

**MINUTES**  
**MISSISSIPPI MANAGEMENT AND REPORTING SYSTEM**  
**STEERING COMMITTEE MINUTES**  
**DECEMBER 13, 1994**

A called meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 2:00 p.m. in the 9th Floor Sillers Conference Room of the Department of Finance and Administration on Tuesday, December 13, 1994.

The following members were present:

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

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

Also present were:

Cille Litchfield, MMRS Administrator (Acting)

Lynda Babin, MMRS Functional Director

Cliff Davidson, MMRS Technical Director (Acting) and MMRS/EIS Project Manager

Tracie Dickerson, MMRS/SPAHRs Project Manager

Carol Jean Everitt, MMRS Special Projects Analyst

The meeting was called to order by Dr. Ranck. The first order of business was to ratify the minutes of the October 11, 1994 meeting. On a motion of Mr. Litchlitter seconded by Mr. Stringer, the minutes were approved as previously distributed.

Mrs. Litchfield reviewed the Scope of Work Number 6 to the AMS Consulting Agreement. The Scope of Work covers the implementation of MARS specific code developed as a part of the Mississippi Department of Human Services (MDHS) SAAS implementation project into baseline SAAS. The cost to complete this effort is \$24,000 with an additional \$2,000 allowed for travel by AMS staff assigned to the project. Mrs. Litchfield noted this implementation must occur before the Department of Public Safety can be converted to SAAS July 1, 1995 and that these enhancements will provide immediate benefit to existing SAAS users who must manage federal grants. These agencies include Medicaid, Education, and Rehabilitation Services. Ms. Everitt provided a status of the MARS software to be transferred. On a motion made by Mr. Litchlitter seconded by Mr. Stringer, Scope of Work Number 6 was approved. This contract amendment is already in the approval loops of CDPA and the SPB.

Mrs. Litchfield reviewed the status of the recovery of the MMRS revolving fund expenditures for FY94. It was explained that the invoicing for the recovery of funds exceeded the estimates provided to the agencies for inclusion in their FY95 budget requests. Copies of memorandums concerning FY95 and FY96 budget requests and copies of the memorandum and spreadsheet of revolving fund cost recovery were distributed. The methodology for distribution of SAAS charges used was discussed. This had the most impact on agencies. The impact on the Tax Commission was specifically noted.

Mrs. Litchfield expressed concern that the estimates provided to agencies for the repayment of FY96 development costs may also be low and that no reference was made to any MMRS development projects other than SPAHRS. Mrs. Litchfield and Ms. Babin are reviewing the year to date spending patterns and will provide to the agencies a memorandum clarifying the cost distribution methodology and correcting the estimates for the agencies' FY96 budget requests, if necessary. The Committee concurred this should be done.

Mr. Davidson reviewed the status of the Governor's Morning Report . General discussion was held concerning differences in numbers in the present manually prepared report and the automated report and concerning the reporting of payroll financial data. It was decided that Dr. Ranck and Mr. Stringer should review the automated report prior to its installation in the Governor's Office. This installation was tentatively scheduled for this week. Mr. Davidson also reported that the hardware requirements are in the hands of Judy Thompson and Mark Garriga of the Governor's staff. They will be responsible for purchasing the additional hardware that will be needed.

October 1, 1994. These implementations went relatively smoothly. Post implementation review sessions have been held or are planned for each of these agencies.

Ms. Babin also reported that MMRS is on target to bring the Workers' Compensation Commission online January 1, 1995 and to bring Department of Public Safety, Board of Animal Health, and the SPB online on July 1, 1995. The Department of Rehabilitation Services also plans to roll their multiple SAAS agencies into a single agency on July 1, 1995.

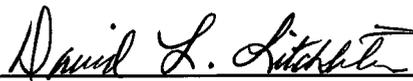
Mrs. Litchfield reported that AMS had been contacted to assist in reviewing the outstanding SAAS incidents and enhancement requests. The focus of this effort is to increase the SAAS system stability and provide more user functionality. A proposal will later be presented to the Steering Committee.

With 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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Chairman, MMRS Steering Committee  
Department of Finance and Administration

  
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Vice Chairman  
State Personnel Board

  
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Member  
Central Data Processing Authority