

**MMRS Steering Committee
MEETING MINUTES
Thursday, September 1, 2022**

Location: E.T. Woolfolk State Office Building
501 North West Street, 13th Floor
Jackson, Mississippi

Committee Members Present: Kelly Hardwick - Executive Director, State Personnel Board (MSPB); David Johnson - Executive Director, Information Technology Services (ITS); and Liz Welch, Chairman – Executive Director, Department of Finance and Administration (DFA)

Others Present: Ryan Beard and Daniel Hearn with MSPB; Tommy Goodwin with ITS; Brenda Benson, Mike Lanford, Logan Litchliter, and Marcy Scoggins with DFA

I. Call to Order

A quorum being present, Liz Welch called the meeting to order at 10:36 A.M.

The Chair asked for the ratification of the minutes from April 27, 2022, having been approved by email following the meeting. Mr. Hardwick made the motion with Mr. Johnson seconding and the motion passed unanimously.

II. Actions for Steering Committee Approval

Addressing agenda item 2, the Chairman recognized Logan Litchliter with DFA to provide an update on the MAGIC Phase II Project. The first integration test cycle has been completed and the issues have been resolved. MMRS sent out surveys to agencies and has plans to train over 250 payroll administrators on the new system. Time Management training will be done virtually. DFA is working to meet specific payroll needs in the new system. Integration Cycle 2 testing starts today and will continue for three weeks. An additional two weeks will be needed to work through the defects. DFA will also continue to work with MSPB to determine what information staff will be able to see in the system.

There are a few Employee Central reporting issues that need to be addressed. MSPB is building reports manually for now so they can provide statutory reports to other agencies. There are also data discrepancies in the system that needs to be addressed. MMRS has planned to hire someone with expertise in the field to help troubleshoot the system. With the number of issues faced and the huge amount of training ahead, implementation has been pushed to the spring of 2022.

Johnson asked about giving staff enough time to work with the new time management upload. MMRS plans for the layout to be as close as possible to SPHARS. They are testing it now and will share it with agencies as soon as possible.

A discussion ensued on the State considering moving to one time management solution. It would simplify the process and possibly save funds. Johnson and Hardwick agree that DFA should investigate the issue to see if there is a solution.

Welch then discussed agenda item 3, issues requiring assistance with the implementation of Phase 2. There is a staffing concern with the current system. Brenda Benson reminded everyone that the system was to be implemented in 2014 because it was on a critical path. The employee who operates the SPHARS system is eligible for retirement. Daniel Hearn mentioned making data corrections - is overwhelming to the teams and suggested a test area needed to be available for the new system

It was also reported that due to the necessary delays in implementation, statutorily required reports cannot currently be produced; that the fragile nature of the current system is such that it is in danger of failure; that if it failed the State would be unable to pay its over twenty-five thousand employees, resulting in severe damage to the State's property as well as the ability to operate, as well as damage to the health and welfare of employees and their families. Based on these and other factors, Hardwick made the motion to find that an emergency exists and recommend that DFA declare an emergency in order to expedite procurement of implementation assistance services through phase 2 of implementation. Johnson suggested they look into vendors who specialize in helping integrate systems, have experience implementing SAP, and have experience with a project in progress.

Welch seconded and the motion passed unanimously. DFA will keep the steering committee apprised of the situation.

The Chairman moved to the final agenda item with a discussion of NeoGov. DFA is working on the contract through ITS. It has been assigned an analyst and is under the Q&A review process. ITS will monitor the status and will keep the committee updated on the status.

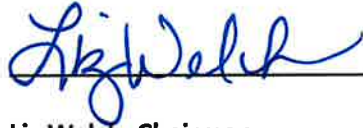
Johnson then acknowledged that ITS has been closely monitoring the water crisis and equipment in other buildings and has installed backup cooling equipment. He thanked the DFA staff for their work in keeping the buildings cool.

Benson said that MMRS is working on newsletters to send to agencies and the committee asked to receive those as well.

Hardwick suggested that the committee look into the possibility of streamlining payroll periods and supplemental benefits and suggested the committee add this discussion to the next meeting agenda.

There being no further business, the meeting was adjourned at 11:41 A.M.

29th These Minutes of the MMRS Steering Committee were approved by the members on the
day of Dec. Month 2022 year.



Liz Welch, Chairman

12/29/22

Date