Approved: 2/17/98
Date

MINUTES OF THE HOUSE COMMITTEE ON APPROPRIATIONS.

The meeting was called to order by Chairperson Phil Kline at 1:30 p.m. on February 10, 1998 in Room 514-S of the Capitol.

All members were present except: Representative Mike Farmer - Excused
Representative Henry Helgerson - Excused
Representative Brenda Landwehr - Excused
Representative Ed McKechnie - Excused
Representative Richard Reinhardt - Excused

Committee staff present: Shannon Nichols, Paul West, Legislative Research Department
Jim Wilson, Mike Corrigan, Revisor of Statutes Office
Helen Abramson, Administrative Aide; Linda Swain, Appropriations Secretary

Conferees appearing before the committee:
Don Heiman, Director, Department Information Systems & Communications (DISC), Department of Administration (DOA)
Bobbi Mariani, Assistant Director of Personnel Services, DOA
Steve Tallen, Kansas Department of Human Resources (KDHR)

Don Heiman, Director of DISC, presented the Year 2000 Status Report. (Attachment 1). The presentation was an overview of: Key policies; DOA initiatives; DISC project status; funding for Year 2000 mitigation; and DISC efforts to serve small agencies/boards who do not have internal information technology staffs to help with Year 2000 repair. The attachment includes the DISC Year 2000 repair projects and a work schedule showing the upgrade activities for the State mainframe data center for Year 2000 compliance.

A discussion followed concerning how Year 2000 funds are being requested through individual agencies instead of the DOA budget, as in the previous year. Representative Nichols requested Research provide a document which will identify where the requests are located and how much is requested.

Bobbi Mariani, Assistant Director of Personnel Services, presented a report on Bonuses for Year 2000 (Attachment 2). It included information about the recruitment and retention of Information Technology (IT) employees and the Kansas IT Premium Pay program. Assistant Director Mariani also noted highlights of the IT Premium Bonus guidelines, the Governor's Executive Directive No. 97-264 (Attachment 3).

Discussion followed concerning training employees in basic programming skills and if it would be advisable to declassify more positions to help ease the difficulty in hiring skilled programmers.

Steve Tallen, KDHR, presented Federal Funding for Year 2000 (Attachment 4) explaining how the KDHR is planning to use the Department of Labor Year 2000 funds. Retention of the IT staff is the most critical problem. Without the staff, the problem can not be fixed. Five skilled IT staff members left KDHR for the private sector in 1997 and an additional two left in January 1998.

Representative Peterson had a request for a bill which would establish the Kansas local government outdoor recreation grant program.

Chair Kline introduced the following requests: the Governor's KPERS post retirement benefit adjustment bill; The Kansas Real Estate Commission requested a bill be introduced to increase maximum fees and transfer funds; a request for a bill that deals with quadriplegic individuals and their relationship to KPERS; a bill that brings the State Fire Marshall investigators under the Kansas Police & Fireman's Retirement System; a bill to repeal the 3 or 4 employment restrictions.

Representative Nichols had a request for a bill amending a current statute concerning abatement of common nuisances.

A motion was made by Representative Minor, seconded by Representative Ballard to introduce the seven bills. The motion carried.

A motion was made by Representative O'Connor, seconded by Representative Nichols to approve the minutes of the February 3, 1998 and February 4, 1998 meetings.

The meeting was adjourned at 2:30 p.m. The next meeting is scheduled for February 11, 1998.

Unless specifically noted, the individual remarks recorded herein have not been transcribed verbatim. Individual remarks as reported herein have not been submitted to the individuals appearing before the committee for editing or corrections.

APPROPRIATIONS COMMITTEE GUEST LIST

DATE: 2/10/98

NAME	REPRESENTING
Don Rezac	S.E.A.K.
Keith Haxton	S.E.A.K
Von McKenzie	KCC
Marty Yost	Ks Health Care Assn.
B. Mariani	Dept. of Adm.
Steve Tatten	KDHR
Megan Rachow	Intern Rep Pottorff
Jerry Schmidt	Dept Hlth & Envir.
Sandy Manning	SRS
Bruce Roberts	DISC
Don Herman	DISC
Ron Seeber	Dept of Admin
Fred Boesch	Chief Information Architect
Anthony Perez	Leg. Div. Post Audit
Louis Chabira	Budget

Year 2000 Status Report

House Appropriations

February 10, 1998

Presenter: Don Heiman
DISC Director

Appropriations
2-10-98
Attachment 1

Mr. Chairman and members of the Committee:

Thank you for the funding we received for Year 2000 repairs. I appreciate very much your support and understanding of the difficulties we face as we prepare our information technologies for the millennium.

My presentation overviews the key policies, Department of Administration initiatives, DISC project status, and funding for Year 2000 mitigation. Also, I will overview DISC efforts to serve small agencies and boards who do not have internal information technology staffs to help them with Year 2000 repair.

I have included in my presentation a copy of DISC's Year 2000 repair projects and a work schedule showing our upgrade activities for the State mainframe data center for Year 2000 compliance. This schedule is an example of how we manage projects underway in DISC for Year 2000 mitigation.

State Year 2000 Policies

- KIRC Policy requires agencies to assess, plan and repair the hardware, software, and applications they own.

- KIRC Policy requires each agency to report their repair activity to the Chief Information Architect. A Year 2000 report is distributed to KIRC monthly. CIA staff coordinates repair reporting initiatives.

- DISC repairs all IT shared infrastructure to include DISC managed backbone networks and data centers.

- DISC repairs all Department of Administration Applications and Department IT hardware, LANs, servers, and related software.

- CIA office has established ISO Year 2000 data conventions to be followed by all State agencies.

State Program Highlights

DISC Statewide Initiatives

- Built a Year 2000 Mainframe Data Center dedicated to mainframe Applications. The center is available to all State agencies at no charge .

  (1) 120 GIG dedicated storage. 15 MIPS - 60 MIPS of processing power.

  (2) Fully staffed by DISC technicians.

- Established a Year 2000 Awareness Center with three senior level technologists. Publish a monthly Awareness newsletter, distribute information on repair techniques, and operate a help desk for all State agencies.

- Negotiated a consulting services master agreement with CTA Inc. for Year 2000 repair. Contract is available to all State agencies who need expert services. Services are task ordered by agencies. The task orders ...

  (1) are deliverables based

  (2) fixed priced

  (3) based on requirements definitions

  (4) require Quality User Acceptance before payment.

  (5) repairs fully warranted up to 2001 by vendor.

  (6) repair work is done on-site.

  (7) DISC manages contract process.
  Agencies manage actual repair work.
  A DISC Senior contract officer coordinates the task order process in cooperation with agency project directors.

Department of Administration Initiatives

- DISC technical support and programming staffs have 179 repair projects. These projects include bringing our data centers and our infrastructure telecommunications network into compliance. Agencies are responsible for their campus networks and applications. The DISC repairs include:

  (1) All system software for MVS, VM, and UNIX data centers. (database, operating systems, utilities).

  (2) KANS-A-N voice and video network.

  (3) KAN-WIN data network.

  (4) ASTRA Law enforcement network.

  (5) All Department of Administration Applications to include payroll, HR, accounting, set off, and State budget systems, to mention a few.

  (6) DISC is responsible for all Campus systems in each Division of the Department of Administration

  - Embedded chips in elevators and air handling equipment
  - LANs and PC's
  - Printing technologies
  - CAD Systems

Current Status

- We have a DofA Year 2000 Steering Committee to manage Year 2000 DISC repair projects. Members are proposed for project salary bonuses if schedules are maintained.

  (1) 70% of the work is completed.

  (2) 100% completion scheduled for December 31, 1998.

  (3) Assessments for all Divisions 100% complete.

  (4) STARS scheduled for roll out in April.

  (5) OS 390 operating system upgrade will be finished in March. This is our most critical infrastructure project.

DISC New System Builds

- Replace the Purchases System 36 (funding is requested this year).

- Assist Judicial branch with replacement of their case management system.

  (1) (Scheduled for roll out in May)
  (2) (DISC has a Service Level Agreement for supporting the system after roll out)

- Created a UNIX data center for Department of Revenue.

  (1) We support, staff, and manage the data center hardware and system level software.
  (2) Department of Revenue develops the applications.
  (3) Based on a Service Level Agreement.

- Install and support the Law Enforcement switch to replace the Tandem switch currently located at DISC. The Tandem switch and network are not year 2000 compliant.

- Replace the Motor Pool system which is not Year 2000 compliant.

Funding Recap

- Nine agencies budgeted Year 2000 moneys in FY98. This money was removed from Agency budgets and placed in DISC. The total funding included $5,453,012 SGF and $1,839,585 from other sources for a total $7,292,597. This money is only for Year 2000 repair. DISC manages this money on behalf of these agencies.

- Also, a number of agencies have internal funding sources for Year 2000 ($10,388,960). This money remains in their approved budgets.

- CTA has $4,785,704 under contract and funded from moneys you appropriated to DISC. This leaves a balance of $2,506,893. We have three more task orders in process for Highway Patrol, KBI, and DISC networks. Over the next three months, DISC will issue its remaining task orders for the VM data center and network repair.

- CTA also has received task orders from agencies who have internal funding sources. These task orders total $1,480,673. DISC serves as contract administrator on these task orders. The agencies are responsible for project management.

2/6/98 Agency Funding Given to DISC

Sources of Funds

Funding Type and Allocation	Fiscal Year 1997 SGF	Fiscal Year 1997 Other Funds	Fiscal Year 1998 SGF	Fiscal Year 1998 Other Funds	Total Funds
DISC Managed Funds					
Dept of Admin	$454,835	$0	$3,045,165	$0	$3,500,000
Health & Environ	0	0	180,000	0	180,000
KBI	0	0	63,400	0	63,400
Highway Patrol	0	0	163,703	0	163,703
Dept of Revenue	71,190	500,000	564,678	10,700	1,146,568
SRS	273,975	0	633,525	1,300,000	2,207,500
Securities Com	0	0	0	18,635	18,635
Emergency Medical	0	0	2,541	0	2,541
Racing Com	0	0	0	10,250	10,250
Total	$800,000	$500,000	$4,653,012	$1,339,585	$7,292,597

Uses of Funds

Funding Type and Allocation	Funding Available	Paid To Date	Contracted To Date	Balance Left To Contract
DISC Managed Funds				
Dept of Admin	$3,500,000	$651,690	$880,340	$2,619,660
DOA Small Agencies	0	0	17,513	(17,513)
Health & Environ	180,000	0	245,700	(65,700)
KBI	63,400	0	1,425	61,975
Highway Patrol	163,703	0	1,425	162,278
Dept of Revenue	1,146,568	877,903	1,287,276	(140,708)
SRS	2,207,500	398,975	2,207,500	0
Securities Com	18,635	0	1,425	17,210
Emergency Medical	2,541	0	975	1,566
Racing Com	10,250	0	5,100	5,150
Total	$7,292,597	$1,928,568	$4,648,679	$2,643,918

Small Agencies and Boards

- Sixty-three small agencies, mostly regulatory boards, have no Information Technology expertise. In order to learn about their Year 2000 needs, DISC surveyed the boards and agencies.

