



Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
August 24, 2017
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attend?
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	No
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	Yes
Amy Ramos	amy.ramos@cpa.texas.gov	CPA – Payroll	Yes
Andrea Smith	andrea.smith@cpa.texas.gov	CPA-CAPPS HR/Payroll Production Support Lead	No
Andy Viloría	Andy.viloria@cpa.texas.gov	CPA-Application Services	No
Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA-Statewide Systems Administration	No
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator; Facilitator	Yes
Art Nava	art.nava@cpa.texas.gov	CPA – Business Intelligence	No
Barbara Funnell	barbara.funnell@cpa.texas.gov	CPA - Budget	Yes
Berna Harwood	berna.harwood@twc.state.tx.us	Payroll	Yes
Brian Moehlma	brian.moehlma@trs.texas.gov	TRS – Leave/Payroll	Yes
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	No
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group Chair and Voting Member	Yes
Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	No
Don Land	don.land@cpa.texas.gov	CPA	No
Donna Clay	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	No



Centralized Accounting and Payroll/Personnel System

First & Last Name	Email	Role/Position	Attend?
Dori Zapata	dori.zapata@thc.texas.gov	Payroll Officer	Yes
Edwardo Plaza	eduardo.plaza@tpwd.texas.gov	TPWD - Project Manager	Yes
Elizabeth Cogain	ecogain@dob.texas.gov	Payroll	Yes
Erica Munez	erica.munez@cpa.texas.gov	CPA – Budget	Yes
Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	No
Ivan Smith	ivan.smith@dir.texas.gov	DIR	No
J.P. Wardle	j.p.wardle@cpa.texas.gov	CPA – Contractor	No
Jada Louhela	jada.louhela@thc.texas.gov	Human Resources	Yes
James Keyser			Yes
Jennifer Mutschink	jennifer.mutschink@dir.texas.gov	DIR – Payroll Officer	No
Jennifer Pennington	jennifer.pennington@txdot.gov	Enterprise Resource Planning	No
JoAnn Walker	jo.walker@hhsc.state.tx.us	HHSC	No
Johnny Greenwood	johnny.greenwood@trs.texas.gov	TRS-Payroll/Leave/Benefits	Yes
Kathy Cortez	kathy.cortez@tea.texas.gov	TEA	Yes
Kelley Martin	kelley.martin@cpa.texas.gov	CAPPS Deployment Team	No
Kenneth Dusing	kenneth.dusing@txdmv.gov	DMV	No
Kevin Todd	kevin.todd@tpwd.texas.gov	TPWD	No
Lacy Brown	lbrown@tsbde.texas.gov	Payroll Staff Source Officer	Yes
Lance McMillan	lance.mcmillan@tceq.texas.gov	Texas Commission on Environmental Quality (TCEQ)	No
Leonard Higgins	leonard.higgins@cpa.texas.gov	CPA	Yes
Lisa Owens	lisa.owens@sao.texas.gov	Payroll	Yes
Lisa Stockton	lisa.stockton@tbpg.texas.gov	TBPG	Yes
Lori Haynes	lori.haynes@trs.texas.gov	TRS – Payroll	Yes
Ly Griffin	ly.griffin@cpa.texas.gov	CPA	No



