

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

January 6, 2026

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 January 6, 2026 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 Mark Hunt and called to order at 10:02 AM. A roll call was taken with a quorum present consisting of the following Board Members:

State Auditor Mark Hunt
Jamion Wolford - Representing Governor Patrick Morrissey
Steve Bohman – Representing Treasurer Larry Pack

Also in attendance were:

V.J. Smith, Enterprise Resource Planning Board
Michael Cook, WVSAO
Scott Caudill, WVSAO
Lisa Comer, WVSAO
Lorie Humphrey, Enterprise Resource Planning Board
Bryan Hoffman, Enterprise Resource Planning Board
Paul White, Enterprise Resource Planning Board
Surabhi Subramanyam, CGI
Tara Lenz, CGI (participating via phone)

II. Approval of May 9, 2024 Minutes

Auditor Hunt moved for approval of meeting minutes from the May 9, 2024 Board meeting. The motion was seconded by Mr. Bohman. A vote was taken and the motion passed unanimously.

III. Confirmation of Vincent Smith as ERP Board Director

Auditor Hunt explained that the previous ERP Board Director, Kent Hartsog, resigned from his position in March, 2025. Auditor Hunt appointed Vincent Smith, who previously served as General Counsel for the ERP Board, to act as interim Director after Mr. Hartsog's resignation.

Auditor Hunt asked whether there was unanimous consent to allow Scott Caudill, Chief Counsel for the Auditor, to present brief remarks in support of Mr. Smith's confirmation as the next permanent ERP Board Director. Unanimous consent was given, and Mr. Caudill took the floor.

Mr. Caudill explained that Mr. Smith has been with the Auditor's Office and ERP Board through several previous administrations. Mr. Smith has a great deal of experience both with the Auditor's Office and the ERP Board. Mr. Smith has done a capable job since being appointed to act as interim Director, and Mr. Caudill encourages the Board to confirm Mr. Smith as the permanent ERP Board Director.

Auditor Hunt added that Mr. Smith has capably continued to serve as the ERP Board's General Counsel in addition to interim Director, and by doing so has also saved the State some money in personnel costs. No additional questions were asked. Mr. Bohman added that he has worked with Mr. Smith for several years and has no reservations with his appointment.

Mr. Bohman moved that the Board confirm Mr. Smith as the new permanent Director of the ERP Board. The motion was seconded by Auditor Hunt. A vote was taken and the motion passed unanimously.

IV. Project Management Updates – wvOASIS Upgrade

Auditor Hunt moved on to the next topic, Project Management Updates, specifically concerning the current wvOASIS upgrade. Auditor Hunt turned the floor over to Mr. Smith.

Mr. Smith started by announcing several personnel changes that have occurred since the last meeting. Kent Hartsog resigned as Director. The former Technical Team lead, Matt Ellison, left for another job opportunity in January, 2025. Malissa Hohmann, the former director of HRM Payroll, retired near the time that Mr. Hartsog left in March, 2025.

Mr. Smith introduced ERP Board staff present at the meeting that have filled in for the vacancies created by the previous departures. Lorie Humphrey is a long-time employee of the ERP Board, and she continues to serve as a Project Manager for the Board and specifically for the upgrade project. Lisa Comer is the new director of HRM Payroll. Lisa was integral in the initial wvOASIS implementation, and formerly a long-time employee of the Auditor's Office, bringing with her that experience to her new role. Paul White is another long-tenured employee of the ERP Board and has been promoted to the Technical Team lead. Finally, Mr. Smith introduced Bryan Hoffman, who has been serving as the Finance Team lead, and has been since before the last Board meeting.

Mr. Smith also introduced Surabhi Subramanyam, who appeared in person, and Tara Lenz, who appeared via telephone. Both hold executive/project management roles with our wvOASIS vendor, CGI, and both are assigned to the State of West Virginia account.

a. Overview – Putting wvOASIS Upgrade into Context

Mr. Smith next gave a brief overview of wvOASIS, given that the ERP Board has three new members.

The ERP Board statute is contained at W.Va. Code 12-6D-1 and was passed during the 2011 legislative session, marking roughly 15 years since the wvOASIS project officially began. The Board's legislative purpose is to "develop, implement and manage the Enterprise Resource Planning system" which is legislatively defined as software applications that achieve a comprehensive integration of data sources and processes of state agencies into a unified system that includes the state's financial management, procurement, personnel, payroll, budget development, and other administrative business processes.

Prior to wvOASIS, there were more than 100 outdated business applications spread across state agencies, with an estimated cost of \$35 million annually with redundant and outdated applications.

After a lengthy RFP process, the first Enterprise Resource Planning system contract was awarded to CGI and was effective December 12, 2011. The ERP system was given the moniker wvOASIS, and is primarily composed of CGI's Advantage applications. Go-live occurred in phases from 2014-2015, with several delays leading up to and during this period, particularly with the switch to pay employees on a semi-monthly to a bi-weekly basis.