- Thirty-eight boards and agencies said they do not need a Year 2000 problem. If an assessment was done by CTA for these boards the cost would be $260,653.

- Twenty-five boards requested an assessment. The cost for these assessments was $59,588.

- The CIA office recommended that DISC create a staff to serve the needs for regulatory boards on a fee for service basis. In January KIRC approved this recommendation. During the next eight weeks DISC will begin hiring three positions to help the small boards with their IT needs.

- The Board of Nursing and the Board of Cosmetology are requesting funding this year to replace their non compliant systems. We recommend that this funding be pooled and that DISC build a single system tailored to the needs of these two boards as well as other boards or agencies who need a year 2000 compliant licensing system.

- CTA and DISC are completing a study of how best to meet the needs of all licensing boards. The study will be available in two weeks. The study will look at year 2000 compliant systems used in other states as well as systems used in Kansas.

- Boards would be charged a DISC fee to maintain and support their IT licensing systems.

Concluding Remarks

- In your packet is a summary schedule of DISC's Year 2000 repair activities for applications in the Department of Administration and for technologies DISC directly manages.

- We have asked CTA to prepare a methodology for confirming on a sample basis that an agency is Year 2000 ready. Agencies can order this certification assessment through a CTA task order. We are encouraging agencies to take this additional step to confirm their readiness.

- We have taken every step to help agencies understand the importance of assessing and repairing their systems. It is imperative that all agencies take advantage of the resources available and commit to the goal of being fully repaired by December 1998. We will continue to support the CIA's office and KIRC in our shared commitment to be Year 2000 ready.

- DISC will be compliant for all systems we support and manage. Agencies are also working hard on Year 2000. Overall, I am encouraged by the agencies response, but I realize with only 687 days left considerable work remains.

- Thank you for the help and support you have given us. I am very appreciative.

Department of Administration
Year 2000 Monthly Report for KIRC
February 1998

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Asset Name	Inventory Owner	Users	Qty	Risk	Action	Planned Start	Actual Start	Planned Test	Actual Test	Planned Finish	Actual Finish	Estimated Staff Hours	Staff Hours to Date	Estimated Vendor Amount	Vendor Amount to Date
Commercial Off the Shelf Software															
Omega Workers Comp. System	McGlasson	DPS	1	MC	Repair	03/15/98		05/01/98		07/15/98		120	0	30,000	0
* Barcoding(Vendor Support)	Heiman	Mailers	1	MC	Repair	07/01/97		10/01/97		10/01/97		0	12	0	0
Typesetting System	Gonzales	Printing	1	MC	Repair	02/15/98		06/01/98		07/15/98		120	0	30,000	0
Delta Systems	McGarry	Governor	1	MC	Repair	07/01/98		10/01/98		12/31/98		240	0	5,000	0
Docuphase Office Automation	McGarry	Governor	1	MC	Repair	04/01/98		07/01/98		10/01/98		120	8	10,000	0
Service Tracking (Heat)	Heiman	DISC	1	MC	Repair	01/01/98	01/02/98	03/01/98		04/01/98		80	16	0	0
		Totals	6									680	36	75,000	
Communications Equipment															
Backbone Switches	Heiman	Backbone	3	MC	Repair	08/01/97	08/01/97	09/01/97	09/01/97	10/01/97	09/15/97	80	32	0	0
* Hubs	Heiman	KANWIN	120	MC	Repair	12/01/97	12/01/97	12/01/97	12/01/97	12/01/97		80	16	35,000	0
IDNX20 Multiplexers	Heiman	Backbone	20	MC	Repair	07/01/98		12/01/98		12/31/98		120	16	0	0
IDNX90 Multiplexers	Heiman	Backbone	9	MC	Repair	07/01/98		12/01/98		12/31/98		60	6	0	0
PBX Topeka	Heiman	Topeka	1	MC	Repair	12/31/98		02/28/99		03/31/99		60	20	0	0
* PBX Wichita	Heiman	WSOB	1	MC	Repair	12/02/97	10/01/97	01/01/98		02/01/98		16	8	15,000	0
Astra Network	Heiman	Law	1	MC	Replace	09/01/98		11/01/98		12/01/98		80	0	0	0
Controllers	Heiman	SNA	60	MC	Repair	06/02/98		07/01/98		09/01/98		160	32	0	0
Local Controllers	Heiman	SNA	20	MC	Repair	06/02/98		07/01/98		09/01/98		160	12	0	0
NCPs	Heiman	SNA	7	MC	Repair	04/01/98		05/01/98		06/01/98		80	16	0	0
* Routers	Heiman	Statewide	450	MC	Repair	02/01/98		03/01/98		04/01/98		80	16	20,000	0
Tandem Switch & Netlink	Heiman	Law	5	MC	Replace	07/01/98		10/01/98		07/01/99		8	0	0	0
		Totals	697									984	174	70,000	0
Computer Hardware															
PCs & Servers (A/R)	Moses	A/R	99	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		56	68	8,925	0
PCs & Servers (A/S)	Hoffman	A/S	39	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		12	15	4,575	0
PCs & Servers (Budget)	Timmer	Budget	24	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		12	14	2,475	0
PCs & Servers (DFM)	Reardon	Facilities	66	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		28	34	6,525	0
PCs & Servers(DISC/BDAS)	Heiman	DISC	227	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		84	102	25,200	0
PCs & Servers (DPS)	McGlasson	DPS	114	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		70	85	10,200	0
PCs & Servers(Gov&Lt Gov)	McGarry	Gov. & Lt	30	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		18	10	3,300	0
PCs & Servers (Legal)	Griggs	DofA Legal	14	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		9	10	1,575	0
[illegible] & Servers (Printing)	Gonzales	Printing	19	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		12	6	2,175	0
[illegible] Servers(Purchases)	Houlihan	Purchases	29	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		16	20	2,850	
PCs & Servers (Secy)	Stanley	Secretary	23	S	Repair	01/01/98	02/02/98	07/01/98		12/31/98		13	16	3,900	

* Indicates project is behind schedule.

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Department of Administration
Year 2000 Monthly Report for KIRC
February 1998

Asset Name	Owner	Inventory Users	Qty	Risk	Action	Planned Start	Actual Start	Planned Test	Actual Test	Planned Finish	Actual Finish	Estimated Staff Hours	Staff Hours to Date	Estimated Vendor Amount	Vendor Amount to Date
		Totals	684									330	380	71,700	0
Custom Applications															
Budget System	Timmer	All Agencies	1	MC	Repair	10/02/97	08/18/97	12/02/97	09/10/97	01/01/98	09/18/97	125	33	0	0
* KDRS (Setoff)	Moses	A/R	1	MC	Repair	11/24/97	12/30/97	02/05/98		03/02/98		120	20	500,000	0
Motor Pool System	Reardon	Mtr Pool	1	MC	Repair	02/09/98		06/01/98		08/01/98		400	21	300,000	0
* STARS Ad Hoc (VM)	Moses	All Agencies	1	MC	Repair	11/03/97	11/03/97	12/15/97	12/03/97	01/09/98		1,000	242	680,260	0
AS400 Systems(Application)	Heiman	All Agencies	6	MC	Repair	04/02/98		06/02/98		08/01/98		1,350	0	20,000	0
Budget Fiscal Note Tracking	Timmer	Budget	1	MC	Repair	04/02/98		06/02/98		08/01/98		40	0	5,000	
* STARS (MVS)	Moses	All Agencies	1	MC	Repair	07/15/97	07/15/97	12/26/97	09/26/97	01/30/98		650	767	819,740	651,690
* Acquisition Tracking(Sys36)	Houlihan	Purchases	1	MC	Replace	02/01/98		04/15/98		05/15/98		120	2	0	0
Project Workbench	Heiman	DISC	1	MC	Replace	03/02/98		06/01/98		08/01/98		80	0	0	0
SHaRP System	McGlasson	All Agencies	1	MC	Repair	12/01/97	12/01/97	05/02/98		08/01/98		0	15	30,000	0
* Accounts Payable	Heiman	DISC	1	MC	Repair	08/01/97		10/01/97		04/01/98		40	12	0	0
* Accounts Receivable	Heiman	DISC	1	MC	Repair	08/01/97		10/01/97		04/01/98		40	12	0	0
* Computer Billing	Heiman	DISC	1	MC	Repair	09/01/97		11/01/97		12/01/97		160	10	0	0
* Fixed Assets	Heiman	DISC	1	MC	Repair	08/01/97		10/01/97		04/01/98		40	16	0	0
* Invoicing System	Heiman	DISC	1	MC	Repair	08/01/97		10/01/97		10/01/97		160	12	0	0
Long Distance Billing	Heiman	DISC	1	MC	Repair	07/01/98		02/01/99		03/01/99		320	8	0	0
* Admin. Applications A/S	Hoffman	A/S	1	MC	Repair							120	0	0	0
		Totals	22									4,765	1,170	2,355,000	651,690
Embedded Systems															
Building Elevator Systems	Reardon	Public	1	MC	Repair	04/01/98		10/01/98		12/31/98		80	1	10,000	0
Building Control/Security Systems	Reardon	Facilities	1	MC	Repair	04/01/98		10/01/98		12/31/98		80	2	15,000	
		Totals	2									160	3	25,000	0
External Systems															
Ext-1042S Data via Mag. Tape	Moses	A&R	1	MC	Repair	03/01/98		05/02/98		08/01/98		12	0	0	0
* Ext-1099 Misc. via Mag.Tape	Moses	A&R	1	MC	Repair	01/02/98	10/01/97	01/16/98		01/30/98		12	0	0	0
Ext-Alter	Gonzales	Printing	1	MC	Repair	02/15/98		07/15/98		08/01/98		12	0	0	0
Ext-W2 Data via Electronically	Moses	A&R	1	MC	Repair	03/01/98		05/02/98		08/01/98		12	0	0	0
Ext-Worker's Comp.	Heiman	DPS	1	MC	Repair	03/15/98		07/15/98		08/01/98		40	0	0	0
		Totals	5									88	0	0	0
'ork															
* [illegible]400 Net. Mgmt.	Heiman	DISC	1	MC	Repair	01/15/98	12/12/97	02/01/98		02/10/98		160	24	0	

* Indicates project is behind schedule.

