

**MINUTES OF THE
WV CONSOLIDATED PUBLIC RETIREMENT BOARD
COMPUTER SYSTEMS UPDATE COMMITTEE
MEETING OF FEBRUARY 17, 2012**

A meeting of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee was held in Conference Room A, located at the offices of the Consolidated Public Retirement Board, 4101 MacCorkle Avenue, SE, Charleston, West Virginia, and was called to order at 11:12 a.m. by Chairman Fletcher.

Roll call was taken.

Members present were:

David Fletcher, Chairman
Jeffrey Shawver, *representing Governor Earl Ray Tomblin*
Diana Stout, *representing Treasurer John Perdue*
Mack Parsons, *representing Auditor Glen B. Gainer*

Those members not present were:

Captain Michael Corsaro

A quorum was present.

Due notice had been published.

Also, present were:

Jeffrey E. Fleck, CPRB Executive Director
Jeaneen Legato, CPRB Board Counsel
Cindy Boyd, CPRB Project Manager
Frank Stark, Office of Technology
Cindy Adkins, CPRB Office Manager/Procurement Officer
Barbara Haddad, CPRB Chief IT Officer
Deana Gose, CPRB Uniform Services Manager
Chrissy Courtney, CPRB TRS Membership
Brittany Smith, CPRB TRS Coordinator

Item #1: Approval of the 11/4/2011 Meeting Minutes

Mr. Shawver made a motion to approve the November 4, 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.

Item # 2: Review of RFP

Mr. Shawver made a motion to go into Executive Session to discuss the CPRB RFP as allowed by West Virginia Code §6-9A-4. The motion was seconded by Mr. Parsons. The Computer Systems Update Committee went into Executive Session at 11:15 a.m.

Chairman Fletcher reconvened the Computer Systems Update Committee from Executive Session at 11:29 a.m. He announced that there were no decisions made during Executive Session.

Ms. Stout made a motion to take a recommendation from the Computer Systems Update Committee to the full Board at the February 29, 2012 Board Meeting to issue a cancellation notice to the Purchasing Division with regard to the RFP; to modify the RFP to conform to the needs and wants of the Purchasing Division with regard to the mandatory language and that we reissue the RFP; and also that we contact R. L. Wechsler to make sure we can continue under the current contract with them to do what they need us to do under the new RFP to get it reissued. The motion was seconded by Mr. Parsons and the motion carried unanimously.

Chairman Fletcher requested staff prepare a time table for the new RFP to take to the Board at the February 29, 2012 Board meeting. Chairman Fletcher also asked Director Fleck to draft the letter that will be sent to the Purchasing Division cancelling the RFP. Chairman Fletcher requested that this information be placed behind the Computer Committee Tab in the Board books for the Board's review.

Data Cleansing Report:

Barbara Haddad, CPRB Chief IT Officer reviewed with the Computer Committee on the continuation of the Data Cleansing. She reported that she reviewed 92 items, of which 31 were completed and 17 will be completed with the imaging system upgrade and the key reference table before the end of February or in early March. Five of the programming changes will be given to the programmers to make changes in the current system, but cannot be completed until the end of March due to the 1099R processing. Thirteen issues went out to the managers and staff to do some needed manual changes to the data in the current system. Managers and staff have not been given a completion date yet. Finally, there are 26 issues that are still at various stages of discussion with the Chief Operating Officer.

Item #3: Old Business

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

Item #4: New Business


Chairman Fletcher then asked if there was any new business to bring before the Committee.

Mr. Shawver made a motion to adjourn the Computer Systems Update Committee. The

motion was seconded by Ms. Stout, and the motion carried unanimously.

Chairman Fletcher adjourned the meeting of the Computer Systems Update Committee at 12:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Fletcher", written over a horizontal line.

David Fletcher, Chairman

A handwritten signature in blue ink, appearing to read "Cynthia Boyd", written over a horizontal line.

Cindy Boyd, Project Manager