

MINUTES
MISSISSIPPI MANAGEMENT AND REPORTING SYSTEM
STEERING COMMITTEE MEETING
NOVEMBER 9, 1993

The 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, 550 High Street, 901 Walter Sillers Building, on Tuesday, November 9, 1993.

The following members were present, constituting a quorum:

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
Frank Stebbins, Executive Director of the Central Data
Processing Authority

Also present were:

Pery B. Winegarden, MMRS Administrator
John Ruffin, Central Data Processing Authority
Kathy Howard, State Personnel Board
Cille Litchfield, MMRS Technical Director
Lynda Babin, MMRS Functional Director
David Litchliter, Central Data Processing Authority

The first order of business was to ratify the minutes of the October 12, 1993 meeting. On motion of Mr. Stebbins, seconded by Mr. Stringer, the minutes were approved as previously distributed.

Mr. Winegarden then informed the Committee that letters have been received from both the Department of Health and the Department of Education accepting the invitation to serve as pilots for the implementation of SPAHRS. As pilots, each agency will be afforded a position on the SPAHRS Steering Committee, and Mr. D. B. Ross from Health and Ms. Gail Jenkins from Education have been appointed to serve in that capacity.

Mr. Winegarden next reported on the SPAHRS Bidders Conference. The mandatory conference was held on Monday, November 8, 1993 at 9:00 a.m. in Conference Room "C" on the 12th floor of the Robert E. Lee Building. A total of eight potential vendors attended the conference, including: Integral; Price Waterhouse; Software AG; Andersen Consulting; American Management Systems; Computer Results; IBM; and DRT Systems. There were no oral questions raised by vendors during the conference, but a list of written questions has been received from both American Management Systems and Andersen Consulting. Written

responses to those questions will be provided to all vendors who attended the conference. Proposals from vendors are due by December 29, 1993.

Ms. Litchfield updated the Committee on the status of the SAAS Release 8.0 Upgrade Project. Acceptance testing of the last module has been completed, and we are moving into integration and parallel testing. When the project schedule was reworked in September, a target conversion date of January 1, 1994 was set. Because of problems experienced in the acceptance test of the Fixed Assets Module, that date may not now be practically attainable.

Mr. Winegarden then reported on the progress of the project to assess the agencies' perceptions of SAAS. At the September 20, 1993 meeting, the Steering Committee authorized the staff to proceed with obtaining the services of an outside entity to conduct the assessment and to develop a plan to address the issues identified. The Committee stipulated that an agreement with a state university be pursued before turning to a commercial vendor. Mr. Winegarden contacted Dr. Lucy Martin, Associate Commissioner of Higher Education for Finance and Planning to determine if any of the universities had a group capable of performing the required assessment. Dr. Martin referred us to the College of Business at Mississippi State University; subsequently, we met with Dr. Bill Rush, Associate Dean of the College of Business, Dr. Charles Litecky, and Dr. Kirk Arnett to discuss the project and how the University might provide the required services. The University will prepare a proposal and submit it to us within the next several weeks.

Ms. Babin then reported on a meeting with Cignify Corp. which offers a Payroll Data Capture and Control System, commonly referred to as an electronic time clock. Cignify had originally contacted Dr. Ranck who referred them to the MMRS Administrator. As a result of the meeting, which included a demonstration of the device, and following discussions with two companies currently using this system, it is the opinion of the MMRS staff that the system may be of some interest to State agencies who have hourly staff paid on a positive time input basis. The Cignify system includes automated reporting of wage and hour information that could serve as a source of time and leave data for input into SPAHRS. It was the consensus of the Committee that State agencies should be notified of the existence of the system so that those who might be interest can investigate it further. The Committee stipulated that the notification must in no way imply our endorsement of the system, and that agencies must ensure that the output of the Cignify system provides the payroll input information that will be required by SPAHRS. In addition, the Committee authorized the MMRS staff to provide a list of agency head names and addresses to Cignify Corporation.

The date of the next meeting was tentatively set for Tuesday, December 14, 1993 at 2:00 p.m. It was noted that December 14th is also the date of Mr. Stebbins retirement reception and the date and time of the next meeting may need to be altered to accommodate that event.

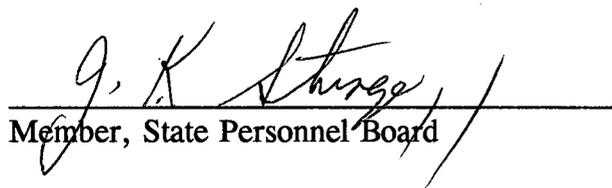
There being no further business to come before the Committee, and on motion of Mr. Stebbins, seconded by Mr. Stringer, the Committee adjourned.



Chairman, MMRS Steering Committee
Department of Finance and Administration



Member, Central Data Processing Authority



Member, State Personnel Board