Department of Administration
Year 2000 Monthly Report for KIRC
February 1998

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Asset Name	Owner	Inventory Users	Qty	Risk	Action	Planned Start	Actual Start	Planned Test	Actual Test	Planned Finish	Actual Finish	Estimated Staff Hours	Staff Hours to Date	Estimated Vendor Amount	Vendor Amount to Date
NetOpen (Mgmt) & Solaris	Heiman	DISC	1	MC	Repair	07/01/98		11/01/98		12/01/98		160	8	0	0
OpenView	Heiman	DISC	1	MC	Repair	07/01/98		11/01/98		12/01/98		160	8	0	0
CMS 6000 Net. & Solaris	Heiman	DISC	1	MC	Repair	10/01/97	11/01/97	03/01/98		04/01/98		160	8	0	0
* KASPIA	Heiman	DISC	1	MC	Repair	02/01/98		02/01/98		04/01/98		0	0	0	0
* TACACS (Dial-Up)	Heiman	DISC	2	MC	Repair	02/01/98		03/01/98		04/01/98		160	20	0	0
		Totals	7									800	68	0	0
System Software															
MVS Oper. Sys/Software	Heiman	DISC	167	MC	Repair	06/01/97	06/01/97	06/30/98		12/30/98		800	385	300,000	
* Network Op. Sys/Software	Heiman	DISC	12	MC	Repair	06/01/97		06/30/98		12/30/98		0	0	0	0
* Unix Oper. Sys/Software	Heiman	DISC	20	MC	Repair	08/01/97		07/01/98		03/01/99		0	0	0	0
VM Oper. Sys/Software	Heiman	All	45	MC	Repair	04/01/98		08/01/98		12/30/98		240	0	603,300	0
* AS400 Oper. Sys/Software	Heiman	DISC	1	MC	Repair	09/06/97	09/20/97	01/23/98		01/23/98		90	125	0	0
		Totals	245									1,130	510	903,300	0
		Grand Total	1,668									8,937	2,341	3,500,000	651,690

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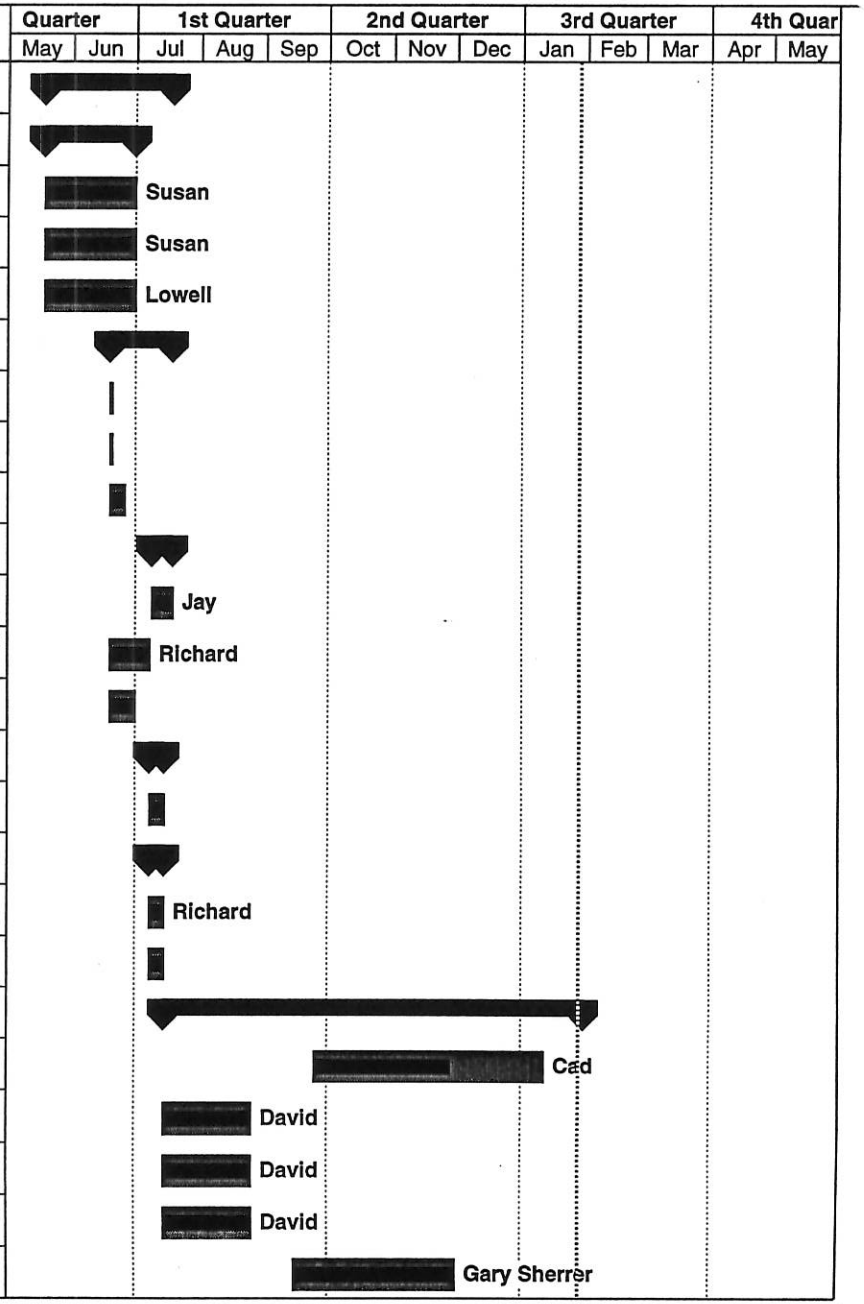
* Indicates project is behind schedule.

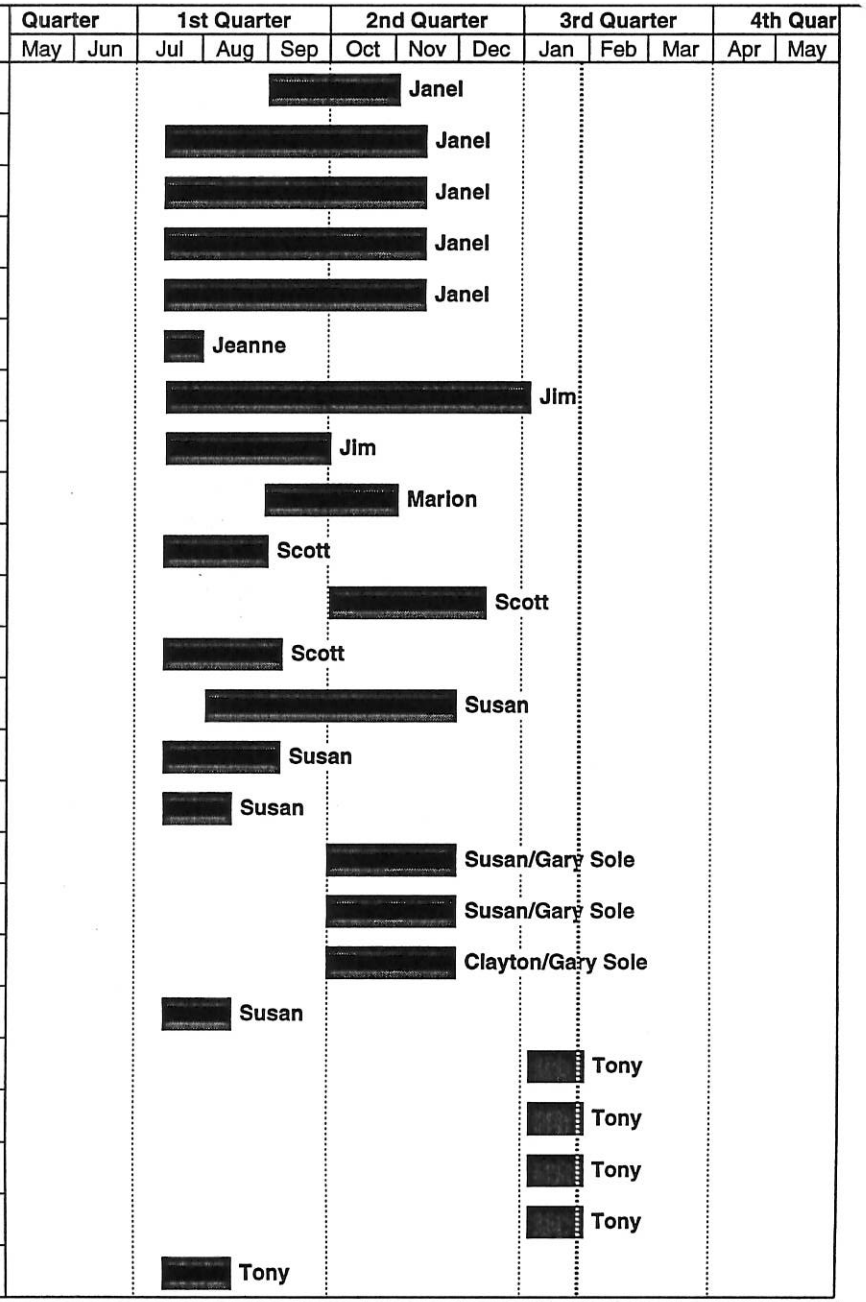
Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)
1/28/98

