

**MINUTES OF THE  
WV CONSOLIDATED PUBLIC RETIREMENT BOARD  
COMPUTER SYSTEM UPDATE COMMITTEE  
MEETING OF JULY 10, 2015**

A meeting of the West Virginia Consolidated Public Retirement Board (CPRB) Computer System Update Committee was held in the Large Conference Room, located at 4101 MacCorkle Avenue, SE, Charleston, West Virginia, and was called to order at 10:05 a.m. by Chairman Michael Corsaro.

Roll call was taken.

Members present were:

Captain Michael Corsaro, Chairman  
Joseph Garcia, *representing Governor Earl Ray Tomblin*  
Jeff Waybright, *representing Auditor Glen B. Gainer*  
Acting Cabinet Secretary Jason Pizatella, *ex officio*

Members absent were:

Diana Stout, *representing Treasurer John Perdue*

A quorum was present.

Due notice had been published.

Also, present were:

Jeffrey E. Fleck, CPRB Executive Director  
Candi Moore, CPRB Executive Assistant  
Tom Zacharias, Deloitte Consultant  
Norm Buckwalter, LRWL Computer Project Manager  
Lisa Trump, CPRB PERS Manger  
Heather Drake, CPRB Office Assistant  
John Bean, CPRB Chief IT Manager  
Chrissy Courtney, CPRB Outreach Coordinator  
Deana Gose, CPRB Uniform Services Manager

*Diana Stout arrived to the meeting at 10:06 a.m.*

**Item #1: Approval of the 4/14/2015 Meeting Minutes**

Mr. Garcia made a motion to approve the April 14, 2015 meeting minutes of the CPRB Computer System Update Committee. The motion was seconded by Mr. Waybright. The motion carried unanimously.

**Item # 2: Change Order Discussion for Tier 2 Design**

Executive Director Fleck announced that due to the implementation of Tier 2 Legislation, I have been informed that we needed to make some changes to the new COMPASS computer

system. Director Fleck asked Tom Zacharias of Deloitte Consultants to review the potential changes.

Mr. Zacharias reviewed with the Committee the time line to implement the changes needed for Tier 2. He announced that Deloitte would need 3 weeks to update the design, time for discussion, changes, process of forms and to make changes to the reference tables. Mr. Zacharias reviewed the cost impact of the change order with the Committee. He announced the total flat fee cost would be \$741,992. He announced if the design update resulting from this Change Order is completed in a period less than 3 weeks (15 business days), CPRB will be credited back the unused amount to be applied to the subsequent implementation Change Order with respect to the legislative design changes. Mr. Zacharias informed the Committee if the design goes beyond 3 weeks, then CPRB would not be charged.

Chairman Corsaro informed Mr. Zacharias he doesn't understand how Deloitte Consultants could be intimately familiar with this computer system and not be able to give us an estimate cost of what the implementation would be for Tier II.

Director Fleck introduced the CPRB's Team Lead and Project Manager, Norm Buckwalter and other members of the COMPASS Team, which were: John Beane, Lisa Trump, Deana Goose and Chrissy Courtney.

Mr. Buckwalter reviewed other considerations and risks with the Committee. He announced by doing a large change order in the middle of a fixed-bid project is complex and affects the pricing model. He also announced to the Committee, by doing these changes in-house and after the project is complete and without Deloitte's support may complicate the warranty support terms.

Chairman Corsaro asked Mr. Zacharias that of the original 2.5 million dollar estimate, how much was for implementation and how many weeks were in your original design for implementation? Mr. Zacharias replied that there were four (4) for design and four (4) for development.

Ms. Stout made a motion to go into Executive Session to discuss commercial competition and contractual matters as allowed by West Virginia Code §6-9A-4. The motion was seconded by Mr. Garcia. The motion carried unanimously. The Computer System Update Committee went into Executive Session at 10:35 a.m.

Chairman Corsaro reconvened the Computer System Update Committee from Executive Session at 11:20 a.m. Chairman Corsaro announced the Committee was in Executive Session to discuss commercial competition and contractual matters. He announced there were no decisions made during Executive Session and we will now return to Item #2 on the agenda; Change Order Discussion for Tier 2 Design.

Ms. Stout made a motion to recess the Computer System Update Committee until 9:00 a.m. on Wednesday, July 15, 2015. The motion was seconded by Mr. Waybright. The motion carried unanimously.

Chairman Corsaro announced the July 10, 2015 Computer System Update Committee

would stand in recess until July 15, 2015 at 9:00 a.m.

