

## MMRS Steering Committee

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:30 AM in the 13<sup>th</sup> Floor Conference Room, Woolfolk 13th Floor, Jackson, Mississippi, on Tuesday, April 15, 2003.

A quorum being present, Gary Anderson, Chairman, called the meeting to order. The following were in attendance:

- Gary Anderson, Executive Director, Department of Finance and Administration  
Chairman
- J. K. "Hoopy" Stringer, Executive Director, State Personnel Board  
Vice-Chairman
- David L. Litchliter, Executive Director, Department of Information Technology Services  
Member
- Cille Litchfield, Chief Systems Information Officer, Department of Finance and Administration, MMRS Administrator

Mr. Anderson called for agenda item number one: review and approve minutes for January 24, 2003, meeting of the Steering Committee.

On a motion by Mr. Stringer and seconded by Mr. Litchliter, the minutes were approved as presented.

Mr. Anderson called for agenda item number two: discuss status of payments for the FY2003 MMRS Revolving Fund billings.

Mrs. Litchfield reported that the following invoices are outstanding:

Finance and Administration	\$3072.99
Office of the Governor	\$4831.27
Human Services	\$663378.85
Military	\$1029.09
Narcotics	\$38931.68
River Parkway Commission	\$20.42
Veterans' Affairs	\$76311.71
<b>TOTAL</b>	<b>\$787576.01</b>

Mr. Anderson called for agenda item number three: discuss potential impact of HB1667.

Mrs. Litchfield estimated a \$2.954M June 30, 2003, ending balance in the MMRS Revolving Fund. This estimate is in line with the estimate provided

to the MMRS Steering Committee and the Bond Commission in support of the Revolving Fund loan repayment plan.

Mr. Anderson called for agenda item number four: discuss/approve quarterly billing process for the MMRS Revolving Fund for FY2004 forward.

Mrs. Litchfield proposed that the total expenditures for July 1, 2002 – June 30, 2003, eliminating the FY2002 lapse period expenditures as they have already been recovered, be totaled, interest applied, and divided by four and four equal invoices issued during FY2004 beginning in September 2003. On a motion made by Mr. Stringer, seconded by Mr. Litchliter, the proposal was approved.

Mr. Anderson called for collective discussion of agenda items five through eight:

- Item five – add \$.07 per form for each paper EFT payroll advice produced for an agency employee to the agency's quarterly billing;
- Item six - add \$.07 per form for each paper payroll warrant produced for an agency employee to the agency's quarterly billing;
- Item seven - add direct costs per form for each W2 produced for an agency employee to the agency's quarterly billing;
- Item eight – add direct costs for reproduction of lost W2s to the specific agency's quarterly billing.

Mrs. Litchfield stated that she is looking for additional incentives to encourage agencies to move their employees to ACE – the Access Channel for Employees. The Steering Committee determined that they want to observe the adoption rates for the next year and then reexamine this issue. The Committee asked Mrs. Litchfield to continue to look for incentives for agencies for ACE enrollment. Mr. Anderson specifically asked Mrs. Litchfield to work with North Mississippi Regional Center to begin a direct deposit program for the employees of that facility.

Mr. Anderson called for agenda item number nine: discuss FY2004 budget implementation.

Mrs. Litchfield stated that MMRS had requested \$9.418M but will only implement an \$8.250M appropriation due to the budget issues known already for FY2004. This reduction in the appropriation for MMRS will further push out the implementation of imaging/document management/electronic invoice aggregation. Mrs. Litchfield reported the following priorities for FY2004:

1. I2K remediation (Phase II)
2. Fleet (Clareon) PayMode HIPAA payments
3. ACE leave balance queries

4. Outcomes as prioritized by DFA from the Bureau of Building, Grounds, and Real Property Management business process re-engineering study
5. Complete the marriage of travel and contract management and reporting between SAAS and SPAHRS through MERLIN.
6. Segregation of federal funds from other special funds in SAAS as directed by the Treasury and the Office of Fiscal Management.

Priorities beyond these include requirements definitions for e-invoicing for intergovernmental invoicing through SAAS, e-invoice receipt/aggregation and routing through SAAS/PayMode, e-remittance expansion through SAAS/PayMode, and requirements definition, acquisition, and implementation of an enterprise learning management system to be integrated with SPAHRS.

The Steering Committee also noted the success of the Fleet (Clareon) PayMode e-payment and remittance project.

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

---

Chairman  
Finance and Administration



---

Vice-Chairman  
State Personnel Board

---

Member  
Information Technology Services