**MINUTES OF THE
WEST VIRGINIA ENTERPRISE
RESOURCE PLANNING BOARD**

June 30, 2020

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 June 30, 2020, via telephone conference at (304) 097-8669; PIN 833 097 528#. 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 Ann V. Urling, representing Governor Justice, and called to order at 9:05 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
Kent Hartsog – Representing State Auditor John B. McCuskey
Josh Stowers – Representing Treasurer John Perdue

Also in attendance were:

Vincent J. Smith, WVSAO
Malissa Hohmann, WVSAO
Barbara L. Wolfe, WVSAO
Rick Pickens, Enterprise Resource Planning Board
Matt Ellison, Enterprise Resource Planning Board
Surabhi Subramanyam, CGI
Howard Dryver, CGI

II. Approval of Minutes of October 3, 2019 Meeting

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

Ms. Urling moved that the Minutes from the October 3, 2019 meeting be approved. Mr. Stowers seconded the motion. All members voted to approve the minutes.

III. Project Management Updates

Ms. Urling next turned to wvOasis project management updates and turned the floor over to Mr. Hartsog.

a. wvOasis Upgrade from 3.9 to 3.11

Mr. Hartsog began by discussing the status of the wvOasis upgrade from Version 3.9 to Version 3.11. Mr. Hartsog explained that the go-live for 3.11, originally planned for May 2020, was forced to be delayed with a new expected go-live date towards the end of August 2020. The delay was mainly due to the disruption caused by the coronavirus pandemic. Mr. Hartsog also noted that there were several blocking JIRA tickets that needed to be resolved before end-to-end testing could take place to ensure the go-live was successful. Because of these reasons, the State and CGI made the joint decision to delay the go-live.

Mr. Hartsog noted that the wvOasis Technical team has also been working to reduce the length of a "black out" period, in which the entire wvOasis system would be shut down in order to transition from 3.9 to 3.11 and go-live. The black-out period is now scheduled to commence on August 25, with the go-live complete and the 3.11 system back up on August 31.

Mr. Hartsog next described the reason the August 25-August 31 time frame was chosen. He explained that several matters of high importance occur between the months of June and July. First, the year-end close as well as entering and validating the FY 2021 budget occurs during the end of June into early July. Second, there are four payroll periods that must be processed in July, being a July 3, 17, and 31 pay, as well as the annual increment pay to be paid on July 24. Finally, agency training is required for the upgraded system, and that would be difficult given the current pandemic that has caused most state employees to work from home.

Mr. Hartsog concluded by stating that testing was now occurring rapidly, that go-live issues were becoming fewer and fewer, and that August 25 was the new go-live date.

b. Fiscal Outlook/User Fee for FY 2021

Mr. Hartsog next turned to the proposed wvOasis User Fee for FY 2021. Mr. Hartsog explained that the User Fee would remain at $275 for FY 2021. He noted that wvOasis was projecting a cash balance of around $9 MM at end of FY 2020. Cash balance is projected at about $6 MM at end of FY 2021. This decrease is due to increased spending from the delayed upgrade, and uncertainty whether additional spending for wvOasis grant functionality would be reimbursed from funds provided by the CARES Act.

c. wvOasis Projects Related to FFCRA and CARES Act

Mr. Hartsog next described some of the activities of the wvOasis team due to the coronavirus pandemic and the federal response thereto, namely the FFRCA and the CARES Act. Mr. Hartsog noted that additional function and reporting codes were developed for tracking purposes. HRM developed coding to track additional leave granted under the FFRCA. The Finance and Technical teams have developed tracking codes for spending related to the coronavirus pandemic. This tracking is important because coronavirus related spending should be reimbursable to the State under the CARES Act.

Additionally, the wvOasis team and CGI have been working closely with the Governor's Office to develop programs to track and manage grant funds that are available under the CARES Act. This is also being tracked for transparency purposes by the OpenGov site.

IV. Amendment to CGI Contract – Amendment 17

Mr. Hartsog turned the discussion over to Surabhi Subramanyam and Howard Dryver of CGI to give an overview of CGI's grant software to be used in the management and tracking of CARES Act grants and other functionality. This software is the subject of Amendment 17 to the CGI contract to be proposed for approval by the Board.

Mr. Dryver gave a presentation of CGI's grantor functionality that is the subject of Amendment 17. He noted that the functionality allows the state to act as a grantor, with its most immediate use for distribution of CARES Act funding. He also explained that the functionality can later be used for other grantor functions unrelated to CARES Act funds.

Mr. Dryver next gave an overview of the timeline developed to implement the grantor functionality. He noted that the timeline has changed somewhat, but is currently closely aligned with the original timeline. Mr. Dryver stated that the grantor application portal successfully went-live on May 18. Grant Application Management for Coronavirus Relief Funds went-live around June 15. The remaining core piece functionality of the grantor application, the Grantor and Vendor Self Service Portal (V.4) is scheduled to roll-out with the 3.11 upgrade on August 25.

Mr. Dryver provided additional detail on the short-term solution that was developed specifically to manage Coronavirus Relief Fund grants. It involved the development and implementation of a Grants Portal and a Grants Application Portal to manage grants related to Coronavirus Relief Funds. The long term solution is to transition the short term solution into a grant portal contained within Vendor Self Service 4 when it goes-live on August 25 to provide a unified solution within the wvOasis financial system.

Mr. Dryver noted that as the roll-out of the grant system progressed, a decision was made to keep the short-term solution with the Grants Portal and Grant Application Portal as its own long-term solution. This provides a landing page for grant applicants, managed by the State, which allows local governments, West Virginia citizens, and other grantee sub-recipients one site in which to apply for available grants.

Mr. Dryver concluded by noting that the unified financial system for both grant sub-recipients, as well as vendors within Vendor Self Service 4, would provide increased efficiencies for the State's financial management.

Mr. Dryver then turned the discussion to Mr. Subramanyam to discuss the cost proposal of the grants solution. Mr. Subramanyam noted that the combined cost, including implementation, integration, additional year's maintenance, licensing, and other costs and services totals $1,198,666.00.

Mr. Hartsog next summarized some final considerations for the Board. The Amendment aligns with the current CGI contract to run through the end of its term, expiring in December 2021. He noted that most of the cost Amendment 17 would be requested for reimbursement from CARES

Act funds. He noted some additional options with fixed costs to the State were agreed upon in Amendment 17.

Mr. Hartsog opened the floor to the Board for questions or discussion. Mr. Stowers asked for clarity what portion of Amendment 17 would be requested for reimbursement from CARES Act Funds. Mr. Hartsog confirmed that $1.2 MM would be requested. Additional amounts, including $250,000 for required infrastructure upgrades, and $315,000 of maintenance costs would be sought for reimbursement as well.

Ms. Urling noted that due to CARES Act funds that were funneled to the State and the need to manage those funds, the State had moved forward with the implementation of CGI's grantor functionality, and that much of the funds would therefore be requested as reimbursed as coronavirus-related.

Mr. Hartsog moved that the Board adopt Amendment No. 17 to the contract with CGI Technologies and Solutions, Inc. to add grantor functionality software. Mr. Stowers seconded, and the motion carried unanimously. Amendment adopted.

V. Public Comment

There were no public comments.

VI. New Business

There was no further new business before the Board.

VII. Adjournment

Ms. Urling moved to adjourn the meeting at 9:35 a.m. Mr. Stowers seconded, and the motion carried unanimously. Meeting adjourned.

Prepared by:

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The Honorable State Auditor John B. McCuskey
ERP Board Secretary

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