

**Mississippi Management and Reporting System**  
**Steering Committee Minutes**  
**July 17, 1997**  
**Sillers 9th Floor Conference Room**

---

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 1:00 p.m. in the Silvers 9th Floor Conference Room, Jackson, Mississippi, on Thursday, July 17, 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. Litchlitter, Executive Director, Department of Information Technology Services

Also present were:

Cille Litchfield, MMRS Administrator  
Cliff Davidson, MMRS Technical Director / SPAHRS Project Manager  
Lynda Dutton, MMRS Functional Director  
John Mulholland, Deputy Director, State Personnel Board

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 items 1 and 2:           Review and approval of the minutes of the meetings of the MMRS Steering Committee for May 29, 1997, and June 19, 1997.

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

Dr. Ranck presented agenda item 3:               Present status of SPAHRS work plan negotiations.

Ms. Litchfield reviewed the replanning and work plan tool transition work that has occurred over the past two weeks. Ms. Litchfield stated that Mr. Mulholland was given a copy of the draft plan this morning (7/17/97). Mr. Mulholland acknowledged he had received a copy of the plan around 10:30 this morning but that he had not reviewed it with MMRS staff nor completed his own review.

Mr. Davidson stated the SPAHRS team has reviewed all details of where we are with this effort and that the plan is as complete as we can make it at this time. Ms. Litchfield stated items still missing include the effort to complete the additional Selection change orders, the effort to complete correction and testing of outstanding Error Incident Reports (EIRs), and concurrence from SPB regarding the SPB resource allocation and schedule against their business cycle.

Dr. Ranck asked the schedule impact. Ms. Litchfield responded that the total schedule now extends through July 1999. Mr. Stringer questioned the overall payroll (PR) schedule slide. Ms. Litchfield and Mr. Davidson concurred that the original Group I payroll date per the Agreement signed in July 1996 was July 1997. When the work plan was readjusted in January 1997, the payroll Group I date moved to October 1997. With this proposed plan, the Group I payroll date moves to August 1998.

---

(Note: Attached to these minutes is a schedule reflecting impact of each group for both HR and PR implementation over the course of the Software AG agreement. Per the July 21, 1997, version of the work plan, the dates extend through September 1999. The State continues to work to compress the payroll schedule back to June 1999 in order to avoid FY2000 issues and allow "step pay" to be completely removed at the beginning of a fiscal year.)

The Committee discussed the impact of having the final PR Group implemented after the beginning of Fiscal Year 2000. The Committee concurred that the "false" step chart must be eliminated at the beginning of a fiscal year and that a work around would need to be developed for meeting the initial FY2000 payrolls for the agencies in Group IV. Ms. Litchfield was instructed to discuss this with Dwight Tidwell, Director, DFA/Office of Information Technology, since these Group IV agencies are Common State Payroll agencies.

Ms. Litchfield stated that agencies had been regrouped to allow January 1999 implementation statewide of the semi-monthly, delayed payroll. Agencies in Groups III and IV presently have systems that support semi-monthly payroll.

Mr. Davidson stated SPAHRS will be managed in 40 hour blocks. Hours will be accounted by resource by name. All resources will turn in hours by task weekly. Mr. Stringer questioned what would happen if SAG misses dates. Ms. Litchfield stated liquidated damages will apply. Mr. Stringer stated that does not mean the State can push the necessary resources out to make up for SAG's slippage. Mr. Stringer wants something in the contract amendment to hold SAG accountable for every date. Ms. Litchfield reported that SAG is willing to proceed with only a memorandum of understanding until the amendment can be negotiated. Ms. Litchfield stated the work plan restart date is set for July 21, 1997, and any delays of any kind will push the scheduled completion further out.

Dr. Ranck recommended that Armin Moeller, Phelps Dunbar, LLP, be retained to review both the memorandum of understanding and assist in negotiation of the contract amendment. The members of the Committee concurred. Further action was tabled pending Mr. Moeller's review of the memorandum of understanding and Mr. Molholland's review of the SPB resource allocations in the proposed work plan.

New issue:

Mr. Stringer asked how we can complete SPAHRS if we are unable to move forward comfortably with SAG.

Dr. Ranck recommended that the contract amendment require SAG to remove all non-compete clauses in their agreements with their sub-contractors and their employees and, in effect, allow the State to contract with any contractor, individual, or corporation should the Agreement between the State and SAG be terminated for any reason.

Mr. Stringer and Dr. Ranck concurred that the State must have a backup plan ready at all times should the Agreement between SAG and the State be terminated. Mr. Davidson stated that it is impossible to arrive at exactly what our requirements would be to complete the effort since it will depend on where we are and where SAG is in the work plan at the time of termination. Ms. Litchfield stated we know the planned SAG roll-out of contractual resources and that by early 1998, the SAG on site staff should roll from approximately 20 to approximately 6 staff plus trainers, as required.

Ms. Litchfield stated off-line conversations have already occurred concerning this matter with one of the sub-contractor firms. Mr. Litchlitter stated that a pool of technical resources could be made available from ITS in an emergency. Dr. Ranck stated that MMRS must always know exactly where SAG is and have a back up plan to take full control of the project at various project milestones.

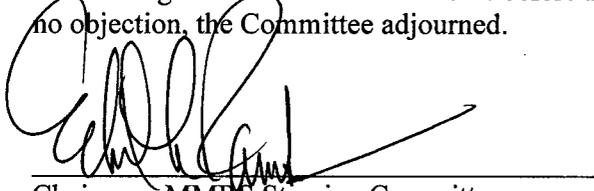
---

New issue:

Mr. Stringer stated SPAHRS needs to be accomplished cooperatively, not in a fragmented manner.

The members of the Committee concurred.

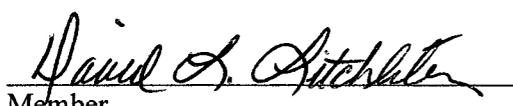
There being no further business to come before the Committee, Dr. Ranck moved to adjourn, and, there being no objection, the Committee adjourned.



Chairman, MMRS Steering Committee  
Department of Finance and Administration



Vice-Chairman  
State Personnel Board



Member  
Department of Information Technology Services

C:\MIRSGEN\SPAHR\DOCUMENT\DATES.WPD

Task	Group I	Group II	Group III	Group IV	Group V
D&T HR Dates	January 1997	April 1997	July 1997	October 1997	January 1998
SAG 07/1996 HR Dates	April 1997	July 1997	October 1997	January 1998	**
SAG 01/1997 HR Dates	July 1997	September 1997	January 1998	April 1998	**
SAG 07/1997 HR Dates	December 1997	February 1998	May 1998	November 1998	**
D&T PR Dates	January 1997	April 1997	July 1997	October 1997	January 1998
SAG 07/1996 PR Dates	July 1997	October 1997	January 1998	April 1998	**
SAG 01/1997 PR Dates	October 1997	December 1997	March 1998	June 1998	**
SAG 07/1997 PR Dates	August 1998	January 1999	May 1999	September 1999	**

\*\*State decided to collapse implementations into only four groups after contract with D&T terminated.