

**Mississippi Management and Reporting System**  
**Steering Committee Minutes**  
**September 4, 1997**  
**Sillers 9th Floor Conference Room**

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A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 10:00 a.m. in the Sillers 9th Floor Conference Room, Jackson, Mississippi, on Thursday, September 4, 1997.

The following members were present:

Edward L. Ranck, Chairman and Executive Director, Department of Finance and Administration

J. K. Stringer, Vice-Chairman and Executive Director, State Personnel Board

David L. Litchliter, Executive Director, Department of Information Technology Services (arrived late)

Also present were:

Cille Litchfield, MMRS Administrator

Cliff Davidson, MMRS Technical Director / SPAHRS Project Manager

Lynda Dutton, MMRS Functional Director

Mike Lun, Software AG Americas

Tom Gorley, Software AG Americas

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 July 31, 1997.

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

Dr. Ranck presented agenda item 2:                    Present status of MERLIN

Ms. Litchfield reported work on the MERLIN Financial subject areas has been completed. The "Cash" button, the final financial function, is scheduled for release before the end of the week. Ms. Litchfield reported the team is preparing for the first production release of Financial and Workforce and for Phase III. Phase III will include Capital Projects, Debt, Economic/Statistical, and MERLIN.net - the initial MERLIN Internet access component.

Dr. Ranck reported that MERLIN is very cumbersome to enter/exit and stated this must be examined. Dr. Ranck also asked how far behind MERLIN will be on capturing Mary Keens' actual postings. Ms. Litchfield responded these should be included in the daily update from SAAS and that she would check further on this matter. Mr. Stringer stated there were problems with the Cognos

reports he was using. Ms. Litchfield responded the MERLIN team was aware of the problems in the model reports and these would be corrected/replaced with the production release reports.

Dr. Ranck cautioned that the MERLIN team must be aware there is a very short list of questions and answers for debt and capital projects and that not every off-the-wall issue should be considered. Dr. Ranck stated the debt and capital projects aspect of MERLIN development must be very disciplined. Ms. Litchfield responded that the MERLIN team is aware of this and that she would again caution them in this matter.

Dr. Ranck presented agenda item 3: SPAHRS Status

Mr. Litchlitter joined the meeting during this discussion. Mr. Lun brought the Committee up-to-date on SPAHRS activities. Activities since the July 31 MMRS Steering Committee meeting included replacement of non-performing Software AG (SAG) contractors and staff members, doubling up of on-site personnel using SAG employees through savings attained through ending contractor agreements, expanded oversight from the Reston office, expanded risk management and quality assurance activities, continued improvement in communication between the State and SAG. Mr. Lun and Ms. Litchfield agreed that both the State and SAG had been proactive in resolving issues.

The MMRS Steering Committee discussed delayed payroll questions before the Legislature. Ms. Litchfield reported that she and Leila Malatesta of DFA had visited with Mississippi Association of State Employees (MASE) regarding this matter and that MASE definitely is for this, not against it as had been reported. Dr. Ranck stated that time has been requested to further discuss this matter with the Legislative Budget Committee. Dr. Ranck further stated that no material about the delayed payroll should be distributed to employees without his approval.

Mr. Lun continued to review the SPAHRS status. SAG is taking a proactive approach - keeping staff on to perform an in-depth look at D&T payroll code, begin first wave of payroll testing early, incorporate volume and integration testing early enough to correct major performance problems, proactive planning/review meetings so all team members know where are today, what is coming, and how it all fits together. This type meeting has already been held for payroll (PR) and will be held soon for human resources (HR). Once the new project manager is on board, this type meeting will be held monthly.

Mr. Lun also reported that the use of the new workplan tracking methodology still had some bugs but it was providing much better project management information than that previously available. This process will continue to be refined with input from SAG project manager, Mr. Davidson, and Ms. Litchfield. Mr. Lun further reported the appointment of Dariush Farkhondehpay as the new Project Manager, Debbie Watson as the new SPAHRS PR lead, and Mike Bannister as a senior analyst to back up both Ms. Watson and Bob Stoddard. Mr. Lun reported that efforts are still underway to retain Mr. Stoddard until after the November implementation deadline; however, SAG is committed to ensuring the staffing is in place to seamlessly transition the lead HR role should that become necessary.

