

**MINUTES OF THE  
WV CONSOLIDATED PUBLIC RETIREMENT BOARD  
COMPUTER SYSTEMS UPDATE COMMITTEE  
MEETING OF OCTOBER 25, 2010**

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 11:08 a.m. by Chairman Meredith George.

Chairman George asked that a silent roll call be taken.

Members present were:

Meredith George, Chairman  
David Fletcher  
Captain Michael Corsaro

A quorum was present. Due notice had been published.

Those members not present were:

Diana Stout, Esquire, *representing Treasurer John D. Perdue,*  
Mack Parsons, *representing Auditor Glen B. Gainer*

Also, present was:

Erica M. Mani, CPRB Executive Director  
Terasa L. Miller, CPRB Deputy Director  
Brittany Smith, CPRB TRS Coordinator  
Barbara Haddad, CPRB Chief IT Officer  
Cindy Boyd, CPRB Project Manager  
Peter Cole, L. R. Wechsler, Ltd. (LRWL) Computer Project Consultant

**Item #1: Approval of the July 29, 2010 Minutes**

Captain Corsaro moved to approve the July 29, 2010 minutes of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee and the motion was seconded by Mr. Fletcher. The motion carried unanimously.

**Item # 2: Consideration of the CPRB Line of Business Draft RFP**

Cindy Boyd provided each Committee member with CD that contained the most recent version of the draft RFP. In addition, Ms. Boyd also provided a copy of a chart depicting the Project Organization Structure. Based on the chart, Ms. Boyd explained what the expected roles are to be of the WV Executive Project Management Office (WV EMPO) and LRWL, and the status reporting requirements to the various Office of Technology (OT) and Department of Administration (DoA) committees.

Director Mani informed the Committee that the Office of Technology requires we have their permission to proceed if the costs are over one-hundred-thousand dollars. (\$100,000.00)

Director Mani informed the Committee that we should have authority from the Office of

Technology sometime today and did not see any reason why the Committee could not move forward with the process.

Captain Corsaro made a motion for a provisional approval to take it to the Board at the November 3, 2010 meeting for approval; the motion was seconded by Mr. Fletcher and the motion passed unanimously.

It was agreed that the draft RFP would be posted to Board secure website once written approval was received from the Chief Technology Officer.

**Item #3: Other Business**

Chairman George asked if there was any other business.

Director Mani informed the Committee she is going to update the Purchasing Division that the RFP will be coming to them probably after the Board Meeting on November 3, 2010.

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

Chairman George adjourned the public meeting of the West Virginia Consolidated Public Retirement Board Computer Systems Update Committee at 11:20 a.m.

Respectfully submitted,

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Meredith George, Chairman

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Cindy Boyd, Project Manager