

## MMRS Steering Committee

A meeting of the Mississippi Management and Reporting System (MMRS) Steering Committee was held at 9:00 AM in the 13<sup>th</sup> Floor Conference Room, Woolfolk State Office Building, Jackson, Mississippi, on Tuesday, June 24, 2014.

A quorum being present, Kevin J. Upchurch, Chairman, called the meeting to order.

The following members attended:

Kevin J. Upchurch, Chairman  
Executive Director, Department of Finance and Administration  
Deanne Mosley, Vice-Chairman  
Executive Director, State Personnel Board  
Craig P. Orgeron, Ph.D., Member  
Executive Director, Information Technology Services  
Becky Thompson, MMRS Administrator (non-voting)  
Deputy Executive Director, Department of Finance and Administration

Others in attendance included:

Lynn Ainsworth, ISS Division Director, Information Technology Services  
Jenny Bearss, CSIO, Department of Finance and Administration  
Michele Blocker, Chief Administrative Officer, Information Technology Services  
Chuck Burkhart, Project Manager, IRS-One (STA)  
Cindy Crocker, MAGIC Director, Department of Finance and Administration  
Nathan Frey, Engagement Partner, ISG-One (STA)  
Steve Goldman, Delivery Executive, SAP Public Services  
Freddie Phillips, Deputy Executive Director, Department of Finance and Administration  
David Pitcock, MAGIC Deputy Director, Department of Finance and Administration  
Denis Shield, Delivery Executive, SAP Public Services  
Cindy Vautrin, SAP Project Director, SAP Public Services

Mr. Upchurch called the meeting to order and opened the meeting with prayer.

Mr. Upchurch called for the first agenda item: Review and approve minutes for the April 22, 2014, meeting.

On a motion made by Ms. Mosley, seconded by Dr. Orgeron, the minutes were approved.

Mr. Upchurch called for Agenda Item #2: Discussion Items

### MAGIC Project Update

Ms. Crocker stated that the project team started cutover activities on June 16<sup>th</sup> and things are going well and the team is doing a good job. Ms. Thompson stated, as we get closer to go-live, that there will be 24 hour coverage to ensure that all the activities are completed. She stated that she is feeling positive about the work that is being accomplished.

Mr. Shield stated that the team has been working well together and everyone should be commended for the work that is being completed. Mr. Goldman added that the team is on schedule and things are going well.

Mr. Frey stated that this project has the most functionality and complex activities that he has experienced. But, he feels that the team has a structured approach and is doing well. He stated that the data collection work that the State has completed will have a positive impact to the go-live.

Mr. Upchurch asked that there is several weeks between now and July 1 and how can we be

assured that the data loaded is the most up-to-date. Ms. Crocker stated that some of the master data is set and will not change and a lot of the SAAS balance information will not be pulled until after the SAAS closing balances are run.

Mr. Upchurch asked how is cash being reconciled. Ms. Crocker stated that we have the cash balances from SAAS. The agencies will need to tell us what cash they want for FY14 and FY15 and that DFA/Office of Fiscal Reporting will be involved in this process. Mr. Upchurch asked what if the agencies are incorrect. Ms. Crocker stated that, in MAGIC, the agencies will have the ability to move cash between fiscal years. Mr. Upchurch stated that there needs to be paperwork in place to check this. Ms. Crocker stated that for LAPSE processing, they will open SAAS and the agencies can reference it and there will be some post audit work.

Mr. Upchurch stated that Treasury seems pleased with the testing that has been occurring with the Department of Revenue. Ms. Thompson stated that Treasury has been a true advocate for MAGIC.

Mr. Upchurch asked what is the outcome of the diversion testing. Ms. Crocker stated that there have been several test files created. Ms. Thompson added that they have worked through the file layouts and the flow of the process and it is working.

Mr. Upchurch asked when the first payroll will be due. Ms. Crocker stated that there is weekly payroll for one agency (about 15 employees) that is due on July 1. She stated that this will be a good test of the interface between SPAHRS and MAGIC before larger payrolls are due.

Dr. Orgeron stated that he believes it will go well, but are there any roll back procedures. Ms. Thompson stated that there are none and we are going forward with MAGIC.

Mr. Upchurch asked if there is the ability to send a message to cell phones if something goes wrong with the system. Mr. Goldman stated that that capability is available in the system, but would need to be configured.

Ms. Thompson stated that things are moving along well with the Phase II implementation. The team is in their second round of parallel payroll testing and they have started working on training material.

Ms. Bearss reported that the call center changes with Mississippi Industries for the Blind (MIB) will go live on Monday. The team has been testing and it looks like it is going to be positive.

Mr. Burkhart reported that the State has eleven consultants starting to help provide post production support.

Ms. Mosley stated that the fiscal year conversion is going well and that SPB appreciated all the support and assistance that MMRS is providing.

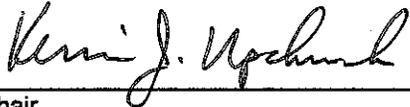
**Next Meeting:**

Ms. Thompson stated that the agenda for the next scheduled meeting, Tuesday, July 22, 2014, included:

1. MAGIC Project Update

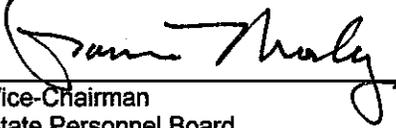
Ms. Thompson will send an updated agenda before the scheduled meeting.

There being no further items of business, Mr. Upchurch adjourned the meeting.



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Chair  
Finance and Administration



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Vice-Chairman  
State Personnel Board



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Member  
Information Technology Services