

MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the 13th Floor Conference Room, Woolfolk Building, Jackson, Mississippi, on Tuesday, March 22, 2011.

A quorum being present, Kevin J. Upchurch, Chairman, called the meeting to order.

The following members attended:

Kevin J. Upchurch, Chairman
Executive Director, Department of Finance and Administration
David Litchliter, Member
Executive Director, State Personnel Board
Cille Litchfield, MMRS Administrator (non-voting)
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

David Pitcock, MMRS/MAGIC Deputy Project Director, DFA
Michele Blocker, Director, ITS
Deanne Mosley, Chief of Staff, SPB

The following member was absent:

Lynn Fitch, Vice-Chairman
Executive Director, State Personnel Board

Mr. Upchurch reported to the Committee that Ms. Fitch is taking an extended leave of absence from the State Personnel Board.

Mr. Upchurch called for agenda item number one: Review and approve minutes for the February 1, 2011, meeting.

- On a motion by Mr. Litchliter, seconded by Mr. Upchurch, the Committee unanimously approved the minutes as presented.

Mr. Upchurch called for agenda item number two: Project Updates

Approval Required

- Lease Agreement – Regions Plaza (Hertz Jackson One LLC)
 - Sixty months – total \$1,662,381.50
 - Includes parking (80 spaces), janitorial, utilities
 - DFA has right of first refusal on the remaining 2330 square feet on the 14th floor at the lease rates in the Agreement; would be used for remaining staff (except operations and some network)
 - Additional parking available at \$50 per space per month
 - Lease approved by the PPRB on March 10, 2011
 - Occupancy expected June 2011
 - On a motion made by Mr. Litchliter, seconded by Mr. Upchurch, the Committee approved the request for MMRS to proceed with the lease.
- MAGIC Relocation Costs
 - Estimated total costs not to exceed \$110,000

- On a motion made by Mr. Litchliter, seconded by Mr. Upchurch, the Committee approved MAGIC relocation expenses at a cost not to exceed \$110,000.
- MAGIC Risk Management Plan
 - David Pitcock, MAGIC Deputy Project Manager, presented the Risk Management Plan. This Plan will serve as the foundation Risk Management Plan for the project as MMRS moves into the systems integration efforts.
 - On a motion made by Mr. Litchliter, seconded by Mr. Upchurch, the Committee approved the MAGIC Risk Management Plan.
- MAGIC Governance Plan
 - David Pitcock, MAGIC Deputy Project Manager, presented the Governance Plan. Ms. Litchfield outlined the differences from the prior version of this plan. These include disbanding the MAGIC Task Force after the meeting to approve RFP 3626 and the addition of the Change Control Board. It was noted this will, like the Risk Management Plan, be the baseline document for the project as MMRS moves into the systems integration efforts.
 - On a motion made by Mr. Litchliter, seconded by Mr. Upchurch, the Committee approved the MAGIC Risk Management Plan
- ARM – Agency Readiness Manager – Letter
 - Ms. Litchfield discussed the revisions to the draft ARM letter. The Committee agreed this is ready to go. Date for release of the ARM letter is April 15, 2011.

Mr. Upchurch called for agenda item number two: Discussion Topics

- (Project 38626) – RFP 2636 – Acquisition of Implementation Services Vendor/MAGIC
 - Ms. Litchfield discussed that final clarifications continue with the leading vendor, that legal drafting has begun and the vendor scheduled to be on site for negotiations in early April 2011. MMRS' goal is to present this at the April 28, 2011, ITS Board Meeting for approval with the May 2011 meeting as a fallback date. Official kickoff for the MAGIC Systems Integration Project is targeted for July 1, 2011.
- Ms. Litchfield reported the NEOGOV continues to progress on schedule. SPB has made decisions on timing and with regard to impact of the recruitment processes during the transition period. The targeted go-live date of May 2011 (pre-conversion) is still viable.
- Ms. Litchfield reported that work on the Transparency project continues but that we are behind. A refocusing of staff and the objectives has been completed and a demonstration is scheduled for March 30, 2011. Target go-live is still July 1, 2011.

Mr. Upchurch called for agenda item number four: Other Business

- Pending Legislation - Ms. Litchfield reported that several shared services bills involving ITS or DFA are still active. These include HB1372, SB2544, and SB2975, which are now in conference. While there is some impact on MMRS operations and fiscal year conversion in the bills passed to date, it is minimal. Monitoring will continue until the end of the Session.

Ms. Litchfield stated the next scheduled meeting is Tuesday, April 26, 2011. The tentative agenda includes:

- MAGIC - Consider approval of award for Project 38626/RFP 3626
- MAGIC – Status of Project 39050/RFP 3659 – Acquisition of Mainframe, Software and Storage for SAP

- MAGIC - STA Assignment and Extension
- BRICKS - CIBER Expansion

Mr. Litalita 4/26/2011

There being no further items of business, on a motion made by Ms. Litchfield, seconded by Mr. Upchurch, the meeting was adjourned.

Kevin J. Upchurch
Chair
Finance and Administration

Vice-Chairman
State Personnel Board

David S. Litalita
Member
Information Technology Services