Chairman Corsaro recessed the Computer System Update Committee meeting at 11:22 a.m.

**MINUTES OF THE  
WV CONSOLIDATED PUBLIC RETIREMENT BOARD  
COMPUTER SYSTEM UPDATE COMMITTEE  
JULY 15, 2015  
RECONVENING THE RECESSED MEETING OF JULY 10, 2015**

The reconvened meeting of the West Virginia Consolidated Public Retirement Board (CPRB) Computer System Update Committee was held in the Large Conference Room, located at 4101 MacCorkle Avenue, SE, Charleston, West Virginia, and was called to order at 9:05 a.m. by Chairman Diana Stout.

Silent roll call was taken.

Members present were:

Diana Stout, *representing Treasurer John Perdue*

Jeff Waybright, *representing Auditor Glen B. Gainer*

Mary Jane Pickens, *representing Acting Cabinet Secretary Jason Pizatella, ex officio*

Members absent were:

Captain Michael Corsaro, Chairman

Joseph Garcia, *representing Governor Earl Ray Tomblin*

A quorum was present.

Due notice had been published.

Also, present were:

Jeffrey E. Fleck, CPRB Executive Director

Teresa Miller, CPRB Deputy Director

Candi Moore, CPRB Executive Assistant

Tom Zacharias, Deloitte Consultant

Norm Buckwalter, LRWL Computer Project Manager

Lisa Trump, CPRB PERS Manger

John Bean, CPRB Chief IT Manager

Chrissy Courtney, CPRB Outreach Coordinator

Deana Gose, CPRB Uniform Services Manager

*Joseph Garcia arrived to the meeting at 9:11 a.m.*

Acting Chairman Stout announced to the Committee that Captain Corsaro is on vacation and had asked her to chair this meeting for him while he was away.

Acting Chairman Stout announced, we are returning to Item #2 on the agenda the Change Order Discussion for Tier 2 Design.

Acting Chairman Stout announced to the Committee she would entertain a motion to go into Executive Session for purposes of discussing the Change Order as it relates to a contractual matter.

Mr. Garcia made a motion to go into Executive Session for purposes of discussing the Change Order as it pertains to a contractual matter as allowed by West Virginia Code §6-9A-4. The motion was seconded by Mr. Waybright. The motion carried unanimously. The Computer System Update Committee went into Executive Session at 9:19 a.m.

Acting Chairman Stout reconvened the Computer System Update Committee from Executive Session at 9:57 a.m. Ms. Stout announced the Committee was in Executive Session for purposes of discussing the Change Order as it pertains to a contractual matter. She announced there were no decisions made during Executive Session and we will now return to Item #2 on the agenda; Change Order Discussion for Tier 2 Design.

**Item # 2: Change Order Discussion for Tier 2 Design**

Acting Chairman Stout announced the Computer System Update Committee is making some revisions to the Change Order.

Acting Chairman Stout announced there is a reference to an addendum number 5 in the hand-out from Deloitte Consultants, but there was no addendum number 5 attached. Mr. Zacharias said he would check on it.

Acting Chairman Stout announced the Committee has discussed some revisions to be made to the Change Order.

She announced that starting on page 2, number 2, where it says: “Deloitte has the final decision regarding the timing to integrate the development...” We are going to change the word “the” to the word “their”, so that Deloitte has control over their own tasks.

We are going to add a sentence that says: “The parties shall mutually agree upon the timing of the final implementation”.

On page 3 we are going to add a new sentence and number 7 that says: “Deloitte will provide a breakdown of the hours worked for the deliverables specified in this Change Order at the time the billing is submitted”.

Acting Chairman Stout announced that the other change that the Committee discussed was that the Committee decided that we are going to leave addendum number 2 as it was originally drafted.

Acting Chairman Stout asked the Committee if there was any action the Committee would like to take regarding these changes.

Mr. Garcia made a motion the Committee recommend to the Board for their approval of the Change Order as amended by the Computer System Update Committee. The motion was seconded by Mr. Waybright. The motion carried unanimously.

**Item #3: Other Business**

Acting Chairman Stout asked if there was any other business to bring before the Committee. None was heard.

Mr. Garcia made a motion to adjourn the Computer System Update Committee Meeting. Mr. Waybright seconded the motion. The motion carried unanimously.

Acting Chairman Stout adjourned the July 15, 2015 meeting of the Computer System Update Committee at 10:00 a.m.

Respectfully submitted,

  
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Captain Michael Corsaro, Chairman

  
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Jeffrey E. Fleck, Executive Director