MINUTES OF THE
WEST VIRGINIA ENTERPRISE
RESOURCE PLANNING BOARD

October 3, 2019

In accordance with Chapter 12, Article 6D, Section 1, of the West Virginia Code, a meeting of the West Virginia Enterprise Resource Planning Board (WVERP) was held on October 3, 2019, 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
John B. McCuskey – State Auditor
Josh Stowers – Representing Treasurer John Perdue

Also in attendance were:

Kent Hartsog, WVSAO
Vincent J. Smith, WVSAO
Barbara L. Wolfe, WVSAO
Surabhi Subramanyam, CGI
Tara D. Lenz, CGI
Greg Bailey, Department of Transportation
Tressie Bryant, Department of Transportation
Carla Rotsch, Department of Transportation

II. Approval of Minutes of January 7, 2019 Meeting

The Auditor began by calling meeting to order and asking that Minutes from the previous Board meeting be approved.

Mr. Stowers moved that the Minutes from the January 7, 2019 meeting be approved. Ms. Urling seconded the motion. All members voted to approve the minutes.

III. Project Management Updates

A. HRM Payroll

Auditor McCuskey turned the floor over to Mr. Hartsog to discuss Project Management updates beginning with HRM and Payroll. Mr. Hartsog discussed a Kronos Cloud Upgrade, which went live in 2019. Mr. Hartsog informed the Board that Kronos acknowledged responsibility for some of the earlier technical problems in previous attempts at a go-live.

Mr. Hartsog related that the Auditor's payroll group and the wvOasis technical team worked on increment pay in July and it went very well. There were only minimal issues with software regarding across the board pay increases for employees and the no-hardship pay issue. The no-hardship information for each employee, which is maintained by each agency, has now been loaded onto the state's general ledger for each employee. Employees now have the option to pay the no-hardship arrearage back to the State over time as a payroll deduction.

At this time the HRM/Payroll group is in the process of working with the State's contractor Dataview to get software to run multiple preliminary payroll reports which will shorten the process by a couple of days. This process will reduce risk and staff is optimistic of implementation in November.

A Kronos Mobile App is being implemented by the wvOasis technical team and will be able to be used on mobile devices.

The Supreme Court currently has the option to use Kronos although it has not made a decision to do so at the current time.

The Division of Highways is exploring use of the Kronos Passport application to help with its time management needs, but is analyzing whether it will be able to be successfully implemented.

ACA reporting has a few programming hurdles to get over which will hopefully be implemented this year and would save the State approximately $350,000.00. Mr. Hartsog would like to be able to get more staff from other agencies in for training on the system in order to reduce telephone call questions. Mr. Hartsog stated that Ms. Urling has been very helpful in getting agencies with difficulties meeting ACA reporting requirements into this training.

B. wvOasis Finance Team

The Board was provided a brief overview of some of the projects that the Finance Team has been working on or has completed. The team has completed work for object/sub-object coding for agency financial transactions in wvOasis. This project helps to increase transparency and is being monitored and enforced by the State Auditor's auditing division.

Fixed asset tracking is rolled out and agencies are using it at this time. This was done to comply with legislative changes requiring additional tracking of agency assets.

The CGI Grantee module was considered at the Board's January, 2019 meeting and an amendment to the contract with CGI was approved for its purchase and use.

There are ongoing discussions for use of a Grantor side functionality which is not available in version 3.9 but is in 3.11. There are ongoing discussions with CGI regarding Grantor functionality in 3.11. It may require additional licensing with CGI which will be discussed with CGI at a later date as the upgrade progresses.

C. Infrastructure Upgrade

Infrastructure upgrades for the wvOasis system are taking place. We are beginning to receive equipment which will enable the system to run on version 3.11 of the CGI Advantage platform. The system is currently running Version 3.9 until 3.11 is installed on the new equipment.

D. Technical Team

The Technical team is working diligently to keep the system running while the 3.11 CGI upgrade occurs. The technical team believes that the upgraded software will cut several hours out of payroll processing time.

Due to the upgrade, outstanding remedy tickets have had to be cleared and a decision on resolving the tickets pending the 3.11 upgrade will need to be made. There has been tremendous effort by CGI, HR, and Finance teams to get the problems cleared up. There is a code freeze in place so can the team can map and upgrade until Version 3.11 is in place.

E. Advantage Software Upgrade

Mr. Hartsog next addressed the status of the upgrade to CGI's version 3.11. The Board approved the software upgrade in December 2017, and signed an Amendment to the CGI contract to allow the upgrade in June of 2018. The initial timeline for the upgrade to be completed was pushed back due to various issues with CGI that have been discussed at prior Board meetings.