Centralized Accounting and Payroll/Personnel System

First & Last Name	Email	Role/Position	Attend?
Mardi Seagler	mardi.seagler@txcourts.gov	Courts	No
Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	No
Martha Rivera	martha.rivera@trs.texas.gov	TRS-Payroll/Leave/Benefits	Yes
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	Yes
Matthew Richardson	matthew.richardson@tlc.texas.gov	TLC	No
Michele Cook	michele.cook@tea.texas.gov	TEA	Yes
Misty Smith	msmith@ssb.texas.gov	HR Specialist	Yes
Monica Ferrell	monica.ferrel@rrc.texas.gov	Texas Railroad Commission (RRC)	No
Nancy Simmons	nancy.simmons@tdi.texas.gov	Texas Department of Insurance (TDI)	No
Norma Cortez	norma.cortez@dps.texas.gov	DPS – HR Director, Voting Member	No
Pete Marcell	pete.marcell@cpa.texas.gov	CPA – Project Manager	No
Randa Maldonado	randa.maldonado@dir.texas.gov	DIR	No
Reggie Pegues	reginold.pegues@dir.texas.gov	DIR – Director of Accounting	No
Rick Bishop	rick.bishop@cpa.texas.gov	CPA	No
Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	No
Sandra Woodruff	sandra.woodruff@cpa.texas.gov	CPA – Assistant Director of Fiscal Management	No
Sergio Rey	sergio.rey@txdmv.gov	DMV	No
Sharon Brewer	sharon.brewer@txdmv.gov	DMV – HR Director	No
Shauna Stacey	sstacey@tsbde.texas.gov	Payroll Staff Source Officer	Yes
Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	No
Sona Holmstrom	sona.holmstrom@cpa.texas.gov	CPA – CAPPS Deployments Supervisor	No
Stacey Mincez	stacey.mincez@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	No
Stephanie Moll	stephanie.moll@cpa.texas.gov	CPA	Yes

First & Last Name	Email	Role/Position	Attend?
Steve Schiurring	steve.schiurring@cpa.texas.gov	CPA – Project Manager	No
Theresa Pratt	theresa.pratt@hhsc.state.tx.us	HHSC	No
Toni Brown	toni.brown@cpa.texas.gov	CPA – HR Report Writer	No
Tunde Kelemen	tunde.kelemen@hhsc.state.tx.us	HHSC – Voting Member	No
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	No
Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	No
Vicki Smith	vicki.smith@cpa.texas.gov	CPA – Payroll Policy	Yes
Vidhya Kumar	vidhya.kumar@cpa.texas.gov	CPA – Project Manager	No

I. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.
- CAPPS HR/Payroll will be unavailable due to Fiscal Year End (FYE) beginning August 31 until September 5, 2017.
 - Note: CAPPS Portal and Financials will be available during this time.

II. Production Update: HR/Payroll Support Requests (SRs) (Chelsa Vinklarek)

- SR Summary Documentation
 - User Group members were provided with a summary of all active SRs on the HR/Payroll System.
 - This report only reflects data for the end of July since the last HR/Payroll User Group meeting held July 25, 2017.
 - There were 566 open SRs and 203 were high.
 - There are currently no critical SRs.
- SR Trend Report
 - User Group members were provided with the SR Trend report for the month.
 - During the reporting timeframe (July 25 through August 1) there were 79 SRs opened and 96 SRs closed.
- Governance Approved SRs (Stacey Mincec)
 - No updates this month.
- Required Maintenance (Stacey Mincec)
 - No updates this month.

III. Project Update: HR/Payroll FY17 Deployment (Addai Williams)

- Deploying Agencies: TDI, OIEC, RRC, TSBEP, TFSC, TMD, TCOLE, TSBOP, TAHC, TDHCA, TMB, SOAH and TEA.



Centralized Accounting and Payroll/Personnel System

- The Deployment Team continues to provide cutover/post-Production support.
- Approval was received for the FY18 deployment project.
- The FY18 dashboard will be available at the next HR/Payroll UG meeting.

IV. Project Update: CAPPs Performance Management FY17 Deployment

- Deploying Agencies: DMV, DIR, OCA, CPA, DPS, THECB, TSLAC, OIEC, TDI, RRC, TMD, TCOLE, TAHC, SOAH and TEA.
- The project is on track for go-live on December 11, 2017.
- Release 3 System Test is underway.
- The Deployment Team is preparing for UAT. Production and deployment agencies will be sent UAT information soon.

V. Miscellaneous

- The biannual CAPPs Governance representation vote process will begin soon.