ID	Task Name	% Com	Start	Finish	Notes
1	**Planning**	100%	5/19/97	7/18/97	
2	**Review existing Software for Compatibility**	100%	5/19/97	6/30/97	
3	Check OEM products	100%	5/19/97	6/30/97	
4	Check Base MVS Maint. level	100%	5/19/97	6/30/97	
5	Check any Toleration Maint.	100%	5/19/97	6/30/97	
6	**Request onsite planning with IBM.**	100%	6/19/97	7/18/97	
7	Identify OS/390 Release, Maint. level & Format	100%	6/19/97	6/19/97	Will order R3
8	Request a list of base functions and the releases in OS/390R3.	100%	6/19/97	6/19/97	
9	Find out Maint. level received at particular points in time.	100%	6/19/97	6/25/97	
10	**Keep a check on SLSS and Manuals**	100%	7/9/97	7/18/97	
11	Order Manuals from Ann prior to ordering OS/390R3	100%	7/9/97	7/18/97	
12	Identify new H/W Requirements: Get costs to management	100%	6/19/97	7/7/97	Amdahl and S
13	Identify new S/W Requirements: Get costs to management	100%	6/19/97	6/30/97	
14	**Notify DISC Management and Technicians of new release.**	100%	7/8/97	7/14/97	
15	Notify management of costs for new software maint.	100%	7/8/97	7/14/97	
16	**Notify Hardware Vendors**	100%	7/8/97	7/14/97	
17	Verify EC levels	100%	7/8/97	7/14/97	
18	**Notify Users**	100%	7/8/97	7/14/97	
19	**Product upgrades prior to OS/390**	93%	7/15/97	1/30/98	
20	Apply Gen level 9707 to Roscoe V6.0	60%	9/25/97	1/11/98	Attach Job pr
21	DB2 ALTER V5.2.3 - BMC Software	100%	7/15/97	8/25/97	
22	DB2 CATMGR V5.2.3 - BMC Software	100%	7/15/97	8/25/97	
23	DB2 DASDMGR V5.2.3 - BMC Software	100%	7/15/97	8/25/97	
24	Preference V7.5.0 zap S750038 - Phoenix	100%	9/15/97	11/30/97	



Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)
1/28/98

ID	Task Name	% Com	Start	Finish	Notes
25	CA-Spool V1.11 - CA	100%	9/2/97	11/2/97	
26	SAS V6.0.9(TS455) - SAS Institute	100%	7/15/97	11/15/97	
27	SAS/ETS V6.0.9(TS455) - SAS Institute	100%	7/15/97	11/15/97	
28	SAS/FSP V6.0.9(TS455) - SAS Institute	100%	7/15/97	11/15/97	
29	SAS/GRAPH V6.0.9(TS455) - SAS Institute	100%	7/15/97	11/15/97	
30	Automation Point V3.2.22 - CA	100%	7/15/97	8/1/97	
31	Gateway/SS V147 - Candle	100%	7/16/97	1/4/98	
32	Direct Connect V2.2 - Sterling Commerce	100%	7/16/97	10/1/97	
33	Vital Signs V4.1.2 - Apertus	100%	9/1/97	11/2/97	
34	CA-Deliver V1.6 - CA	100%	7/15/97	9/1/97	
35	Omegamon II V400 - Candle	100%	10/2/97	12/14/97	
36	Syncsort V3.6 - Syncsort	100%	7/15/97	9/8/97	
37	MIM V4.2 - CA	100%	8/4/97	11/30/97	
38	Top Secret V5.0 - CA	100%	7/15/97	9/7/97	
39	SRS/ACC V2.1.19 - DTS	100%	7/15/97	8/15/97	
40	HSC V2.0.1 - STK	100%	10/1/97	11/30/97	Check with G
41	Library Station V3 - STK	100%	10/1/97	11/30/97	
42	LCF V4.1	100%	10/1/97	11/30/97	This release i
43	IXFP V2.1.1 - STK	100%	7/15/97	8/15/97	
44	Auto-Capture V12.9 - BGS	0%	1/5/98	1/30/98	
45	Best1/MVS V12.9 - BGS	0%	1/5/98	1/30/98	
46	Capture V12.9 - BGS	0%	1/5/98	1/30/98	
47	CICS Support Facility V3.42 - BGS	0%	1/5/98	1/30/98	
48	MXG V14.14 - Merrill Consultants	100%	7/15/97	8/15/97	



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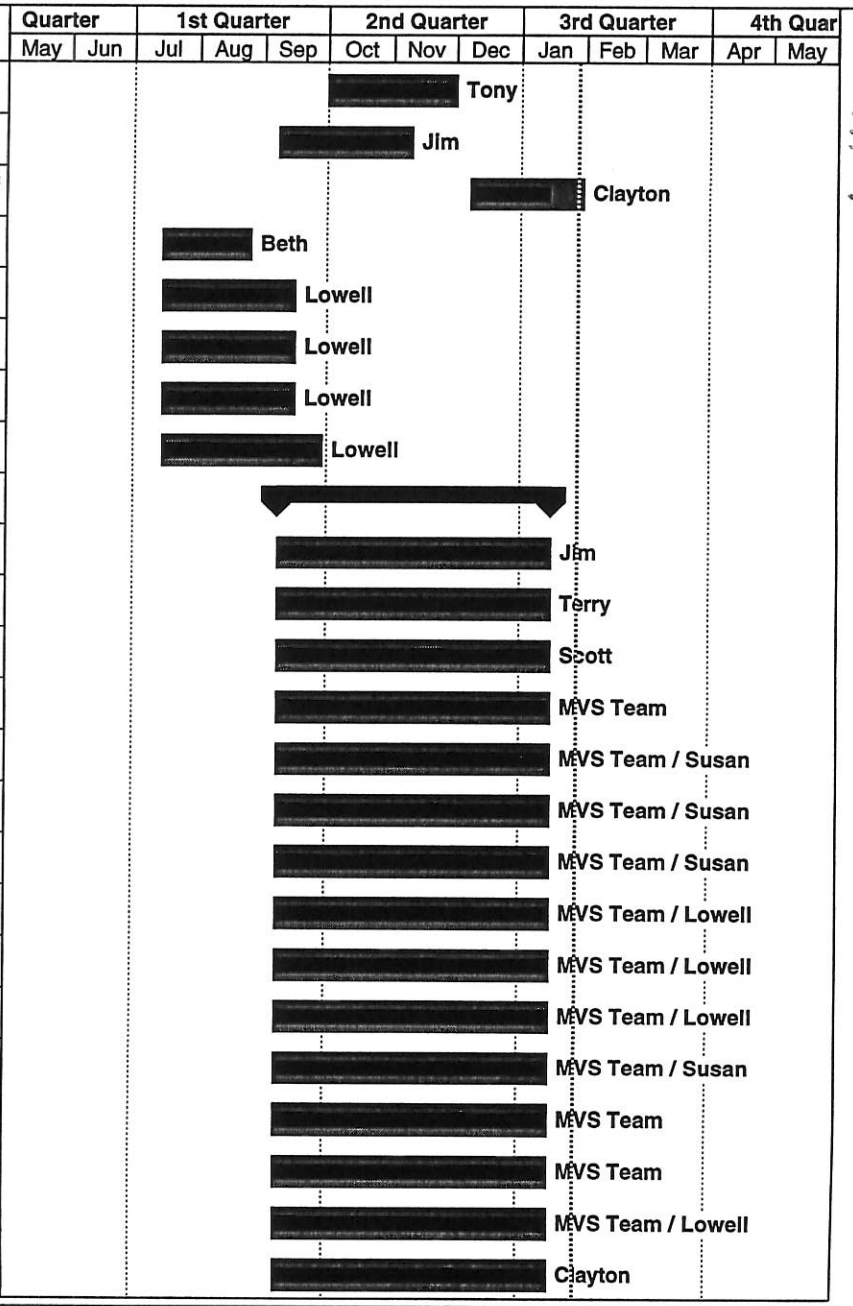
Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)
1/28/98

ID	Task Name	% Com	Start	Finish	Notes
49	STROBE V2 - Programart	100%	10/1/97	11/30/97	
50	NDM V1.6	100%	9/8/97	11/9/97	
51	SNS/TCP (PTF's required for V4.1)	70%	12/8/97	1/30/98	PTF is requir
52	DB2 V4.1 - KDOT only. SRS will remain at V3.1	100%	7/15/97	8/25/97	
53	DSF V1.16	100%	7/15/97	9/15/97	
54	HLASM V1.2	100%	7/15/97	9/15/97	
55	TSO/E V2.5	100%	7/15/97	9/15/97	
56	Apply Co-existence and compatibility maint. for OS/390	100%	7/15/97	9/28/97	
57	**IBM product upgrades included in OS/390 Server Pack**	**100%**	**9/8/97**	**1/15/98**	
58	3270PC FTP V1.1.1	100%	9/8/97	1/15/98	
59	ACF/VTAM V4.4	100%	9/8/97	1/15/98	Terry has Vta
60	LE for MVS & VM V1.5 (This release is currently running under MVS V4.3	100%	9/8/97	1/15/98	
61	BDT V2	100%	9/8/97	1/15/98	
62	DFSMSdss V1.3	100%	9/8/97	1/15/98	
63	DFSMShsm V1.3	100%	9/8/97	1/15/98	
64	DFSMSdfp V1.3	100%	9/8/97	1/15/98	
65	EREP V3.5 (This release is currently running under MVS V4.3)	100%	9/8/97	1/15/98	
66	GDDM V3.2	100%	9/8/97	1/15/98	
67	GDDM/OS2 V3.2	100%	9/8/97	1/15/98	
68	HCD V5.2.2	100%	9/8/97	1/15/98	
69	ISPF V4.2.1	100%	9/8/97	1/15/98	
70	JES2 V5.2 (Will stay at 4.3 via separate SMP/E)	100%	9/8/97	1/15/98	
71	MVS Base V5.2.2	100%	9/8/97	1/15/98	
72	NetView V2.4 (This release is currently running under MVS V4.3)	100%	9/8/97	1/15/98	



