

Mississippi Management and Reporting System
Steering Committee Minutes
April 21, 1997
Sillers Building - 9th Floor Conference Room

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 11:00 a.m. in the 9th Floor Conference Room of the Department of Finance and Administration, Silers Building, Jackson, Mississippi, on Monday, April 21, 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

Also present were:

Cille Litchfield, MMRS Administrator
Cliff Davidson, MMRS Technical Director / SPAHRS Project Manager
Lynda Dutton, MMRS Functional Director

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 directed the Committee to agenda item 1 to approve the minutes from the March 10, 1997, MMRS Steering Committee meeting. On a motion by Mr. Stringer, seconded by Mr. Litchliter, the minutes were approved as presented.

Dr. Ranck presented agenda item 2: SPAHRS Status and Issues:

- Ms. Litchfield and Mr. Davidson reviewed the project status and contractual issues with Software AG (SAG):
 - Manage Contracts launch date set for April 29 assuming resolution of a print problem and a problem with Notes and Comments;
 - SAG attempting to push restart of Payroll (PR) segments without resolving known problems in pieces done to date or issues concerning staffing. Example given was stated April 28 date to start PR system test when it is known that SAG is not ready to begin that effort;
 - Mr. Davidson will meet with Stan Mozeleski to review the schedule and resource impact issues in preparation for SAG's meeting with the MMRS Steering Committee. Although suggested by Pat Lorey, SAG Contracts Administrator, that these conversations be "off the record", MMRS has no intention of participating in any work or conversations that are not "on the record".
 - Schedule is being reviewed; Mr. Davidson and Ms. Litchfield still believe Human Resource (HR) date of July 7, 1997, is achievable.
 - Concerns with this matter include the completion of Wage, Salary, and Fringe (WSF) tasks that SAG has proposed shifting to mid-August for delivery. Mr. Stringer stated that while it is desirable to perform the WSF projections in SPAHRS in August 1997, as long as SPB can extract their information from SPAHRS, these calculations can continue to be performed as now.
 - Ms. Litchfield acknowledged that SPB had been provided IDs for reading the SPAHRS database and expressed concern that SPB will not be able to completely

reverse the conversion activity to return the latest version of the data for SPB to use in their existing programs.

- Mr. Davidson stated that the scheduled PR date has not been moved but is more questionable than the HR date.

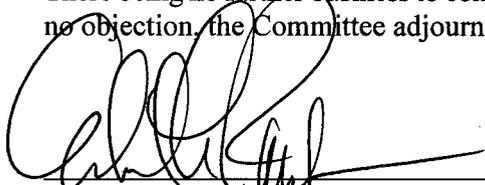
Dr. Ranck presented agenda item 3: Other Issues and Concerns.

- Ms. Litchfield presented two SPAHRS change order requests at the recommendation of the SPAHRS Steering Committee from their April 18, 1997, meeting:
 - Request 1 is for 144 hours work for a total of \$19,088 to complete the following:
 1. Add capability to Selection for Direct Appointment processing;
 2. Add capability to Selection for Agency Maintain Applications processing;
 3. Add COE and Evaluation history processing - this function was represented by Deloitte and Touche as being completed but was not.
 - Request 2 is for 100 hours work for a total of \$13,256 to complete the following reports:
 1. Testing Branch Monthly Statistics/Summary
 2. Recruitment Branch Monthly Statistics/Summary
 3. Evaluation Branch Daily, Weekly, Monthly Statistics/Summary
 4. Certification Branch Monthly Statistics/Summary
 - On a motion by Mr. Litchlitter, seconded by Mr. Stringer, the change order requests were approved.
- Ms. Litchfield presented two personnel services contracts required for SPAHRS support during FY98:
 - Renew contract with William Shumate Consulting for SPAHRS database and general technical support. Contract is not to exceed \$168,000 or 2,400 hours at \$70 per hour. Mr. Shumate's response to the ITS General Bid is current. Period of performance will be July 1, 1997 - April 30, 1998.
 - Renew contract with Gayle Pettie for SPAHRS testing and operations support. Contract is not to exceed \$31,250 or 1,250 hours at \$25 per hour. Ms. Pettie's response to the ITS General Bid is current. Period of performance will be July 1, 1997 - June 30, 1998.
 - On a motion by Mr. Litchlitter, seconded by Mr. Stringer, the personnel services contract requests were approved.
- Ms. Litchfield presented a letter received from Mark Valentine, Director, Fiscal Division of the Military Department.
 - Ms. Valentine stated that Military is not able to pay their FY1996 share of the MMRS Revolving Fund Costs because they could not increase their General Fund budget request to cover this and presently they do not have approval to pay these administrative costs using their special funds.
 - Mr. Valentine also stated that no general funds were requested for the FY1998 budget to pay their FY1997 share of the MMRS Revolving Fund Recovery Costs.
 - The letter further stated that Military was exploring other avenues to receive approval to pay these invoices.
 - Mr. Stringer responded that Military is expected, like all other agencies, to pay their portion of these costs and are not to be excluded from payment of these invoices. The MMRS Steering Committee concurred with Mr. Stringer's position and Ms. Litchfield was instructed to respond to the Military Department presenting the position of the Committee in this matter.

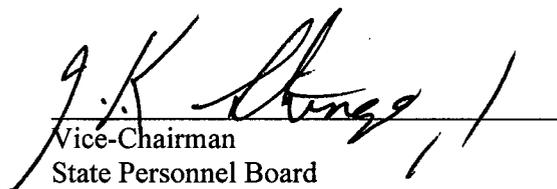
Dr. Ranck presented agenda item 4: Next Meeting.

The MMRS Steering Committee will meet Wednesday, April 30, 1997, at 2:00 p.m. in the Sillers 9th Floor Conference Room. During this meeting Software AG will present contractual concerns to the Committee regarding the SPAHRS project.

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