

## MMRS Steering Committee April 15, 2002

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the DFA Conference Room, Woolfolk 13th Floor, Jackson, Mississippi, on April 15, 2002.

The following members were present:

Gary Anderson, Chairman and Executive Director, Finance and Administration  
J. K. Stringer, Vice-Chairman and Executive Director, State Personnel Board  
David L. Litchliter, Executive Director, Information Technology Services

Also present were:

Cille Litchfield, MMRS Administrator  
Kym Wiggins, DFA Public Information Officer  
Teresa Hayes, Senior Business Systems Analyst, DFA/MMRS  
Katie Womack, Business Systems Analyst II, DFA/MMRS

A quorum being present, Mr. Anderson called the meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee to order.

Mr. Anderson presented agenda item 1:

- Review and approve the minutes of the meeting of the MMRS Steering Committee for April 15, 2002.

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

Mrs. Litchfield requested that Ms. Hayes and Ms. Womack be allowed to provide a status on the I2K project before proceeding with the remainder of the agenda. Ms. Womack reported that IKON is working closely with the State to resolve remaining issues before releasing the system for production usage. Pilot agency users of the I2K based Certificates of Eligibles will begin April 30, 2002. Pilot agencies are SPB, DFA, ITS, Public Safety, Health, Education, and Transportation. The target to release the system to full production usage is May 31, 2002.

Mr. Stringer discussed some of the benefits anticipated by SPB with implementation of I2K. Additionally, Mr. Stringer commended the DFA/MMRS and SPB staff involved in the project for their efforts.

Mr. Anderson presented agenda item 2:

- HB1317 and the MMRS Revolving Fund

Mrs. Litchfield discussed the impact of HB1317 and the MMRS Revolving Fund. She reported that the main issue is the issue of liability for the \$4 million initially borrowed from the General Fund/Special Fund pool that DFA is required to transfer to the Budget Contingency Fund. Mrs. Litchfield also reported that the Bond Commission Resolution approved by the MMRS Steering Committee in September 2001 regarding extension of the beginning of repayment of the loan has not yet been presented to the Bond Commission.

The Committee instructed Mrs. Litchfield to meet with DFA legal staff and others as necessary to determine:

- Whether DFA can legally reduce the liability for the \$4 million for the MMRS Revolving Fund when the money is transferred to the Budget Contingency Fund;
- If DFA can reduce the liability, what action is required by the Bond Commission;
- Should MMRS add a surcharge to recover the \$4 million or just leave the liability in place until

removed by the Legislature;

- What other options are available to us.

Mr. Anderson presented agenda item 3:

- Review tentative FY2003 spending plan

Mrs. Litchfield presented a minimum, targeted, and maximum spending plan for FY2003.

Minimum	\$7,879,695	Includes GASB34 assistance, Portal based Court Assessments and Fines, Portal based EFT advices/W2s, SPAHRS support
Targeted	\$8,314,695	To the Minimum, add Portal based State Employment and Training Application, Portal based 1099s, Electronic Remittance processing for SAAS and SPAHRS vendor payments
Maximum	\$9,194,804	To the Targeted, add expansion of employee self service via the Portal

Mr. Anderson presented agenda item 4:

- Procurements in process

Mrs. Litchfield reported on the following procurements in process:

- Project # 33709 - Implement employee directory with access to EFT advices for direct deposit and W2s via the Internet (includes SPAHRS interface); Letter of Configuration (LOC) specifications are under development;
- Project # 33724 - Implement e-payment application for G2G application for filing court assessments and fines by local governing authorities (includes SAAS integration); LOC specifications are under development;
- Project # 33634 - Claims management and processing system for the Office of Crime Victims Compensation (includes SAAS integration); RFP 3272 responses are due 4/23/2002;
- Project # 33664 - SPAHRS programming support; Responses have been received and only one vendor (Software AG) meets specifications;
- Hardware/software purchases - Proceeding this Fiscal Year with items such as PC replacements, new file server acquisition, and acquisition of a storage area network that were originally planned for FY2003 due to Legislative directive to limit equipment purchases in FY2003.

Mr. Anderson presented agenda item 5:

- Review projects being planned

Mrs. Litchfield discussed the following projects that are in various stages of discussion and planning:

- E-procurement (B2G)
- UCC filings from portal with Secretary of State (B2G)
- Integration of the OnGuard Access Control System with SPAHRS
- Logical add-on projects to Project # 33709 these expand directory usage and need for digital authentication/certification to support employee self-service (G2C, G2E)
- E-payment/detail remittance to vendors (G2B)
- E-receipt/collection of funds (B2G)
- E-receipt of invoices (B2G)
- E-filing of 1099s (G2B)

Mr. Anderson presented agenda item 6:

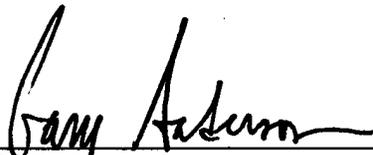
- Review projects in progress

Mrs. Litchfield gave a general status of all MMRS applications. Mrs. Litchfield also updated the Committee regarding usage of the ChoicePoint general RFP for investigative services, general status of Health, DEQ

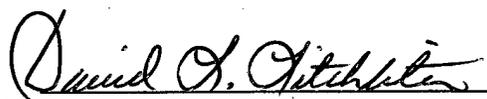
and other agencies and their interface with SAAS.

Mr. Stringer requested that DFA/MMRS prepare a Management Report for agency directors to use in the monitoring of fiscal year to date payments of salary, premium pay, and overtime to employees. Mr. Stringer discussed why this management tool was needed. Mrs. Litchfield was directed to proceed with having staff develop this report and the appropriate delivery method for ensuring it reaches the correct audience in the agency.

Mr. Anderson asked if there was additional business to come before the Steering Committee. Since there was no further business to come before the Committee, Mr. Anderson moved to adjourn. There was no objection and the Committee adjourned.

  
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Chairman  
Finance and Administration

  
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Vice-Chairman  
State Personnel Board

  
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Member  
Information Technology Services