Tango will be used for 2018.

B. Finance

Mr. Hartsog discussed the general activities of the Finance Team. He specifically mentioned the delivery orders, invoices and commodity-based payment requests course. He further discussed a special project regarding the functionality of the grant management tool. Mr. Hartsog provided a list of the trainings and workshops that have occurred since the last Board Meeting.

C. Infrastructure Upgrade

The Infrastructure Upgrade was approved during the April 2018 Board Meeting. An increase of 20% storage has been delivered to the State and the new hardware is being installed. Questions about extending the time of the nightly shutdown at 7:00 p.m. every evening was discussed. Matt Ellison stated that he should be able to report to the Board by late January if they are able to experience an increase of performance and therefore extend the nightly shutdown time.

D. Kronos Upgrade

The Kronos Upgrade is expected to go-live December 3, 2018.

E. Advantage Software Upgrade Status Update

The State has another draft of the Upgrade Plan and expect to give the draft to CGI with the State's additional comments by Monday, November 19, 2018. There was not a representative from CGI present at the meeting and therefore, Mr. Hartsog continued discussing the upgrade plan. This upgrade was approved by the Board during the December 2017 Board Meeting. ERP did not receive drafts from CGI until early October 2018. It is close to becoming a final product. The high level timeline is very aggressive and is mainly based upon the delay of this upgrade. Kent mentioned several team members (Matt Ellison, Malissa Hohmann, Mo Badre, Lorie Humphrey and Rick Pickens) that will be essential in completing this timeline.

IV. CGI Contract

A. Amendment 14

The purpose of Amendment 14 is to purchase additional software licenses needed for the upgrade to 3.11.1D. Mr. Hartsog has a draft of Amendment 14 that he intends to send to CGI today and feels this draft of Amendment 14 is close to being the final document. Mr. Hartsog requested permission to finalize Amendment 14.

Auditor McCuskey moved that the Board adopt Amendment No. 14 to the contract with CGI Technologies and Solutions Inc., to include modifications to the Proprietary Software License Agreement and the Proprietary Software Maintenance Agreement to add and delete licenses, add and delete maintenance and add support for Additional Bundled Software Products as reflected in the Amendment 14 document provided in the Board materials. Ms. Urling seconded, and the motion carried unanimously.

B. Amendment 15

The purpose of Amendment 15 is to purchase support for enhancements that were removed in Amendment 8 and to extend to December 2019. This Amendment will also cover additional services normally offered by CGI Enhanced Maintenance Support. In early November, CGI submitted a red-line version with significant substantive business changes that are not agreeable. Therefore, work is still being performed to finalize Amendment 15. The total cost for Amendment 15 is expected to be $575,000.00. The support of enhancements is expected to expire in December 2018 if Amendment 15 is not approved. The plan is to extend the Enhanced

Maintenance Support till December 2019 which will run parallel with the CGI Contract. If both parties cannot reach an agreement on Amendment 15, it will not be brought before the Board for signature.

Auditor McCuskey moved that the Board adopt a resolution to authorize the project and staff to complete negotiations concerning the terms of enhanced maintenance services to be extended until December 2019 and complete Amendment 15 to the CGI contract reflecting those terms. Mr. Stowers seconded, and the motion carried unanimously.

V. Financial Forecast

The ERP forecast is consistent with the previous projection supplied to the Board during the August 2018 meeting. The payment for the upgrade in 2019 will affect the cash balance. The user fee stays at $275.00. The significant uncertainty in this forecast is the expiration of the CGI contract in December 2019. Mr. Hartsog has asked CGI to provide proposals with options, but has not received any information from CGI. Mr. Hartsog has also attempted to schedule calls with CGI to discuss proposals but no definite dates have been confirmed at this time. wvOasis has only one collection issue. The Senate asserts it's FTE number was overstated in the July 1, 2017 report and refuses to pay $7,400.00. Mr. Hartsog has made several attempts to obtain the remaining $7,400.00 but has been unsuccessful and plans on writing this amount off if there are no objections by the Board. In the past there were a greater number of uncollectible items, therefore, only having one uncollectible item is a significant improvement. The Senate paid based upon the head count they believed to be correct. The importance of having the correct numbers in the system was discussed.

VI. DOT-Phase E Update

Wave 1 of Phase E was the building block regarding the FHWA certification. They began go-live in the beginning of October and have identified approximately 5,000 projects that automatically converted and approximately 250 that needed manually converted. There are only 40 left that need to be converted that are the most complicated. They are expecting to receive the final report in December. Wave 2 is going to be much larger and more difficult. Wave 2 will begin with 26 work groups (Wave 1 had only 11 work groups). There will be a lot of work to do and the groups have already met to begin the process. FHWA wants Wave 2 to be completed in one year and wants a plan/timeline by the end of December 2018. They have some contacts in other states that may be able to share their experience to assist with

Wave 2. DOT may need some assistance from the Purchasing Division for the RFPs that Wave 2 will require.

VII. Public Comment

There were no public comments.

VIII. New Business

There was no further new business before the Board.

IX. Adjournment

Auditor McCuskey moved to adjourn the meeting at 10:51 a.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