

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

**July 28, 2021**

In accordance with Chapter 12, Article 6D, Section 1, of the West Virginia Code, a meeting of the West Virginia Enterprise Resource Planning Board was held on July 28, 2021 in the State Auditor's conference room located at the Capitol building, Room W-100. 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 State Auditor J.B. McCuskey and called to order at 1:05 p.m. A roll call was taken with a quorum present consisting of the following Board Members:

State Auditor J. B. McCuskey  
Ann V. Urling - Representing Governor James C. Justice  
Steve Bohman – Representing Treasurer Riley Moore

Also in attendance were:

Kent Hartsog, WVSAO  
V. J. Smith, WVSAO  
Malissa Hohmann, WVSAO  
Rick Pickens, Enterprise Resource Planning Board  
Matt Ellison, Enterprise Resource Planning Board  
Greg Bailey, Department of Transportation  
Tressie Lopez, Department of Transportation  
Surabhi Subramanyam, CGI Technology & Solutions, Inc.

**II. Project Management Updates**

Mr. McCuskey began the meeting with a discussion of wvOasis project management updates and turned the floor over to Mr. Hartsog. Mr. Hartsog, as Director of the wvOasis project, began by discussing the status of various projects being undertaken by the wvOasis staff.

Mr. Hartsog began by acknowledging the tremendous efforts of the wvOasis Technical and Finance teams and the Auditor's HRM/Payroll team in completing various projects that required a large amount of work and coordination to complete in a timely manner, and in the midst of the disruption of the prior year due to the pandemic. Mr. McCuskey agreed with Mr. Hartsog and likewise acknowledged the efforts and accomplishments of the teams.

Mr. Hartsog next provided the Board with more detail on individual projects that were completed.

**a. Advantage Software Upgrade to Version 3.11**

Mr. Hartsog noted that the upgrade to Advantage 3.11 was completed in late August, 2020. He remarked that this was accomplished largely on-time, although an original go-live date of May, 2020 was delayed for various reasons, including disruptions due to the pandemic.

**b. Travel System Upgrade to 4.X**

Mr. Hartsog gave an update on the upgrade of the current travel system from version 3.11 to version 4.X. The project is on schedule with an anticipated go-live in November, 2021. Agencies that are currently using the 3.11 travel system will be migrated to the 4.X version, with other agencies following shortly thereafter.

**c. Grants Implementation**

Grantor functionality which was approved by the Board in June, 2020 was successfully implemented and integrated into the Advantage platform. The Governor's office and agencies under the Governor's office have led the way in utilizing the grant software functionality and had successfully rolled out the platform to various users, including agencies and members of the public. The grantor functionality was pivotal in streamlining various grants activity that came about as a result of the CARES Act.

**III. Functional Area Updates**

Mr. Hartsog noted that new infrastructure for the wvOasis system has been purchased and is now being utilized. He mentioned that the infrastructure now resides in Morgantown, with a backup system held in the Auditor's Office at the Capitol building.

**a. HRM Payroll**

He noted that the new infrastructure had decreased the amount of time required to process bi-weekly payroll to a matter of a few hours, down from over eighteen hours. Additional prelim testing capacity was added so that multiple preliminary payroll cycles can be ran during the day, greatly cutting down on the risk that an unforeseen malfunction could disrupt a bi-weekly payroll cycle.

He also remarked that 2020 was the first year that W-2C's for state employees were generated completely within the wvOasis system. In prior years, some processing outside of the system was required to complete all required W-2C's. The ability to complete all W-2C's within the system is a great improvement.

Another accomplishment for the HRM/Payroll team was the implementation of several new object/reporting codes that had to be created because of additional leave categories that were created by the Family First Coronavirus Response Act, passed by Congress in 2020 in response to the coronavirus pandemic. These leave types were specific to the FFCRA and expired at the end of 2020, but required the creation of new object codes for state employees that used the additional leave afforded by the law. The codes were created, successfully deployed by the HRM/Payroll team and utilized by state agencies.

**b. Finance Team**

Transitioning to the Finance team, Mr. Hartsog noted that it was also heavily involved in creating object/reporting codes to track expenditures that were related to or incurred due to the pandemic, and had to be tracked as such to be potentially reimbursable out of CARES Act funds or other sources. This was accomplished by the Finance team and rolled out for use by state agencies successfully and was also done simultaneously with the grantor functionality that was also implemented as noted.

An additional project that has required considerable effort from the Finance team was the medical cannabis program. The project has required a lot of effort because of the unique requirements of the program, and the need for coordination among several agencies involved. The project is not fully completed but much progress has been made.