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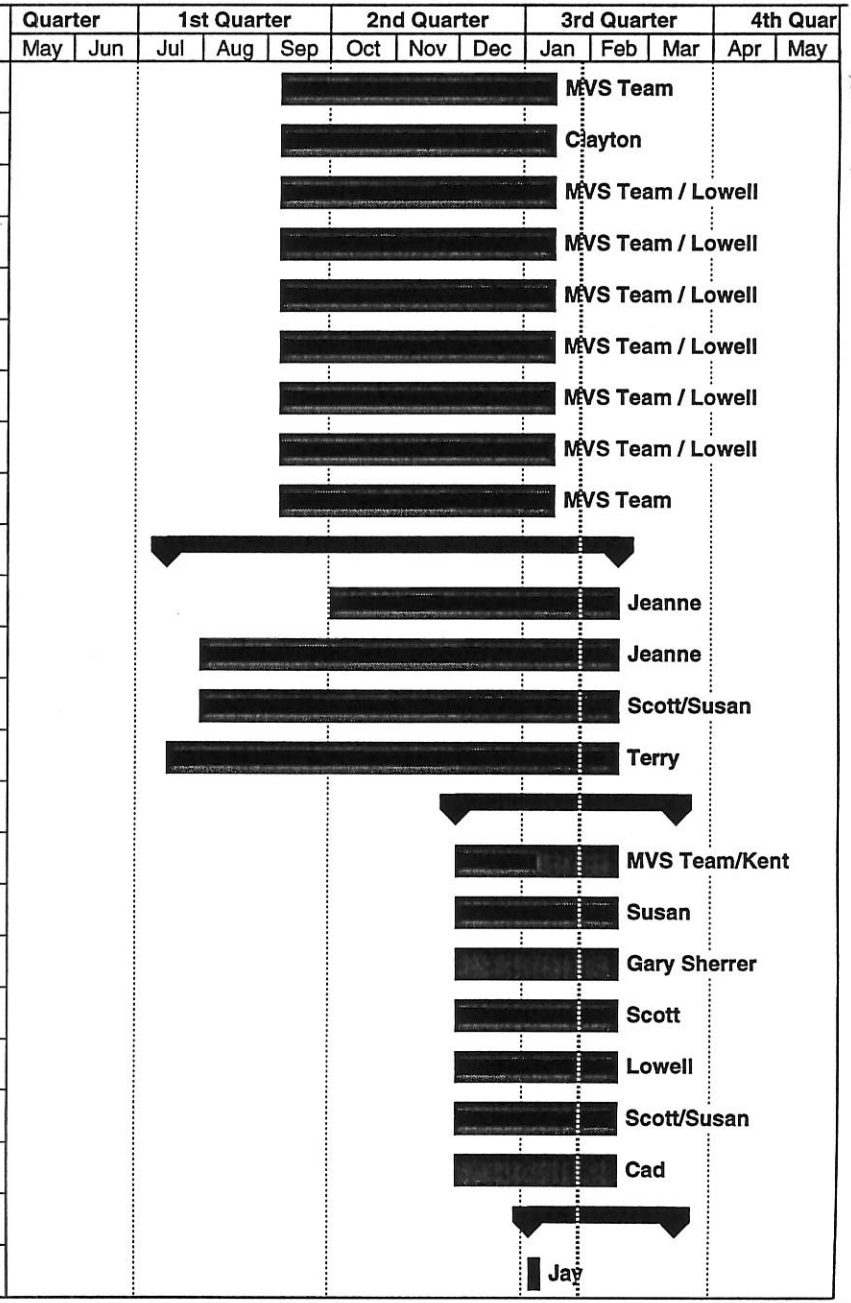
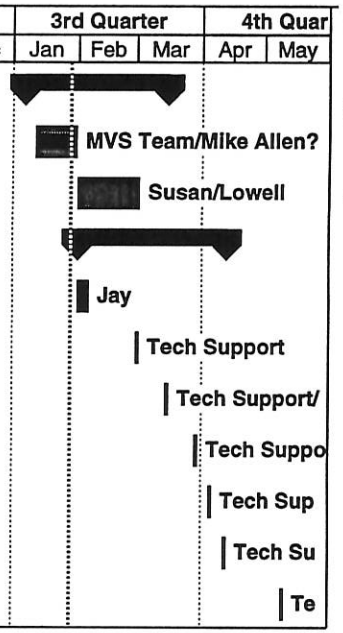
Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)
1/28/98

ID	Task Name	% Com	Start	Finish	Notes
73	SMP/E V1.8.1	100%	9/8/97	1/15/98	
74	HCF V2.1.0 (This release is currently running under MVS V4.3)	100%	9/8/97	1/15/98	
75	GDDM/PGF V2.1.3	100%	9/8/97	1/15/98	
76	ICFRU V1.1 (This release is currently running under MVS V4.3)	100%	9/8/97	1/15/98	
77	OGL V1.1 (This release is currently running under MVS V4.3)	100%	9/8/97	1/15/98	
78	PPFA/370 V1.1	100%	9/8/97	1/15/98	
79	PSF V2.2 with necessary ptfs included	100%	9/8/97	1/15/98	
80	RMF V5.2	100%	9/8/97	1/15/98	
81	SDSF V1.6	100%	9/8/97	1/15/98	
82	**Product upgrades installed in association with OS/390R3**	**100%**	**7/16/97**	**2/15/98**	
83	CA-11 V2.2 w/APAR LO09225 - CA	100%	10/2/97	2/15/98	
84	JOBTRAC V3.4 @ GL9711 - CA	100%	8/1/97	2/15/98	
85	CA-1 V5.2	100%	8/1/97	2/15/98	
86	TMON V2.0 - Landmark	100%	7/16/97	2/15/98	
87	**Tasks to be performed during OS/390 Customization and Testing:**	**62%**	**12/1/97**	**3/15/98**	
88	Install and test KOMAND billing exits.	50%	12/1/97	2/15/98	
89	Install and test IXFP exit.	100%	12/1/97	2/15/98	
90	Install and test Falcon exit.	0%	12/1/97	2/15/98	
91	Install and test OPS exit.	100%	12/1/97	2/15/98	
92	Install and test JES exit.	100%	12/1/97	2/15/98	
93	Install and test DFSMS/hsm exit for CA-1.	100%	12/1/97	2/15/98	
94	Install and test Roscoe exit.	0%	12/1/97	2/15/98	
95	**System testing.**	**43%**	**1/5/98**	**3/15/98**	
96	Notify Tech Support of user testing period	100%	1/5/98	1/9/98	



Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)
1/28/98

ID	Task Name	% Com	Start	Finish	Notes
97	**Test all new software on AT00 prior to user testing.**	40%	1/7/98	3/15/98	
176	Test Cincom product compatibility with OS/390 on AT00.	100%	1/12/98	1/30/98	
177	Update Disaster Recovery routines	0%	2/1/98	3/1/98	
178	**User testing period for OS/390.**	0%	2/1/98	4/12/98	
179	Notify Users of production date schedule.	0%	2/1/98	2/5/98	
180	Make OS/390 and related new releases available on AT00	0%	3/1/98	3/1/98	
181	First User test of OS/390 during maintanence window	0%	3/15/98	3/15/98	Will need to c
182	Second User test of OS/390 during maintanence window	0%	3/29/98	3/29/98	
183	Make OS/390 and related new releases available on Y2K0.	0%	4/5/98	4/5/98	
184	Third User test of OS/390 during maintanence window	0%	4/12/98	4/12/98	
185	**Production cutover for OS/390 and all related software.**	0%	5/10/98	5/10/98	



1-19

1-19

7 **Identify OS/390 Release, Maint. level & Format**
Will order R3 at current maintenance level on 8/4/97.
Will order R3 with server pack option.

12 **Identify new H/W Requirements: Get costs to management**
Amdahl and STK hardware ok. Need to verify EMC.
Sysplex timers will be required for JES2 V5. We will stay at V4.

20 **Apply Gen level 9707 to Roscoe V6.0**
Attach Job problems delayed production date. Two fixes left to apply before trying again. Will try on 1/18/98 or 1/25/98.

40 **HSC V2.0.1 - STK**
Check with Gary Sole to see if he can assist with this one.

42 **LCF V4.1**
This release is required for LS V3.

51 **SNS/TCP (PTF's required for V4.1)**
PTF is required for Language Environment. SNS/TCP is ok.

59 **ACF/VTAM V4.4**
Terry has Vtam class scheduled for November 17th.

181 **First User test of OS/390 during maintanence window**
Will need to decide the best way to test SRS's applications.

1-20

1-20

Testimony To The
House Appropriations Committee
Honorable Phil Kline, Chairperson

By
Bobbi Mariani, Assistant Director
Division of Personnel Services

February 10, 1998
RE: Future of Information Technology Positions and IT Bonus Program

Good morning, Mr. Chairman and members of the Committee. I am pleased to be asked to speak to you today about the recruitment and retention of Information Technology (IT) employees and the Kansas IT Premium Pay program.

Over the last several years, with the impending Year 2000 problems in addition to frequent upgrades in computer technology, recruiting and retaining highly trained IT individuals has reached critical proportion. This problem, as many of you know, is a national problem, which has caused the asking price for many of these highly technical skills to increase rapidly. The State of Kansas is in direct competition with private sector companies for these skills because they often perform the same exact tasks in both the private and public sector. In addition, in many cases the state uses the same software package and no longer builds custom mainframe applications.

Last year we decided the issue had to be addressed as the state continued to lose IT employees we had trained to private sector companies who were paying higher salaries. In March of 1997, the Director of the Division of Personnel Services worked with a committee established by the Chief Information Architect made up of computer technology and human resources experts from different state agencies. The committee identified strategies that could be used to retain existing IT staff and recruit new IT staff. The fruition of the committee's strategy sessions are the IT Premium Bonus guidelines you have in your packet. The Governor's Executive Directive No. 97-264 authorized the plan.

The guidelines identify five different types of bonuses to address recruitment and retention. The five types of bonuses are: 1) Signing Bonus; 2) Recruitment Bonus; 3) Mission Critical Skills Bonus; 4) Skills Acquisition Bonus; and 5) Mission Critical Project Bonus. Each type of bonus is explained in detail beginning on page 8 of your packet. The guidelines also identify the complete set of skills for which bonuses can be paid.

