

Mississippi Management and Reporting System Steering Committee Minutes

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 p.m. in the Conference Room of the Department of Finance and Administration (DFA), 901 Walter Sillers Building, Jackson, Mississippi, on Friday, March 10, 1995.

The following members were present:

J. K. Stringer, Vice-Chairman and Executive Director of the State Personnel Board
David L. Litchliter, Executive Director of the Central Data Processing Authority

Also present were:

Cille Litchfield, MMRS Administrator
Lynda Babin, MMRS Functional Director
Cliff Davidson, MMRS Technical Director
Tracie Dickerson, MMRS/SPAHRs Project Manager
Ken Wissner, MMRS/EIS Technical Director
Carol Jean Everitt, MMRS Special Projects Coordinator
Tammy Waltman, MMRS Administrative Support
Gary Runnels, State Personnel Board

The meeting was called to order by Mr. Stringer in the absence of Dr. Ranck. After reading of the minutes by the Committee members, Mr. Litchliter moved that they be ratified. The motion was seconded by Mr. Stringer.

The Committee considered a proposal by Seltman, Cobb, and Bryant, Inc. (SCB) to develop the work plan, perform the requirements study, develop the cost/benefit analysis, develop the Request for Proposals, and provide project management services for the State's effort to implement an Executive Information System. Mrs. Litchfield reviewed the details of the proposal and discussed Claude Johnson, the project manager being proposed by SCB. The cost of the proposed effort will be \$100,000 with a period of performance of May 1, 1995 - December 31, 1995. Mrs. Litchfield also stated that a request may be made to extend this contract for another \$80,000 - \$100,000 beginning January 1, 1996, to have SCB manage the bid evaluation and contract negotiation processes. The contract is for an amount not to exceed \$100,000 and is based on the proposed billing rate of \$75 per hour. After limited discussion, the motion was made by Mr. Litchliter and seconded by Mr. Stringer to approve the proposal as presented.

The State Personnel Board's (SPB) proposed imaging project to coexist with the SPAHRs project was presented. Mrs. Dickerson, SPAHRs Project Director, presented the background of the project. Mrs. Litchfield and Mr. Runnels discussed information gathered from the review of the Office of the Secretary of State and the State Tax Commission's (STC) imaging projects. Mrs. Litchfield summarized the major points from both Agency visits:

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1. If you do not plan to modify the work flow process in addition to addressing paper storage problems through imaging, you are wasting your time and money.
 2. Forms redesign is a significant task and can make or break the project.

Mr. Stringer read into the record the following benefits that are hoped to be gained from going forward with the imaging project:

1. Service improvements including:

Application status will be quickly available

2. Productivity increases including:

developed, not at the decision to do the requirements study that has been proposed. Mrs. Dickerson was instructed to delay the project modules such as application tracking and production of certificates of eligible, where possible without impacting the entire project, until the imaging requirements study can be completed. Mr. Stringer does not want to commit ourselves to redo a significant part of SPAHRS just because we may decide not to image. It was decided that if we can delay the right pieces without effecting the overall approach, we can move ahead with this effort.

- Additional costs: Mr. Stringer asked what are the costs beyond the \$150,000. Mrs. Litchfield and Mr. Runnels discussed that the imaging hardware/software will run in the neighborhood of \$1 million. SPB may or may not be able to get the required funding. Mr. Litchlitter stated that if the recommendations were presented to SPB by August 1995 then CDPA could assist SPB in going to the Legislature with a budget modification request to fund this acquisition. Other costs would include the incorporation into the SPAHRS contract of "optional requirements" bid by D&T to support an imaging interface. Mr. Litchlitter stated that it will be cheaper to go ahead now than come back and address later and stated that the imaging effort needs to be folded into the main project.
- Change management: Mr. Litchlitter asked whether or not the original SPAHRS contract addressed change management. Mrs. Dickerson responded that it did from a technical perspective but not from a functional perspective. Mr. Litchlitter asked Mrs. Dickerson to determine whether D&T would develop recommendations for change management. The management of change is a major concern of the STC, and we would be advised to investigate this issue.
- Staffing: Mrs. Litchfield discussed that staffing is a concern. D&T identified staffing of the project as a possible constraint. Mr. Stringer indicated that SPB has no additional staff to assign to SPAHRS.

The Committee requested that Mrs. Litchfield and the MMRS staff review the details of the proposal and develop the change order to the SPAHRS contract and to develop a plan for repayment by SPB and review this with Mr. Stringer. Once these are complete, the Committee should be reconvened to review these recommendations. Mrs. Litchfield indicated these should be ready in early April.

Mrs. Litchfield presented the results of the Study of the Statewide Automated Accounting System (SAAS) conducted by the College of Business and Industry of Mississippi State University. MMRS received the first draft in August 1994. MMRS responded in October 1994. MMRS worked to remove misconceptions and errors in two subsequent drafts. While not fully satisfied, MMRS believes it is a fair representation of where SAAS is. The study did not report any new problems with SAAS. Since the study, MMRS has confirmation of improvements. MMRS' particular focus has been on improving and expanding training and in managing changes to the production software. Mrs. Litchfield also presented a status report of where MMRS/SAAS is with regard to the study's recommendations.