The Finance team has also made tremendous progress in the effort to convert as many state payments as possible from physical checks to an electronic EFT process. In a two year span, the number of checks cut by the State has been reduced from 20,000 to around 10,000 per week.

It was briefly noted for the Board that the Finance team, and additionally the HRM/Payroll and Technical team had conducted many training efforts for state agencies. Due to the pandemic, most were done remotely rather than in person, and were successful. Mr. Hartsog also noted that the training rooms at the wvOasis offices were now open, indicating a goal to resume in person training in the future.

**c. Technical Team**

Mr. Hartsog first noted that the Technical team was ready to go-live with Phase II of the Tax Intercept program within a week. The program allows for vendor payments and other state payments to be intercepted when a tax liability exists that offsets the payment, and has been in development for several years.

Mr. Ellison of the Technical team estimated that within the first week the program would intercept 200-250 payments weekly, although that number would likely plateau to some degree. Mr. Ellison asked to give the program 30 days from go-live, and that he would report back to the Board what the financial impact has been for the state, with some projections of what the impact may be moving forward.

Mr. McCuskey inquired about Phase I of the Tax Intercept program. Mr. Hartsog explained that Phase I stopped (but did not intercept) payments to vendors that are out of compliance with various state agency registration or other requirements. Mr. Hartsog noted that the financial impact of that phase has been about \$7 MM to date.

Mr. Hartsog turned again to the new infrastructure that was purchased and successfully implemented by the Technical team. He noted that the purchase came in well under budget at

\$1.6 MM, as it was originally budgeted for \$2.4 MM. In addition to increased efficiencies for payroll cycles, the Technical team also worked to improve infrastructure firewalls and network security.

Mr. Hartsog remarked that the Technical team continues to have issues with patches and code fixes that come from the CGI for its Advantage software. Mr. Hartsog noted that the team continues to work with CGI to address these issues, but nonetheless the issue persists for the wvOasis teams and thereby the agencies that utilize wvOasis.

Finally, noting various other completed projects displayed in the presentation materials, Mr. Hartsog pointed out the completion of SOC-1 audits. The current year audit is ongoing and should be completed by September 30. The prior two years' audits had been completed by September 30 without having any audit exceptions noted.

#### **IV. HRM Payroll/Division of Highways – TimeI Project Update**

Mr. Hartsog next turned to the Division of Highway's planned implementation of TimeI, a timekeeping functionality program integrated in the CGI Advantage software, licensed and available in the wvOasis system.

Mr. McCuskey questioned if this system was potentially duplicative of the Kronos timekeeping system. Mr. Hartsog explained that at the time the CGI Advantage system was implemented, the TimeI program did not meet the state's needs. However, with the upgrade to Version 3.11, the TimeI system could meet the state's needs, and would meet the needs of the Division of Highways. Mr. McCuskey noted the importance of the wvOasis system being integrated across state agencies as much as possible in order to meet the project's original purpose.

#### **V. CGI Proposed 3 Year Maintenance Contract**

Mr. Hartsog next turned to a proposed contract with CGI to continue maintenance on the wvOasis system for an additional three years with two optional renewal years. He noted the current maintenance agreement originally expired in December 2019, but was extended for two years and currently expires in December 2021.

Mr. Hartsog noted that members of the wvOasis staff began negotiating a new agreement with CGI in September of 2020. Discussions began with a 10 year agreement with an option to potentially move the wvOasis system to CGI's cloud-based platform. Due to the complexity of the agreement, Mr. Hartsog pivoted with CGI and began work on a 3 year status quo agreement in order to have an agreement in place prior to expiration of the current agreement. Mr. Hartsog noted that the intent was to resume discussions on a 10 year contract after the 3 year agreement is in place.

Mr. McCuskey questioned what the benefit of having a 10 year agreement is. Mr. Subramanyam noted that from CGI's perspective it provides some assurance of revenue further into the future, and that for the state, it gives the benefit of better pricing. Mr. McCuskey also

questioned whether a 10 year commitment gives the state sufficient ability to react to improvements in technology that may occur over that period of time. Mr. Subramanyam noted that as part of the 10 year contract, the state would automatically receive CGI's upgrade releases to the software, including an immediate upgrade to Advantage Version 4.0, during the term of the agreement.

Mr. McCuskey noted some reservations about moving to a cloud-based platform. Mr. Hartsog agreed and noted that he has asked CGI to schedule a presentation for the Board to discuss the pros and cons of moving to a cloud-based platform, to allow the Board to evaluate whether that option makes sense for the state.

