

**MINUTES OF THE
WV CONSOLIDATED PUBLIC RETIREMENT BOARD
COMPUTER SYSTEMS UPDATE COMMITTEE
MEETING OF MAY 16, 2011**

A meeting of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee was held in the Legal Conference Room located at the offices of the Consolidated Public Retirement Board, 4101 MacCorkle Avenue, SE, Charleston, West Virginia, and was called to order at 2:08 p.m. by Chairman Fletcher.

Chairman Fletcher asked for a silent roll call to be taken.

Members present were:

David Fletcher, Chairman

G. Kurt Dettinger, *representing Governor Earl Ray Tomblin*

Diana Stout, *representing Treasurer John Perdue, via telephone*

Mack Parsons, *representing Auditor Glen B. Gainer, via telephone*

A quorum was present. Due notice had been published.

Those members not present were:

Captain Michael Corsaro

Also, present were:

Terasa L. Miller, CPRB Acting Executive Director

Cindy Boyd, CPRB Project Manager

Peter Cole, L.R. Wechsler

Brittany Smith, CPRB TRS Coordinator

Barbara Haddad, CPRB Chief IT Officer

Cindy Adkins, CPRB Office Manager

Deana Gose, CPRB Uniform Services Manager

Chrissy Courtney, CPRB TRS Membership

Item #1: Approval of the 10/25/2010 and 2/23/2011 Meeting Minutes

Mr. Dettinger made a motion to approve the October 25, 2010 Meeting Minutes of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee. The motion was seconded by Ms. Stout, and the motion carried unanimously.

Mr. Dettinger then made a motion to approve the February 23, 2011 Meeting Minutes of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee. The motion was seconded by Ms. Stout, and the motion carried unanimously.

Mr. Parsons called in at 2:11 p.m. via telephone to join the Committee Meeting.

Item # 2: Status Updates

A. RFP:

Cindy Boyd, Project Manager reviewed with the Committee the status of the ongoing RFP. She announced that as part of our evaluation process, we have a member of the Office of Technology on our evaluation team; this is so we know the different responsibilities with the project management as we go along. We have a Project Statement of Work, which is a 10-page document about project management and communication plans; it also spells out the number of hours they anticipate the member will be working and the prices that will be involved. The hourly rate will be \$75.00 an hour for the evaluation process of the RFP. We are currently reviewing the RFP and it is still in the draft stage at this point.

(1) WVOT Project Statement of Work (SOW):

Ms. Boyd reviewed with the Committee the Project Statement of Work. She announced that as a part of our evaluation project we have a member of the office of technology on our team to help us to evaluate this project.

(2) Evaluation Committee:

Ms. Boyd informed the Computer Committee the names of the members of the Evaluation Committee, they are: Frank Stark from the Office of Technology; Cindy Adkins, CPRB Office Manager; Deana Gose, CPRB Uniform Services Manager; Chrissy Courtney, CPRB TRS Membership; Barbara Haddad, I.T. Manager and Cindy Boyd, Project Manager. Acting Executive Director Miller announced to the Committee that the Statement of Work should come in under the \$25,000 amount.

(3) Tentative Evaluation Schedule:

Ms. Boyd informed the Committee of the Tentative Evaluation Schedule; the Evaluation Committee has come up with an estimated evaluation schedule. The Technical Evaluations will have to go to the board at one meeting and the Technical Cost and the Final Offer will have to go to another board meeting at the end. We are changing the Proposal date from June 1st to June 21st due to issues that have come up; and all of the vendors should have at least a 4 week time period to prepare their bids.

B. Data Cleansing:

Barbara Haddad the I.T. Manager reviewed with the Computer Committee that originally we had 91 different categories with items that we were concerned about as potential errors. Of those items there were 25 and 5 of those items that need more discussion. There will be 20 items that will be balanced against the Key Reference Table.

Item #3: Old Business


Chairman Fletcher asked if there was any old business. Chairman Fletcher asked if we have worked out anything yet on a position at the CPRB with Cecil Hill retiring this year in the I.T. Division. Acting Executive Director Miller informed the Committee that the CPRB was able to reclassify one of our positions to a Program Analyst III position. She announced to the Committee that we ran an ad in the newspaper for that position and we are moving forward. Chairman Fletcher asked if there was any other old business and none was heard.

Item #5: New Business

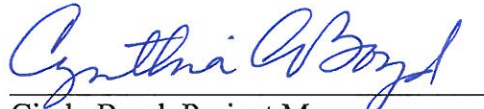
Chairman Fletcher then asked if there was any new business to bring before the Committee and none was heard.

Mr. Dettinger made a motion to adjourn the public meeting of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee. It was seconded by Mr. Parsons and the motion carried unanimously. Chairman Fletcher adjourned the Computer Systems Update Committee at 2:28 p.m.

Respectfully submitted,



David Fletcher, Chairman



Cindy Boyd, Project Manager