Mr. Litchliter questioned whether the study would be released to other agencies. Mrs. Litchfield responded that the study had been distributed to MMRS Management, to Leila Malatesta in the Department of Finance and Administration, Office of Fiscal Management, and to the members of the Committee. Mr. Litchliter stated the study was required in response to a report from the PEER Committee. Ms. Babin responded that all the PEER report addressed was a long range plan for the implementation of SAAS across state government. Mrs. Litchfield stated she did not plan to send the study to PEER but would make it available if it was requested.

Mrs. Litchfield reported on the status of the recovery of expenditures from the Revolving Fund for FY1995. Of the \$923,094 billed to state agencies, \$817,309 or 89% has been repaid. The remaining 11% is due from 10 state agencies. MMRS is on track to spend approximately \$2 million from the Revolving Fund this fiscal year. Cash in the Revolving Fund as of this date was \$14.354 million. Mrs. Litchfield reported that MMRS is administratively "paying our way" from the interest earned on investments and from the interest paid by state agencies.

MMRS staff reported on various projects:

EIS: Mr. Wissner reported that a Request for Information (RFI) had been prepared for advertisement for information in support of the EIS. Responses are due April 18. Mr. Wissner and Mr. Davidson reported on the planning for an April meeting with the EIS Task Force and an official May project kick off once SCB is on site. Mr. Davidson said information gathered from RFI will be used to develop budget requests. Mr. Davidson also reported that the Governor's Morning Report is installed. Mr. Stringer requested a copy be installed at SPB. Mr. Runnels was instructed to pursue this.

SPAHRs: Mrs. Dickerson reported that the proof of concept segment will be completed in March, and the project team is preparing for the start up of the main project segments. This week 4Front training was conducted. Five new staff for D&T began this week.

SAAS Agency Implementations: Ms. Babin reported MMRS is wrapping up Workers' Compensation implementation and that projects to bring SPB, the Department of Public Safety, and the Board of Animal Health into SAAS as online agencies effective 7/1/95 are underway. Discussions are being held with other agencies for possible 10/1/95 online implementations. The Mississippi Department of Rehabilitation Services is combining into a single SAAS agency July 1, 1995. MMRS is regularly getting calls from other agencies interested in becoming online SAAS users. The Department of Education is implementing the federal grants enhancements July 1.

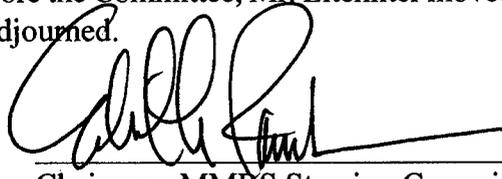
Mr. Stringer questioned whether DECD is in SAAS. Ms. Babin responded no but the conversion from the DFA federal states program system to SAAS will provide a better incentive for DECD to convert. Mrs. Babin also reported that the Board of Dental Examiners is considering a 6/1/95 implementation date.

SAAS Stabilization Review: Mrs. Litchfield reported that discussions are being held with AMS concerning their involvement with additional SAAS enhancements once the grant/subgrantee

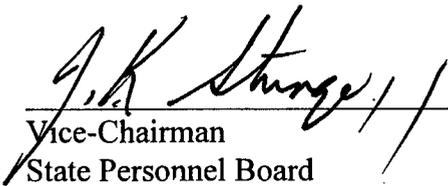
engagement has been completed. Among these possible tasks are the conversion for the year 2000, correction of three way match problems, implementation of EASYDOC, implementation of NET/CORE, implementation of the Accounts Receivable Subsystem, EFT/EDI enhancements, and the implementation of Advantage/DS. Mrs. Everitt described some of the features of Advantage/DS and EASYDOC. Mrs. Litchfield reported that MMRS' ability to move forward with these SAAS enhancements will depend on the estimated expenditures for SPAHRS and EIS during the coming fiscal year.

Other: Mr. Litchlitter questioned the impact upon MMRS of the implementation of the Mississippi Department of Transportation Financial Management System and of the STC's STARS system. Mrs. Litchfield reported that we are very thin but we are reasonably holding our own at this point; however, any major mandate could throw us significantly behind. We have filled every SAAS support position. MMRS has already approached CDPA/SP&P for another consulting position and it is possible MMRS will request to escalate another position. Mr. Litchlitter asked if all the interfaces with MDOT, STC and others will make it more difficult to convert from the SAAS/GFS platform in the future. Mrs. Litchfield responded no because agencies are being informed that when SAAS changes, their interfaces must change.

There being no further business to come before the Committee, Mr. Litchlitter 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
Central Data Processing Authority