So far, 76 employees have received bonuses. Two of the bonuses were signing bonuses that have helped in the recruitment of key skills, and the other 74 have been mission critical bonuses that are helping to retain important skills. When an employee receives any of the bonuses, they are required to sign a repayment agreement whereby the employee must repay all of a signing bonus or one-half of a skills acquisition or mission critical bonus if they leave that particular state agency

Appropriations
2-10-98
Attachment 2

within a year. The repayment agreement includes leaving a state agency for another state agency to discourage agencies from "stealing" critical skills employees from one another.

The Premium Pay Bonus program was implemented in December 1997. Because most agencies are still in the process of developing plans, it is too early to assess the program's effectiveness. However, agencies are required to keep detailed records of all bonuses granted, so we will be able to track the program's use, cost, and effectiveness accurately in the future.

Other steps the state has taken to address this problem include developing training programs. The Department of Revenue has started a new program to "grow its own" programmers. A contract with the Kaw Area Vocational Training School allows any Revenue employee with at least three years of service to apply for the opportunity to improve their computer programmer skills. To be selected for the program, employees who apply have to pass a national aptitude test with a minimum recommended score to receive further consideration. If an employee is chosen for the program, the Department of Revenue pays for the employee's class participation in exchange for an agreement with the employee to remain with the agency for three years after completion of the programmer course curriculum. The first class at the Department of Revenue recently graduated January 14, and we now are working on putting together a combined class for multiple agencies. This will allow agencies to pool their vacancies.

Another training program to begin in the near future is a cooperative effort between DISC and DPS to offer high quality, low cost technology training. Several areas of training to meet information technology labor shortages will be addressed. Some of the specific training to be offered includes Local Area Network Administration, Novell Certification, Introduction to Programming, and computer languages such as CISC, COBOL, C++, JAVA, and Natural UNIX. Other areas of training will concern databases, windows, and the Internet. These courses will be provided through a combination of in-house instruction and out-sourcing or contracting with professional instructors.

Thank you Mr. Chairman for the opportunity to provide information on IT positions and the IT bonus program. I stand for questions.

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2-10-98
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STATE OF KANSAS

BILL GR... , Governor
tte Capitol, 2nd Floor
Topeka, Kansas 66612-1590

(913) 296-3232
1-800-748-4408
FAX: (913) 296-7973

OFFICE OF THE GOVERNOR

EXECUTIVE DIRECTIVE NO. 97-264

Authorizing a Personnel Transaction

By virtue of the authority vested in the Governor as the head of the executive branch of the State of Kansas, the following transaction is hereby authorized:

The request of William B. McGlasson, Director of the Division of Personnel Services, to establish the attached plan for premium pay associated with information technology positions is hereby approved, effective with the beginning of the payroll period following the date of this Directive.

I have conferred with the Secretary of Administration, the Director of the Budget, the Director of Personnel Services, and members of my staff, and I have determined that the requested action is appropriate.

THE GOVERNOR'S OFFICE

By the Governor _____

Secretary of State

_____
Date

_____
Assistant Secretary of State

FILED

OCT 27 1997

RON THORNBURGH
SECRETARY OF STATE

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3-1

INFORMATION TECHNOLOGY PREMIUM PAY PLAN

I. Introduction

The purpose of establishing IT premium pay is to enhance the recruiting and retention of IT employees in each state agency. This IT premium pay plan is intended not only to reduce the effect of turnover with information technology (IT) employees at the state who leave for private sector jobs, but also to reduce the effect of turnover that occurs when IT employees transfer or promote from one state agency to another. The following types of premium pay do not add to employees' base pay, but are in the form of bonuses provided by the respective agencies. These are (1) a signing bonus, (2) a recruitment bonus, (3) a mission-critical skills bonus, (4) a skills-acquisition bonus, (5) and a mission-critical project bonus.. Employees are not be able to receive or retain any of the bonuses if they leave state service or accept a position with another state agency, unless they fulfill the time and other specified obligations within their hiring agency.

The Secretary of Administration is authorized to establish and direct the development or revision of guidelines and other provisions of this plan, including determining eligibility for receipt of the premiums either on the basis of job class, position, type of skill, project, or other criteria that may be established. The following is a schedule of the types and amounts of approved premiums:

Type of Premium	Amount
Signing Bonus	$3,000
Recruitment Bonus	$500
Mission-Critical Skills Bonus	10% of base pay, increased by 1% annually to a maximum of 13%, or until removal from the approved list of critical skills, as determined by the Secretary of Administration.
Skills-Acquisition Bonus	10% of base pay
Mission-Critical Project Bonus	10% of base pay

II. Types of Premium Pay

Signing Bonus

This is a $3,000 bonus paid to selected IT employees who are new hires to state employment in difficult to fill jobs. Current IT employees are not eligible for the bonus. This bonus will be paid

as a lump sum during the first pay period with the employing agency. To receive the bonus the employee must sign a statement that the employee agrees to pay back the entire bonus to the state, including tax withholdings thereon, if the employee leaves state service or goes to another state agency within one year of the initial employment.

Recruitment Bonus

This is a bonus of $500 paid to existing state employees who recruit successful IT employees in approved, difficult to fill jobs. The bonus is awarded to an existing employee whose recruited employee remains with the hiring agency for one year. If the recruited employee maintains employment with the state, but not with the hiring agency for one year, the recruitment bonus will not be paid. In addition, the recruitment bonus will be paid only for employees recruited from outside state employment. The bonus will be paid only to state employees who are in active employment status at the time the recruited employee attains one year of employment with the hiring agency.

Skills Bonus

Two types of skills bonuses will be awarded: (1) a Mission-Critical Skills Bonus paid to key existing employees whose skills are needed in a mission-critical area and (2) a Skills-Acquisition Bonus paid to employees who acquire key skills after successful completion of training, and who demonstrate successful application of those skills. In order for an employee to receive either type of skills bonus, the skills must be selected from an approved agency listing and must be specifically designated in the employee's job description. Neither type of skills bonus may be carried over to other agencies if the employee leaves the hiring agency for another state agency.

The Mission-Critical Skills Bonus is 10% of base pay, received annually at the time of employee evaluation. The bonus will increase by 1% of base pay each year as long as the skill remains on the approved list of critical skills, to a maximum of 13%.

The Skills-Acquisition Bonus is a one-time bonus of 10% of base pay paid after an employee acquires an approved skill and demonstrates proficiency in it. To receive the bonus, the employee must sign a statement that the employee agrees to pay back one-half of the bonus if the employee does not remain with the agency for at least one year beyond the time when the bonus was received. A state IT employee hired by another state agency will not automatically receive a Skills Bonus at the second agency but would be required to meet the critical skills criteria approved for the bonus at the second agency.

Mission-Critical Project Bonus

This is a bonus of 10% of base pay paid to key IT employees who are assigned to specified, pre-approved projects. The projects must have specified time frames and most will be of at least one

year's duration, although some projects may be of shorter duration. This bonus is available only to those eligible employees who remain in the hiring agency at the time of bonus awards payment, which occurs upon completion of the project. The Secretary of Administration may adopt policies that would provide incentives greater than the 10% of base pay premium threshold for projects completed ahead of schedule and premiums of less than the 10% threshold for projects that are not completed on schedule.

BILL GRAVES
Governor

DAN STANLEY
Secretary of Administration

WILLIAM B. McGLASSON
Director of Personnel Services
900 S.W. Jackson, Room 951-S
Landon State Office Building
Topeka, KS 66612-1251
(785) 296-4278
FAX (785) 296-6793

DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

MEMORANDUM

TO: All State Agency Heads and Personnel Officers

FROM: William B. McGlasson, Director
Division of Personnel Services

DATE: December 2, 1997

SUBJECT: Information Technology (IT) Premium Pay Guidelines

In March, 1997, at the direction of the Secretary of Administration, a team of representatives from the Information Technology Advisory Board, state agencies, and the Division of Personnel Services assembled to study recruitment and retention issues associated with IT jobs in mission-critical areas or areas requiring market-sensitive skills. IT recruitment and retention has been of major concern to State agencies, and the team worked together to find joint solutions to the problem. In addition to pay issues, this team addressed related subjects including the availability of skills, recruiting and hiring practices, contracting with employees, and providing needed equipment such as cellular phones and laptop computers.

With respect to total compensation, it was decided that premium pay would enhance the recruitment and retention of State IT employees most effectively. Executive Directive 97-264 establishes a variety of premium pay options that are available to agencies to enhance the recruitment and retention of IT employees. IT employees are classified employees in occupational categories P1 (Information Resource Management Professionals and Technicians), P2 (Data Processing Professional and Technicians), P3 (Telecommunications Professionals and Technicians), Public Service Executives (PSE) who directly supervise employees with critical IT skills, and unclassified employees performing work in any of these categories. Any **unclassified IT employees whose pay is set by the Governor must have prior approval of the Office of the Governor to receive any of the bonuses.** Any contracted manager or supervisor of employees with mission critical skills is eligible for at least a pro rata share of the bonus dollars of the employees they supervise. If you are paying mission critical skills bonuses to senior level IT managers, you are strongly urged to enter into a contract which contains retention provisions with these individuals.

The premiums are recruiting and retention tools for agency use rather than employee entitlements. As such, agencies are responsible for determining the employee or employees who will receive premiums if they meet eligibility requirements. The agency is under no obligation to pay a premium to any employee even if they are eligible. In fact, all employees in IT positions are eligible for premium pay; however, only those IT employees who are assigned to eligible projects or have the requisite skills may receive the premium pay bonuses. Payment of premiums is to be made within existing agency funding parameters. All premiums are expressed in gross amounts, and will be subject to taxes and other deductions.

Each agency is responsible for carefully documenting which of its IT employees are receiving the premiums, and the reasons those individuals are receiving the premiums. Copies of this documentation should be filed with the agency human resource manager and this information must be available for audit by appropriate persons in state government. **An IT employee would be eligible for only one skill- based bonus in any given year.** Flexibility exists within the guidelines to offer some IT employees a pro rata share of a premium based on the amount of time they utilize a skill or perform work on a project. Another factor to consider with respect to these premiums is that they are intended to help agencies recruit from outside state government for employees with **market-sensitive skills** and to retain those IT employees **within their agency**. They are not intended to be used as enticements to employees to leave one agency for another. For this reason, some of the premiums contain payback provisions to encourage commitment to the hiring agency. Moreover, the premiums are not intended to cover all IT jobs, but rather to put financial support toward specific IT areas where the greatest risk of recruitment and retention problems exists.

