

Mississippi Management and Reporting System
Steering Committee Minutes
April 13, 1999
Sillers 9th Floor Conference Room

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 10:00 a.m. in the Silers 9th Floor Conference Room, Jackson, Mississippi, on Tuesday, April 13, 1999.

The following members were present:

Edward L. Ranck, Chairman and Executive Director, Finance and Administration
J. K. Stringer, Vice-Chairman and Executive Director, State Personnel Board
David L. Litchlitter, Executive Director, Information Technology Services

Also present were:

Cille Litchfield, MMRS Administrator
John McManus, MMRS/SPAHRS Manager

A quorum being present, the meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was called to order by Dr. Ranck.

Dr. Ranck presented agenda item 1: Review and approve the minutes of the meeting of the MMRS Steering Committee for June 8, 1998.

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

Dr. Ranck presented agenda item 2: Review FY1998 Bond Commission Report.

No issues were raised regarding this report. Mr. Stringer reminded the Committee that the "step chart" will no longer be in effect as of July 1, 1999. Mr. Stringer raised questions regarding the SPAHRS implementations for the Legislature (staff - July 1999; members-January 2000), the Department of Human Services (October 1999). Mrs. Litchfield reported both these efforts were underway and proceeding as they should.

Dr. Ranck presented agenda item 3: Status of the Revolving Fund.

Mrs. Litchfield reported that there was \$12,867,764 in cash in the fund as of April 12, 1999. Mrs. Litchfield also stated that the outstanding accounts receivable from prior year billings stands at \$302,357 of which the Military Department's portion is \$302,102. Dr. Ranck responded that the Speaker of the House had instructed the Department to pay this and that it would a discussion item for the transition to the new administration.

Dr. Ranck presented agenda item 4: SPAHRS Update.

Mr. McManus reported that Group 3 is on target for the April 1999 payrolls and preparations are underway for Group 4. There was a short discussion concerning the March payroll problems with The Committee discussed how SPAHRS related policy issues should be addressed on a "going forward" basis. Mr. Stringer proposed that Administrative Procedures be set up to address this. A copy of the proposed procedures is attached to these minutes. Membership on this Committee would be the SPAHRS Manager (non-voting), the Director of the Office of Fiscal Management (DFA) or designee, the Deputy State Personnel Director (SPB), and the Director of Administration (ITS).

The Committee discussed a \$0 Change Order to restructure payment deliverables in the Software AG Americas Agreement for SPAHRS. There was no objection.

The Committee discussed a proposal to obtain the Tree House Change Management software package, N2O with the 3GL extensions, with a life cycle cost not to exceed \$145,937. This package will be immediately implemented to do automated change management for SPAHRS/MERLIN mainframe objects. Within the next 18 months, management of SAAS objects will be migrated from PANAPT to N2O. There was no objection.

The Committee discussed the Personnel and Payroll Imaging Control System (PPICS). (Please note that the name of the project has since been changed to Image 2000 (I2K)). Mrs. Litchfield discussed that this will be an Imaging/Document Management/Workflow system that will be tightly integrated with SPAHRS. The release date for the Request for Proposal is still tentative. Total cost is uncertain. MMRS has estimated approximately \$1,000,000 in hardware, software, and services for this in FY2000. Split of the costs between MMRS and SPB has also not yet been determined since we do not yet have enough information to make that decision.

Dr. Ranck presented agenda item 5: MERLIN Update.

Mrs. Litchfield reported that as of April 12, 1999, there are 198 installed users and 29 pending installation. Mrs. Litchfield also reported that the IBM Agreement will close out April 30, 1999 and that there is currently only one deliverable outstanding. MMRS is working with IBM to resolve issues regarding this proprietary code matter with DecisionWorks.

Mrs. Litchfield also reported that Phase 6 is underway with an estimated cost of approximately \$2,000,000. Phase 6 will include the following primary goals: (1) move Executive applications to the Web; (2) Eliminate expensive desktop software and expand accessibility; (3) Expand Web reporting tools.

Dr. Ranck presented agenda item 6: SAAS Update.

Mrs. Litchfield discussed that agency implementations are moving forward in the project to bring all agencies online by 7/1/2000. 16 agencies have been implemented thus far this calendar year (includes LBO). Six more are targeted for 7/1/99 (includes DECD).

Mrs. Litchfield reported that intergovernmental transfers is now in production. A pilot implementation with DFA is in progress. Statewide rollout of this new feature will conclude by 7/1/1999.

Mrs. Litchfield reported that the Government Enterprise Network Imaging and E-commerce (GENIE) project is underway. Phase One of this project is for a business process study for the Office of Fiscal Management

and the Office of Purchasing and Travel. This is in preparation for the implementation of an Imaging/Workflow/Document Management/E-Commerce tightly integrated to SAAS. Study will be completed this fiscal year at an estimated cost of \$350,000 that is to be split between the Bureau of Financial Control and MMRS/SAAS. The projected outcome of the study is a Phase Two RFP for hardware, software, services. Tentative release date of this RFP is targeted for 4th calendar quarter of 1999. Total estimated cost is \$2,500,000.

Dr. Ranck presented agenda item 7: MMRS Administration Update

MMRS is targeted to install a Netfinity server in late April 1999. This server will become platform for internal/MERLIN Notes based activity, will be the platform for MERLIN.net, will become the platform for MMRS fax server/internal document management system, and will be evaluated as the platform for I2K and GENIE.

Dr. Ranck presented agenda item 8: Other Issues

Mrs. Litchfield reported to the Committee that DFA's Appropriation Bill (SB3125) included the transfer of the 15 time limited MMRS positions from ITS to DFA effective July 1, 1999. Karen Holloway and Michele Blocker are working on this to make this transition as painless as possible for the 15 staff involved.

Mrs. Litchfield also voiced concerns regarding the relocation to Woolfolk and impact on services to users and project in progress if appropriate planning is not done.

Mrs. Litchfield also reported there is a need for Y2K Collaborative Testing with the Treasury, State Tax Commission, and ITS and that a meeting with appropriate staff from these agencies has been scheduled to review the steps that need to be taken to accomplish this.

There being no further business to come before the Committee, Dr. Ranck moved to adjourn, and, there being no objection, the Committee adjourned.



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Finance and Administration



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