Mr. Hartsog summarized by noting that the agreement before the Board was a three year status quo agreement, with two optional renewal years. This will grant additional time to work on a ten year agreement, which in itself will require extended negotiations and approvals from multiple different state agencies in addition to the Board.

Mr. Hartsog overviewed the pricing of the agreement, optional items, increases, and pricing differences that pivot on whether and when a 10 year agreement is reached. Ms. Urling asked whether the contract had been previewed by State Purchasing. Mr. Hartsog answered affirmatively. He asked the Board for approval of the 3 year agreement.

**Mr. McCuskey moved that the Board enter into an agreement with CGI Technology and Solutions, Inc. to continue maintenance on the Enterprise Resource Planning System software for a period of 3 years with two optional renewal years. Mr. Bohman seconded, and the motion carried unanimously. Resolution adopted.**

## **VI. wvOASIS Fiscal Outlook**

Mr. Hartsog noted that the intent was to keep the wvOasis user fee at its current rate of \$275.00 per FTE. He noted that the fees had been collected for all users in the past fiscal year.

Mr. McCuskey questioned why there was a \$2 MM surplus currently on the wvOasis financial forecast. Mr. Hartsog explained that the amount fluctuates but built in to the surplus were payments that would be made in the future for various projects.

He also noted various cost savings that have occurred in the previous months, including the significant savings on the infrastructure equipment recently purchased, and savings with Dataview consultants. Some discussions ensued on whether the user fee could be structured in a way that is more equitable to various agencies. No decisions were made.

## **VII. Center for Technology-Driven Program Integrity and Taxpayer Protection**

Mr. Hartsog turned the floor over to Mr. McCuskey to discuss the Center for Technology-Driven Program Integrity and Taxpayer Protection.

Mr. McCuskey explained that different agencies throughout state government have different data and data analysis needs. The idea of a Center for Technology-Driven Program Integrity and Taxpayer Protection is to centralize a data analysis center within wvOasis as a central hub to serve the data analysis needs of all state agencies.

Mr. McCuskey explained the data analysis center could provide state agencies with confidential reports that can improve each agency's efficiency and functionality and thereby improve efficiency and functionality for the entire government. By placing this system in wvOasis, it can give agencies confidence that the reports are reliable and not driven by matters that may stand in the way of overall functional improvements.

Ms. Urling noted that there is a person in the Development Office that does something similar. Some conversation ensued. No votes were taken and no decisions rendered. Further discussions on the project will take place at a subsequent Board meeting.

### **VIII. Department of Transportation – Phase E Update**

The floor was next turned over the representatives of the Department of Transportation to give an update on Phase E.

Ms. Lopez noted that DOT was focusing on asset management. She remarked that DOT was able to implement the HUB software program in this regard, which is being hosted by wvOasis and gained federal certification. This increases efficiency and allows for quicker federal reimbursement dollars.

Department of Transportation will also begin using the wvOasis Advantage TimeI functionality for timekeeping, which has also been federally certified. Kronos is unable to be certified for the state. TimeI is set to go-live in October, 2021.

Ms. Lopez noted that DOT was considering using Aashtoware software to help with some other federal reporting requirements, including EEOC requirements. Mr. McCuskey asked whether other agencies have similar reporting requirements and whether this is something that could be house in wvOasis. Mr. Ellison and Ms. Hohmann noted that wvOasis does create some reports to meet various federal requirements.

Finally, Ms. Lopez noted that work was being done to implement a permitting portal that would have an interface into operations and accounts receivables sections, using wvOasis functionality. Progress is being made to move away completely from the REMIS system, with plans for more extensive use of wvOasis functionality.

### **IX. Contractual Issues**

**Mr. McCuskey moved that the Board enter into executive session in order to discuss contractual matters, noting that no votes would be taken and no decisions rendered during**

**the session. Mr. Bohman seconded the motion. All members voted to move the meeting into executive session.**

The meeting moved into executive session at 2:45 P.M. The meeting returned from executive session at 3:15 P.M. No votes were taken and no decisions rendered.

**X. Approval of June 30, 2020 Meeting Minutes**

**Mr. McCuskey moved that the Minutes from the June 30, 2020 meeting be approved. Mr. Bohman seconded the motion. All members voted to approve the minutes.**

**XI. Public Comment**

There was no public comment.

**XII. New Business**

There was no further new business before the Board.

**XIII. Adjournment**

**Mr. McCuskey moved to adjourn the meeting at 3:20 p.m. Mr. Bohman 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