The guidelines attached to this memorandum establish criteria for determining eligibility for each type of premium. SHARP earnings codes related to each premium are provided in the guidelines. Required programming work is underway and will be followed by system testing. A new panel and record will be developed to allow users to enter employee ID, earnings code, flat amount of the bonus, and the number of months in the overtime calculation period. A batch program will be written to use this information and calculate the overtime amount and interface into time and leave. If you anticipate paying any of the bonuses during the next couple of pay periods during this development period, or have any questions regarding these guidelines, please contact Spud Kent at (785)296-2069.

WBM:ask

Attachments

c:/wpdocs/itguid.wpd
10/24/97

6

INFORMATION TECHNOLOGY

PREMIUM PAY

Guidelines for State Agencies

Prepared by:

The Division of Personnel Services
November, 1997

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Executive Directive 97-264

Listing of Information Technology Classes by Category

Bonus Repayment Sample Agreements

INTRODUCTION

In March, 1997, at the direction of the Secretary of Administration, a team of representatives from the Information Technology Advisory Board, state agencies, and the Division of Personnel Services assembled to study recruitment and retention issues associated with IT jobs in mission-critical areas or areas requiring market-sensitive skills. IT recruitment and retention has been of major concern to State agencies, and the team worked together to find joint solutions to the problem. In addition to pay issues, this team addressed related subjects including the availability of skills, recruiting and hiring practices, contracting with employees, and providing needed equipment such as cellular phones and laptop computers.

With respect to total compensation, it was decided that premium pay would enhance the recruitment and retention of State IT employees most effectively. Executive Directive 97-264, which is an attachment to this document, establishes a variety of premium pay options that are available to agencies to enhance the recruitment and retention of Information Technology (IT) employees. IT employees are classified employees in occupational categories P1 (Information Resource Management Professionals and Technicians), P2 (Data Processing Professional and Technicians), P3 (Telecommunications Professionals and Technicians) as listed in the attachment, Public Service Executives (PSE) who directly supervise employees with critical IT skills, and unclassified employees performing work in any of these categories. **Any unclassified IT employees whose pay is set by the Governor must have prior approval of the Office of the Governor to receive any of the bonuses.** Any contracted manager or supervisor of employees with mission critical skills is eligible for at least a pro rata share of the bonus dollars of the employees they supervise.

The premiums offered through the Executive Directive are recruiting and retention tools for agency use rather than employee entitlements. As such, agencies are responsible for determining the employee or employees who will receive premiums if they meet eligibility requirements. The agency is under no obligation to pay a premium to any employee even if they are eligible. In fact, all employees in IT positions are eligible for premium pay; however, only those IT employees who are assigned to eligible projects or have the requisite skills may receive the premium pay bonuses. Payment of premiums is to be made within existing agency funding parameters. All premiums are expressed in gross amounts, and will be subject to taxes and other deductions.

Each agency is responsible for carefully documenting which of its IT employees are receiving the premiums, and the reasons those individuals are receiving the premiums. Copies of this documentation should be filed with the agency human resource manager and this information must be available for audit by appropriate persons in state government. **No IT employee would be eligible for more than one skill-based bonus in any given year.** For example, if a new employee receives a Signing Bonus, they are ineligible for a Mission Critical Skills Bonus in the same year. Likewise, if an employee is paid a full Skills Acquisition Bonus, they are ineligible for a Mission Critical Skills Bonus in the same year. In general, the skills bonuses apply to the person and, while the IT employee may qualify for bonuses on the basis of multiple Mission Critical Skills, they would only be eligible for the maximum percentage (10%

3%) in any given year. Eligible IT employees may receive skills and project bonuses simultaneously; and, flexibility exists within the guidelines to offer some IT employees a pro rata share of a premium based on the amount of time they utilize a skill or perform work on a project. Another factor to consider with respect to these premiums is that they are intended to help agencies recruit from outside state government for employees with **market-sensitive skills** and to retain those IT employees **within their agency**. They are not intended to be used as enticements to employees to leave one agency for another. For this reason, some of the premiums contain payback provisions to encourage commitment to the hiring agency. Moreover, the premiums are not intended to cover all IT jobs, but rather to put financial support toward specific IT areas where the greatest risk of recruitment and retention problems exists.

The following types of IT premium pay do not add to employees' base pay, but are in the form of bonuses provided by their respective agencies. These are **a signing bonus, a recruitment bonus, a mission critical skills bonus, a skills acquisition bonus, and a mission critical project bonus.** Employees will not be able to receive or retain any of the bonuses if they leave State service or accept a position with another State agency, unless they fulfill the time and other specified obligations within their hiring agency.

The Secretary of Administration is authorized to establish and direct the development or revision of guidelines and other provisions of this plan, including determining eligibility for receipt of the premiums either on the basis of job class, position, type of skill, project, or other criteria that may be established.

The following guidelines are designed to assist state agencies with the application and use of the Information Technology (IT) premium pays.

SIGNING BONUS

I. Purpose: To enhance recruitment of IT employees.

II. Eligibility: Prospective exempt or non-exempt IT employees who possess the skills identified on the attached list of Approved Information Technology Skills will be eligible for the Signing Bonus. Current IT employees are not eligible for the bonus.

III. Amount: Up to $3,000.

IV. Payment Conditions: Earned as a lump sum during the week of hire with the employing agency, and paid on the first paycheck. To receive the bonus, the employee must sign a statement that the employee agrees to pay back the entire bonus to the State, including tax withholdings thereon, if the employee leaves State service or goes to another State agency within one year of the initial employment (see the attached example). Pay back remittances are owed and payable in full in the form of certified checks or money orders to the agency within 30 days of the termination date with the agency and will be processed by the agency as overpayments.

V. Payment Method: The Signing Bonus will affect the regular hourly rate of pay of non-exempt employees for purposes of overtime calculation only during the work week the bonus is received. **For this reason, agencies are cautioned not to assign overtime work to affected employees during this work week.** The following earnings code will be assigned to this bonus:

Signing Bonus regular earnings - BOS

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RECRUITMENT BONUS

I. Purpose: To enhance recruitment of IT employees.

II. Eligibility: Any State employee.

III. Amount: $500.

IV. Payment Conditions: Paid as a lump sum to existing State employees who successfully recruit IT employees in approved, difficult to fill jobs which are defined as jobs using skills identified on the attached Approved Information Technology Skills listing. The bonus is awarded to an existing employee whose recruited employee remains with their hiring agency for one year. If the recruited employee maintains employment with the State, but not with the hiring agency for one year, the recruitment bonus will not be paid. In addition, the recruitment bonus will be paid only for employees recruited from outside State employment. The bonus will only be paid to State employees who are in active employment status at the time the recruited employee attains one year of employment with their hiring agency. **Employees who are responsible for, or have significant influence on the hiring process of the IT employee would not be eligible to receive the bonus.**

V. Payment Method: The Recruitment Bonus will affect the regular hourly pay rate of non-exempt employees for purposes of overtime calculation for each work week during the 12 months preceding receipt of the bonus. It will be the responsibility of the hiring agency to identify, track, notify, and pay the recruiting State employee even if the employee is with another state agency before, during, and after the recruited employee has successfully completed the year of employment. The following earnings codes will be assigned to this bonus:

Recruitment Bonus regular earnings - BOR
Recruitment Bonus overtime earnings - BRO

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MISSION CRITICAL SKILLS BONUS

I. Purpose: To enhance retention of IT employees.

II. Eligibility: Exempt or non-exempt IT employees whose skills are needed in a mission critical area selected from the attached Approved List of Information Technology Skills, and specifically designated in the employee's job description as comprising at least 50% of the work.

III. Amount: Up to 10% of annual base pay initially, with up to a maximum of 13% of annual base pay after the third year.

IV. Payment Conditions: May be paid initially to existing IT employees then annually at the time of employee evaluation. Paid as a lump sum, the bonus may increase by 1% of base pay each year as long as the skill remains on the Approved List of Information Technology Skills, up to a **maximum of 13%. The bonus may not be carried over to other agencies within the same year if the employee leaves the hiring agency for another State agency. The employee would be eligible for a Mission Critical Skills Bonus after a year with the new agency.**

V. Payment Method: The Mission Critical Skills Bonus will affect the regular hourly pay rate of non-exempt IT employees for purposes of overtime calculation for each work week during the 12 months preceding receipt of the bonus. The following earnings codes will be assigned to this bonus:

Mission Critical Skills Bonus regular earnings - BOM
Mission Critical Skills Bonus overtime earnings - BMO

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SKILLS ACQUISITION BONUS

I. Purpose: To enhance retention of IT employees.

II. Eligibility: Exempt or non-exempt IT employees who acquire key skills on the Approved List of Information Technology Skills after successful completion of training, and who demonstrate successful application of those skills on the job. An employee's position description must be revised after demonstration of the acquired skill to document that skill as a job requirement that comprises at least 50% of the work.

III. Amount: Up to 10% of annual base pay.

IV. Payment Conditions: Paid as a lump sum after an employee acquires the skill and demonstrates proficiency in it for a minimum amount of time. To receive the bonus, the employee must sign a statement that the employee agrees to pay back one-half of the bonus if the employee does not remain with the agency for at least one year beyond the time when the bonus was received, as indicated in the attached example. Pay back remittances are owed and payable in full in the form of certified checks or money orders to the agency within 30 days of the termination date with the agency and will be processed by the agency as overpayments. **An employee would not be paid both a Skills Acquisition Bonus and a Mission Critical Skills Bonus in the same year.**

V. Payment Method: The time period in which the Skills Acquisition Bonus will affect the regular hourly pay rate of non-exempt employees for purposes of overtime calculation will vary, but will never extend to work weeks beyond 12 months prior to receipt of the bonus. The work weeks affected, which must be expressed in **whole months** in SHARP, include the training period and subsequent time period during which the employee worked to demonstrate proficiency in the skill. The following earnings codes will be assigned to this bonus:

Skills Acquisition Bonus regular earnings - BOA
Skills Acquisition Bonus overtime earnings - BAO

This is a new page. Effective date 12/97

MISSION CRITICAL PROJECT BONUS

I. Purpose: To enhance retention of IT employees.

II. Eligibility: Exempt or non-exempt IT employees who are assigned to specified, pre-approved projects. All IT employees who participate in a project eligible for a project bonus and are employed at the time of successful completion of the project, are eligible for the pro-rata share of the bonus for the actual time worked during the project.

