

MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:30 PM in the 13th Floor Conference Room, Woolfolk 13th Floor, Jackson, Mississippi, on Monday, April 19, 2004.

A quorum being present, J. K. "Hoopy" Stringer, Jr, Chairman, called the meeting to order.

The following members were in attendance:

J. K. "Hoopy" Stringer, Chairman
Executive Director, Department of Finance and Administration
John Mulholland, Vice-Chairman
Executive Director (Acting), State Personnel Board
David L. Litchlitter, Member
Executive Director, Department of Information Technology Services
Cille Litchfield, MMRS Administrator (non-voting)
CSIO, Department of Finance and Administration

Mr. Stringer called for agenda item number one: review and approve minutes for September 29, 2003, meeting of the Steering Committee.

On a motion by Mr. Litchlitter and seconded by Mr. Mulholland, the minutes were approved as presented.

Mr. Stringer called for agenda item number two: Approval of \$1M repayment for MMRS Revolving Fund Loan.

Committee discussed how decision was made to repay the loan. Mrs. Litchfield indicated that the Treasurer and the Bond Commission were the primary drivers in that process.

On a motion by Mr. Litchlitter and seconded by Mr. Mulholland, the \$1M payment was approved.

Mrs. Litchfield stated she would direct that the payment be made on or before April 20, 2004. Mr. Stringer also asked that Mrs. Litchfield discuss this with Kevin Upchurch, DFA Deputy Director for Finance in an effort to work with the Treasurer to remove the MMRS Revolving Fund from the list of funds targeted for transfer to the Budget Contingency Fund.

Mr. Stringer called for agenda item number three: Approval for FY2006 Budget Estimates for Agencies.

Mrs. Litchfield requested approval to re-release the FY2005 budget request estimates for agencies to use for their FY2006 budget requests. Mrs. Litchfield indicated that the numbers in that estimate would be higher than the anticipated appropriations for FY2005 thus should be more than adequate for planning purposes.

On a motion by Mr. Litchlitter and seconded by Mr. Mulholland, the request was approved.

Mr. Stringer called for agenda item number four: Project Status Report.

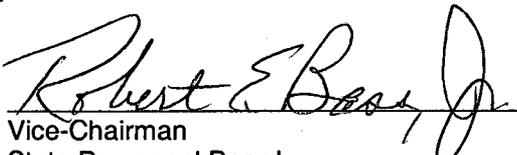
Mrs. Litchfield reported the following:

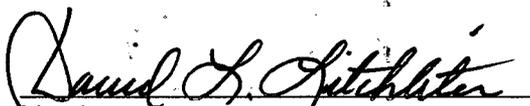
- i) Enterprise Learning Management System

- (1) Bids Due – 4/30/2004;
 - (2) The bid opening date was extended two weeks at the request of SAP.
 - (3) Agreement with The Whitten Group for FY2005 will most likely be executed at a not to exceed amount of \$25,000 for them to support the evaluation and implementation of this software.
 - (4) Constraints include cost; however MMRS will fully evaluate and consider all proposals received.
- b) PayMode
 - i) Bank of America acquisition of Fleet has gone smoothly with no impact on our operations or agreement to this point.
 - ii) Expanded Remittance for HIPAA impacted vendors is on target for June 2004.
 - iii) Contract renewal for an additional three years is pending.
 - c) Blue Cross/Blue Shield – HIPAA/Automated Enrollment
 - i) Target is July 2004 after the billing for that month.
 - ii) This is for core state agencies only. IHLs and CJsCs are not included. Mr. Stringer stated that there should be discussions of those elements at some point in the future.
 - d) ACE
 - i) Expanded Functionality for Leave Balance Reporting is on target for June release.
 - ii) All EFT advices will be pushed to ACE beginning July 2004. This will relieve significant print costs for DFA.
 - e) Payment Engine Replacement – RFP is in the development cycle with ITS.
 - f) Grants Management System – There is an agency push for this, especially from Health and Wildlife. Requirements are being gathered as a part of Health's SAAS implementation project.
 - g) Other projects per Master Schedule (included as an exhibit to the minutes).

There being no further items of business, Mr. Stringer asked for a motion for the meeting to be adjourned. On a motion made by Mr. Litchliter, seconded by Mr. Mulholland, the meeting was adjourned.


 Chairman
 Finance and Administration


 Vice-Chairman
 State Personnel Board


 Member
 Information Technology Services

Specific Priorities

1 HIPAA 835	Adjudicated claims with PayMode	Jun-04 Clyde
2 HIPAA 834	BSBC e-interface; insurance mtg on 4/22	Jun-04 Clyde
3 Master Software Upgrade	Notes R6 portion	Dec-04 Gayle
4 I2K Phase 2	documentation; other issues	Jun-04 Gayle
5 Health	SAAS implementation	Jul-04 Clyde
6 ACE Leave Balance Access	on target	Jun-04 Clyde
7 MMRS Web Site Redesign	add AW/TJW recs on home page	Jun-04 Clyde
8 Change Mgmt Processes/Tools	Customization and initial deployments	Jun-04 Gayle
9 COBOL upgrade	reprioritized	Sep-04 Ann
10 Interwoven	content management - acquisition costs	Jun-04 Ann
11 PayMode	contract extension	Sep-04 Cille
12 PayMode	diversions - need total solution!	Clyde
13 Pay stub details	push all to ACE; push print to agencies to either print/distribute or give access to via web.	Clyde
14 ComputerAid	decision on Suresh	Jun-04 Clyde
15 Purge and Retrieval	MERLIN - purge 2 years GL history in July	Jul-04 Cille
16 Purge and Retrieval	SAAS portions	Clyde
17 Purge and Retrieval	SPAHRs HR	Clyde
18 Purge and Retrieval	SPAHRs PR	Clyde
19 Federal drawdowns	fully automate	Clyde
20 Intergovernmental xfers	SPAHRs	Clyde
21 Paymode for external vendors	SPAHRs	Clyde
22 Pre-paid travel	SPAHRs	Jun-04 SUE
23 MS State withholding taxes consolidation of payments	SPAHRs	Jun-04 SUE

Non-Specific Priorities

Master Software Upgrade	all other components	End	Jun-05
Grants Management System	requirement gathering	End	Aug-04
Grants Management System	Buy or Build - Implement	End	Jun-05
ELMS	Bids due 4/30/2004	Start	Aug-04
PE replacement	Bids due late May 2004	Start	Sep-04

PayMode Invoice Aggregation Project Requirements Aug-04
PayMode Invoice Aggregation Project Requirements - Build Jun-05
Change Mgmt Processes/Tools Complete rollout Jun-05

BuySpeed/Director's Chair Replacement OPT - look at xfer custom development from another state End
Interwoven deployment Jun-05

Payroll Card research
Move to bi-weekly/semi-monthly delayed research