Mr. Lun reported there are some outstanding issues with HR from last JADs that Barbara Phillips

has been asked to document why certain decisions were made earlier on these matters. Mr. Lun and Mr. Davidson discussed that resources are over allocated but we are looking at alternate ways to get to November 21 should there be problems that could significantly impact the schedule. Both Mr. Davidson and Mr. Lun agreed that if no new functions are identified, the November 21 date should be OK.

Mr. Davidson expressed concerns with HR and the Selection module since systems testing was not completed prior to the project suspension to address VCP changes. Mr. Davidson stated that if asked that day, he agreed SPAHRS would go live November 21 but that it will be very close.

Dr. Ranck stated that he was cautiously optimistic and appreciate the efforts of the State team and SAG to get the project under control and back on track.

Dr. Ranck presented agenda item 4: SPAHRS Contract Amendment Status

Ms. Litchfield reported the amendment had been reviewed by Bob LeDeoux, Counsel for SAG, and was now being reviewed by Armin Moeller of Phelps Dunbar. Language allowing the State to contract with existing SAG contractors in the event of project termination was discussed and generally agreed upon. Ms. Litchfield stated this should be wrapped up next week.

Dr. Ranck presented agenda item 5: MERLIN - Use of contractual monies for installation support

Ms. Litchfield reported that miscellaneous contract dollars up to \$67,600 will be used to supplement the State MERLIN team's ability to do user installations and follow-up work. This work had been assigned to a MMRS staff member who was recently terminated for performance reasons. Salary money for this vacant position will offset the cost, in part, of the contractual dollars. Ms. Litchfield reported that efforts are underway to fill this position. The Committee concurred with this use of MERLIN miscellaneous contractual monies.

Dr. Ranck presented agenda item 6: MERLIN - Use of contractual monies for MERLIN.net

Ms. Litchfield reported that miscellaneous contract dollars up to \$101,400 will be used to complete Phase I of the MERLIN Internet implementation. This phase is the definition of the architecture and building of the proof of concept. Further phases will be discussed following the successful completion of the tasks associated with the MERLIN.net Phase I. The Committee concurred with this use of MERLIN miscellaneous contractual monies.

Dr. Ranck presented agenda item 7: SPAHRS - Contract with Michael Piazza for SPAHRS training support

Ms. Litchfield reported that MMRS has contracted with Michael Piazza for services not to exceed \$12,800 for the period of September 4 - December 31, 1997, to supplement the SPAHRS training

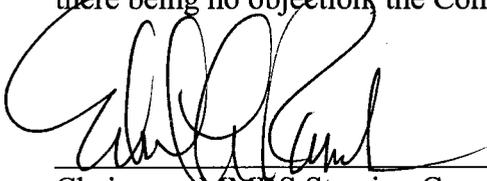
staff. Most likely this agreement will be expended beyond that time frame based on Mr. Piazza's performance in this initial phase. The Committee concurred with this contractual agreement.

Dr. Ranck presented agenda item 8:                      Status of the Revolving Fund

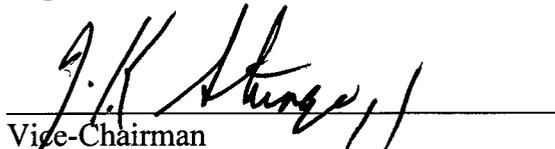
Ms. Litchfield reported that current balance of the revolving fund is \$9,953,553. Outstanding accounts receivable is \$98,470 and that \$93,452 of this is due from the Military Department. Ms. Litchfield reported that the Military Department has indicated in writing they are working with the Legislature to obtain a deficit appropriation to cover this debt and outstanding SAAS charges.

The Committee agreed to meet again Tuesday, October 14, 1997. The SPAHRS status toward the November 21 implementation date will again be reviewed at that meeting.

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



Chairman, MMRS Steering Committee  
Department of Finance and Administration



Vice-Chairman  
State Personnel Board



Member  
Department of Information Technology Services