The high level timeline for upgrade completion was discussed including how the upgrade is being implemented and additional functionality once the upgrade is complete. Strict standards and protocols will need to be set while making any changes to production and programming and to ensure that they are properly vetted and the appropriate individuals have the opportunity to weigh in and discuss any changes.

IV. CGI Update – New Management Team

As a follow-up to the January 2019 Board meeting, in December of 2018 the Board received a Cease and Desist letter from counsel for CGI with regard to use of CGI programming code which was discussed extensively at the January, 2019 Board meeting. That letter has not been retracted by CGI but there has not been further activity or discussion with the State by CGI in terms of litigation or other CGI action upon the Cease and Desist letter.

Mr. Stowers noted that at the January, 2019 Board meeting it was decided that the Auditor's office would request the Attorney General's office to solicit bids for counsel with expertise in intellectual property matters for the Board. Mr. Stowers asked if that had been done.

V. J. Smith noted that the request had been sent to the Attorney General's office and was put out for bid by the Attorney General's office twice but received no bids. Mr. Hartsog noted that the option to re-bid is still available if it needs to be exercised at some point in time. Auditor McCuskey noted that it was also an option to utilize in-house General Counsel, V.J. Smith.

Mr. Hartsog next introduced Surabhi Subramanyam, Vice-President, and Tara Lenz, Director, from CGI who have replaced the former CGI representatives.

Tara Lenz, Director, has taken the place of Jean Orlando and Kevin Jordahl and stated that she is happy to be working in a collaborative effort with the State. Ms. Lenz stated that her goals are to get the 3.11 upgrade completed, to move beyond the former challenges to make this effort successful, and as her number one goal, to ensure that everyone works together.

Surabhi Subramanyam, Vice-President of CGI stated that he is excited to be back with the program and to move forward in working with the State to have a successful collaboration.

V. Amendment to CGI Contract

A. Amendment 16

Mr. Hartsog discussed with the Board the contents and purpose of Amendment 16 to the CGI contract. Copies of Amendment 16 were distributed to the Board. Mr. Hartsog noted that the base contract expires in December 2019. Therefore, a decision needed to be made with regard to system maintenance and upkeep. Mr. Hartsog explained that Amendment 16 effectively extends the status quo with CGI for two years. With Amendment 16, the CGI contract expires in December 2021.

Mr. Hartsog then explained the costs involved with Amendment 16. The amendment would effectively increase what was paid to CGI for maintenance in 2018 by 5%. There are two $125.000.00 payments, paid in 2019 and 2020 which represent a cost for CGI integrating non-CGI related enhancements that have been placed in the system during the upgrade to Version 3.11.

Amendment 16 also incorporates hourly maintenance services from CGI, if needed, and extends availability of those services another two years. Amendment 16 budgets $1,000,000 of available hourly maintenance service for Year 9 and $500,000.00 for Year 10. The reason for this difference is because it is expected that more maintenance hours will be required in Year 9 as the upgrade to Version 3.11 is completed. However, these figures are only estimates, and Amendment 16 only requires the Board to pay for hours actually billed, not necessarily the full sums allotted.

Fixed payment numbers and the State's options for software license purchases through CGI were discussed, as contained in the Amendment 16.

Mr. Hartsog opened the floor for discussion and questions regarding Amendment 16.

Auditor McCuskey moved that the Board adopt Amendment No. 16 to the contract with CGI Technologies and Solutions, Inc. and to renew the CGI contract for an additional two years and to add maintenance and software licensing extending through 2021. Ms. Urling seconded, and the motion carried unanimously. Amendment adopted.

VI. wvOasis Fiscal Outlook

Auditor McCuskey and Mr. Hartsog discussed the timeline, numbers and employment of individuals during the upgrade and forecast. Mr. Hartsog indicated there would be no changes to the user fee for this upcoming year. Amendment 16 is included and consultant fees are included in the upgrade.

VII. Department of Transportation Update

Auditor McCuskey opened discussion with Department of Transportation. Tressie Bryant, Auditor McCuskey, Greg Bailey and Surabhi Subramanyam discussed the update on the DOT workgroup and areas of development and custom software interface. HUB projected timeline is October 2020. Existing wvOasis functionality will require assistance from wvOasis staff. Agile Assets and Kronos Passport will not work and DOT is looking for alternatives and is open to conversations with CGI. Solutions being reviewed are time management, payroll and right-of-way management.

VIII. Contractual Issues (Executive Session)

The Chair moved that the Board go into executive session for contractual discussion. Mr. Stowers seconded and the motion carried unanimously. No action was taken.

IX. Public Comment

There were no public comments.

X. New Business

There was no further new business before the Board.

XI. Adjournment

Ms. Urling moved to adjourn the meeting at 11:15 a.m. Mr. Stowers seconded, and the motion carried unanimously. Meeting adjourned.

Prepared by:

The Honorable State Auditor John B. McCuskey
ERP Board Secretary

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