The first contract ran through December 11, 2021. After expiration of this contract, the ERP Board approved an additional three-year contract with CGI that maintained the status quo. During this period, ERP Board staff negotiated the current contract with CGI, which was approved by the ERP Board at the May 9, 2024 Board meeting.

The current contract requires CGI to upgrade the wvOASIS system to CGI's most recent version of the underlying software (CGI Advantage) and move to a cloud-hosted SaaS model. The SaaS model provides that the State will always be on the most recent version of CGI's software and requires CGI to host the software solution in CGI's cloud infrastructure in Phoenix, AZ.

The contract contains a Service Level Agreement that provides financial penalties to CGI if certain metrics are not met, including issue resolution time and cloud availability. The contract requires CGI to provide system maintenance for 10 years through December 31, 2034.

b. 4.0 Upgrade – Project Management

Mr. Smith next turned to discuss the status of the current upgrade. An upgrade kick-off meeting was held on October 24, 2025, and was attended by ERP Board staff as well as staff from several outside agencies, including the State Auditor's Office, the State Treasurer's Office, and many offices within the Department of Administration.

Since the kick-off, a work plan has been delivered by CGI, which contemplates a 12-month upgrade timeline and a go-live date around November 11, 2026. Business process review sessions have been completed with CGI staff, allowing CGI to learn the State's business processes so that the upgraded software can be configured to the State's business needs, although the user experience will change and should be enhanced.

The State's testing environment, MA1, was delivered, albeit late, and with issues that prevented the State from being able to use and become familiar with the environment. Some of these issues have persisted, including merger of the State's security profile that has prevented extensive testing for HRM Payroll and prevented any testing by agencies outside ERP Board staff. These delays hinder State testing and put us behind schedule. ERP Board staff has expressed caution, based on prior experience with CGI, that CGI will continue to push deadlines until the last possible minute, after which the onus is shifted to the State, putting State staff behind schedule due to CGI's delays.

The State team and CGI are exploring ways to update and reconfigure the State's security profile, in the hopes of simplifying it. Currently, the State's security is configured such that thousands of unique business roles exist within the system, and the focus with this upgrade is on reducing that number as much as possible.

CGI is currently undertaking a data refresh into the MA1 environment, which will help with State testing. Under the SaaS model, CGI will be responsible for data refreshes which may impact how the State can perform its preliminary payroll process. The data refresh is taking several days to complete, and if this persists past the upgrade, the State will need to look at alternative methods to run its preliminary payroll. CGI is providing an assessment of the data refresh which will hopefully shed light on why it has taken so long.

The State team continues to find risks and action items that must be addressed prior to go-live. Many of these involve specific State processes or enhancements from the original go-live that are not included in the enhancements that are baselined into the 4.0 software as required by the new contract. These are being monitored and tracked to ensure a successful go-live with as little disruption to State business as possible.

At the time of this meeting, the State team and CGI are wrapping up the "Align" phase and moving into the "Build" phase. The "Build" phase is broken down into 7 "Sprints" that each run about one month each. Each sprint builds part of the wvOASIS 4.0 solution and requires extensive testing from the State team. As the State team tests, if any functionality is not working properly, a ticket is entered so the issue can be resolved prior to go-live. Per the contract, go-live cannot occur if any tickets rated as "Serious" or "Critical" remain unresolved.

The State has optioned the use of Test Savvy, a program developed by CGI to automate some of the State's testing demands. Test Savvy is being configured but has not yet been deployed, so it is too early to tell if this software will be beneficial to the State both for the upgrade and after

the upgrade as container packages are delivered throughout the year to ensure the State remains on the most recent version of CGI's software as per the contract.

After the "Build" phase, the "Achieve" phase begins, which will involve final testing, User Acceptance Testing, and training State agency personnel to use the new system. The State is reaching out to other CGI customers to get ideas and perspective to improve the wvOASIS training program.

Go-live is scheduled to begin on November 11, 2026 and will require two "black out" days, in which the system will be unavailable to process transactions. This will require coordination with outside agencies for contingency planning during this period. November 11 is a State holiday and falls on a Wednesday, requiring black out days the following Thursday and Friday leading into the weekend. The black out period will require several days because it involves a conversion of all the State's data into the new system, and CGI requires 3 days to get this done. Assuming this is done on schedule, the State team will run interfaces in the new system that weekend, and process payment cycles that were held during the black out period.

After running cycles and doing extensive shakedown testing that weekend, the goal is to be live with the new system the following Monday, November 16. If the cut over to go-live does not go as planned during this period and the State needs to abort, the State will be able to try again soon thereafter during the 2026 Thanksgiving holiday.

After the go-live, ERP Board staff and CGI will shift focus to upgrading the State's reporting tool from CGI's infoAdvantage to Insight, which is advertised as a significantly better reporting solution, with dashboards and analytics. This needs to occur prior to December 31, 2027. CGI has quoted an additional \$60,000 per month cost to the State if the conversion begins earlier than after go-live of wvOASIS 4.0.

The Board is also made aware that the State's on-premise hardware is nearing the end of its useful life. This hardware will need to be replaced, but the goal is to reduce the amount of hardware the State has, which will require the State to be moved away from the on-premise model at or near the current go-live date.

Mr. Wolford inquired whether a state-wide archive policy or retention policy would help with the infrastructure needs or be helpful in general. Mr. Smith answered affirmatively that an archive policy or data retention policy would be helpful, and that this is an area that needs to be addressed moving forward after go-live. Board leadership in this area will be particularly helpful given the many varying retention policies of different state agencies. No motion or action was taken on this point at the meeting but will be addressed after go-live.

V. Functional Area Updates

Mr. Smith provided an update on the following functional areas of wvOASIS.

a. Finance Team

Since the last meeting, the Finance Team assisted Public Defender Services to convert a vendor from paper checks to EFT payment. This particular vendor conversion eliminated around 6,200 checks annually. This continues a long-term project of wvOASIS, the State Treasurer's Office and State Auditor's Office to move away from issuing costly paper checks where EFT payment method is available.

The ERP Board user fee is now being invoiced electronically through wvOASIS. The Finance Team assisted the Division of Highways its tracking of fixed assets and inventory to utilize wvOASIS.

b. Technical Team

The annual SOC audit was successfully completed. The State utilized a new vendor to complete the SOC audit this year, which required more effort by ERP Board staff to ensure the vendor had needed access and information to complete the audit.

The Technical Team successfully converted from the legacy myApps system to the One Login Identity Management system. This system allows access to wvOASIS and other applications used by State employees, such as wvOASIS Financials and UKG timekeeping. The new system provides greater security protocol and monitoring, including multi-factor authentication. Most state employees are now using One Login and there was minimal disruption to state business related to the conversion.

The Technical Team continues to reduce the number of outstanding issue tickets for the wvOASIS 3.11 system. These tickets need to be resolved prior to go-live, although many are being deferred until after go-live because some of the tickets will be resolved in wvOASIS 4.0.

The Actian to Pentaho conversion took place during the spring and summer of 2025. CGI unilaterally switched the wvOASIS interface software from Actian to Pentaho. There were some major headaches and issues with the conversion as some payments were delayed because the interface software unanticipatedly failed. However, no payments were missed and most of the issues caused by the conversion have resolved.

c. HRM Payroll

Since the last Board meeting, the HRM Payroll team successfully upgraded its UKG timekeeping system. There was minimal disruption to state employees and no major issues were encountered to prevent its successful implementation. The upgraded platform provides a better interface and enhanced functionality for State employees' timekeeping needs.

As part of the UKG upgrade, the HRM Payroll group also helped to implement a piece of UKG functionality called Advanced Scheduler. This will primarily be used by State hospitals for staffing needs. The HRM Payroll group implemented and trained staff from Sharpe and Bateman

hospitals. Welch hospital is the last remaining entity to be implemented, which is expected to occur by the end of March.

The West Virginia Supreme Court is now using UKG for its timekeeping. Staff was trained and went live in UKG in November and December, 2025. This should improve internal tracking of employee time and leave balances.

Approximately 41,000 W-2s and 34,000 will be issued in January, 2026.

The HRM Payroll team as well as the Finance Team are assisting WVU-Parkersburg to transition entirely to use of wvOASIS for its financial management, including payroll. The project is on track to go-live at the beginning of the next fiscal year on July 1, 2026.

VI. Fiscal Outlook

There are no plans at this time to raise the user fee. For Fiscal Year 2026, the user fee will remain \$275/FTE. Each \$25 of this fee represents approximately \$1,000,000 in revenue, which is used to finance the ERP system. The ERP Board built a cash reserve over the past 5+ years in anticipation of increased costs related to the upgrade. Once those costs are paid after go-live, the Board may be in a financial position to reduce the fee in ensuing years.

VII. Public Comment

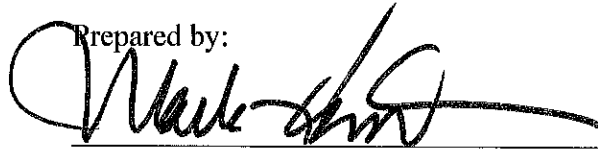
There was no public comment.

VIII. New Business

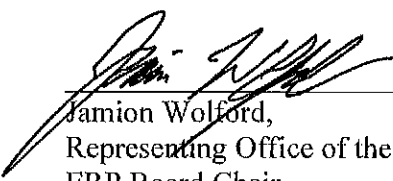
There was no further new business before the Board.

IX. Adjournment

Mr. Bohman moved to adjourn the meeting at 11:17 a.m. Mr. Wolford seconded, and the motion carried unanimously. Meeting adjourned.

Prepared by:


The Honorable State Auditor Mark Hunt
ERP Board Secretary



Jamion Wolford,
Representing Office of the Governor
ERP Board Chair