III. Amount: Up to 10% of annual base pay.

IV. Payment Conditions: Paid to IT employees who successfully complete pre-defined and approved mission critical projects. The projects must have specified time frames and most will be of at least one year's duration, although some projects may be of shorter duration. This bonus is available only to those eligible employees who remain in their hiring agency at the time of bonus awards payment, which occurs upon completion of the project. Agency heads must approve projects according to the Approval of Information Technology Projects contained in this document which establishes specific guidelines for obtaining certification of projects for which the Mission Critical Project Bonus may be paid. A schedule of deliverables must be agreed upon with the employee at the onset of the project, and payment cannot be made until all deliverables are met.

V. Payment Method: The Mission Critical Project Bonus will affect the regular hourly pay rate of non-exempt employees for purposes of overtime calculation for each work week the employee has been assigned to the project. The work weeks affected must be expressed in **whole months** in SHARP. The following earnings codes will be assigned to this bonus:

Mission Critical Project Bonus regular earnings - BOP
Mission Critical Project Bonus overtime earnings - BPO

This is a new page. Effective date 12/97

APPROVED INFORMATION TECHNOLOGY SKILLS

The following is an approv ist of Information Technology (IT) areas in w premium pays identified [illegible] Executive Directive 97-264 may be offered. This list applies to the offering of signing bonuses, recruitment bonuses, mission critical skills bonuses, and skills acquisition bonuses. The list of skills will be maintained regularly as technology changes dictate. Skills on which bonuses are paid are based on skills for which other employers pay premiums. Other skills that may be critical to an agency's mission will not appear on this list because they are not sensitive to the IT market, and other employers do not pay premiums for these skills. Agencies wishing to add critical skills to the list should submit their request to the Director of Personnel Services for approval by the Secretary of Administration.

1. Network Control

TCP/IP Wide Area Network
Remote Diagnostic Skill (Data Communications)
Network Management/Engineering/Design
SNA (Systems Network Architecture)
VTAM/NCP

2. Local Area Network/Campus Support

Network Certified Engineer (CNE)
- NetWare 4.x
- GroupWare

Windows NT
Netware Certified Administrator (CNA)
- NetWare
- GroupWise

MicroSoft Certified Engineer
Primary Support for 30+ User NetWare/NT LAN

3. Operating Systems

Virtual Machine (VM)
Multiple Virtual Systems (MVS)
Data Storage Management
- DFSMS
- DFS
- CA-One

UNIX (200+ users), Solaris etc.
- Certified Solaris Technician

Veritas, Reel B UNIX Data Storage Management
Tandem OS
NT Server
VSE/ESA
AS 400 Technical Support (100+ users)
CODEC H320, H323, H324, MCU, interactive

4. Database Technical Support

Oracle
DB2
ADABAS
SYBASE
FileNet Imaging Systems

5. Software Development

Compiler Support
Visual Basic
COBOL
Natural
SAS
FOCUS
C,C++
People Code
SQL/SQR
CICS
Roscoe/Wylbur/Librarian
Case and Developer Tools

6. Data Center Operations

Sysout Archival and Retrieval
Jobtrac
Unicenter/TNG
OPS/MVS
Data Center Engineering and Design

7. General

Lotus Notes Technical Support
Perf.Meas./Cap. Plan./Tuning/(RMF/SMF)
CAD
GIS (Archinfo) (Intergraph)

This is a new page. Effective date 12/97

The following guidelines will be followed in obtaining approval for payment of a mission critical project bonuses identified in Executive Directive 97- 264 for employees identified as project workers in mission critical information technology (IT) projects.

1. An agency wishing to pay a bonus or bonuses for a mission critical project shall submit a **project plan** to the agency head for his or her approval, with an informational copy to the Director of Personnel Service.

2. The project plan shall contain, but not be limited to the following components:

   A. A **project description** with a beginning date and estimated ending date, and estimated implementation cost.

   B. A description of **State and/or consulting resources** required, including a funding plan that shall be filed with the agency's human resource officer.

   C. A **staffing plan** which identifies by position number, class title, pay rate, and name the person(s) for which a bonus will be paid.

   D. Specific deliverables that each employee must meet in order to receive a bonus.

   E. If applicable, incentives for early completion of the project or incentives for completion of the project under budget.

3. The project must be directly related to a mission critical business function of the agency or year 2000 functional repair project.

This is a new page. Effective date 12/97

BONUS REPAYMENT AGREEMENTS

Signing Bonus

I, the undersigned employee, agree to repay to the state the entire signing bonus of $_____, including tax withholdings thereon, which is to be paid pursuant to Executive Directive 97-264, in the event I leave my IT position with the state agency within one year from _____, which is my initial date of employment. I agree to repay said bonus in one lump sum by certified check or money order within 30 days of my termination date.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

Skills Bonuses

I, the undersigned employee, agree to repay to the state one-half of the [Skills-Acquistion] *or* [Mission-Critical Skills] bonus of $_____, including tax withholdings thereon, which is to be paid pursuant to Executive Directive 97-264, in the event I leave my IT position with the state agency within one year from _____, which is a one year period after the payment date for the [Skills-Acquistion] *or* [Mission-Critical Skills] bonus. I agree to repay said bonus in one lump sum by certified check or money order within 30 days of my termination date.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

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BU[illegible] GRAVES
G[illegible]ior

DAN STANLEY
Secretary of Administration

WILLIAM B. McGLASSON
Director of Personnel Services
900 S.W. Jackson, Room 951-S
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(785) 296-4278
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DEPARTMENT OF ADMINISTRATION
Division of Personnel Services

MEMORANDUM

TO: Selected Personnel Officers and Information Technology Directors

FROM: William B. McGlasson, Director
Division of Personnel Services

DATE: December 18, 1997

SUBJECT: Suggestions for Skills Bonus Documentation

Many of you have requested information on how to document the use of skills and project-based IT bonuses that have been authorized by Executive Directive 97-264. While there is no "one way" to accomplish this and your agency may have unique IT situations that you need to address, you will want to have ample documentation related to the use of these bonuses that can stand up to scrutiny from your internal management or outside audit.

Attached to this memorandum are examples that have been developed by the Division of Information Systems and Communications (DISC) for their organization. These are outlined below for consideration and potential adaptation to your individual organizations and include:

1) a seven-step approach to documenting skills-based bonuses. This example includes a form developed for assessing individual's personal skills, and descriptions of how specific critical skills are used in the organization.

2) a sample project plan which defines project objectives, time frame, and conditions that must be met for receipt of a project bonus.

Many of the procedures and processes described in these examples should already be taking place in your respective agencies. For example, reviewing position descriptions for accuracy, discussing revisions with employees, and documenting changes in the work are part of the regular routine associated with position classification, training assessment, and performance appraisal. Moreover, preparing project plans with cost estimates for management approval are normal management duties and similar to tasks associated with estimating annual budget requirements.

I hope you will find these suggested procedures helpful in developing and documenting your use of the IT skill-based premiums.

WBM:ask

Attachment

c:\wpdocs\skillsdo.wpd
12/11/97

DOCUMENTING IT SKILLS

A 7-step Procedure

Step 1 - Skills Assessment: Each manager/supervisor meets with eligible employees and completes a skills assessment form to document skills that the employee possesses. The form shows relevant skills, education related to those skills, and months of experience in using those skills (see the attached **Skills Assessment Summary**).

Step 2 - Position Duties: Each manager/supervisor of employees with bonus-eligible skills reviews and updates the job description of the employees. The position description review confirms that the skills are used in the performance of the work, and this is appropriately documented on the position description form. After position descriptions are analyzed, each manager/supervisor meets with the eligible employees to review job duties and to verify and sign off that the descriptions are current and accurate. Senior management also reviews the position descriptions to ensure that job duties meet organizational objectives and DPS guidelines for IT skill-based bonuses.

Step 3 - Skills Descriptions: Section heads write a brief description about how market sensitive mission critical skills are used in the organization. Candidates to receive documented skills bonuses are recommended. **An example for the Bureau of Information Systems is attached.**

Step 4 - Performance Feedback Sessions: After documenting skills and job duties, each supervisor/manager provides written performance feedback for each bonus-eligible employee. This documents that eligible employees are performing at, or above expectations. Employees performing below expectations are not considered for bonuses.

Step 5 - Management Oversight: Senior management staff reviews all written documentation prepared by supervisors. At this point, senior management analyzes organizational priorities and proposed mission critical projects. Projects are selected and time lines established. **An example of a project plan for Telecommunications Support is attached.**

Step 6 - Funding: Financial management staff members develop funding mechanisms to implement bonusing.

Step 7 - Formal Proposal: The result of this work is organized into a formal proposal and presented to the agency head and agency personnel officer for review, approval, and implementation.

Skill Assessment Summary

DISC Bureau: BIS Section: Bureau of Information Services

Employee Name: John Doe Position Title: SSP/A IV

Critical Skills	Months Experience	Skills related courses/training
SOLARIS	12	Sun Solaris Systems Admin. Course
PM/CP	36	BGS-sponsored 5-day course, CMG semina
Veritas	12	Veritas Volume Mgr. and Tuning/Recover
COBOL, C/C++	75	

Education

A.A. in Computer Science, Washburn University
B.S., University of Kansas
Various vendor courses

Supervisors Comments

John's skills are critical to the bureau's ability to provide UNIX services to customer agencies. The SOLARIS operating system is the fundamental base on which all UNIX functionality is built. Support is essential to the smooth operation of SOLARIS and many other software packages as well.

% of job using critical skills 75%

Signatures

Supervisor Joe Blow Employee John Doe

Date 12/12/97 Date 12/12/97

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3-22

Bureau of Information Services

Critical Skills Assessment

Background Information

The Bureau of Information Services (BIS) provides twenty-four hour operations and technical support for a central data processing center. Operating System Platforms supported include Multiple Virtual Systems (MVS) for numerous on-line and batch systems, Virtual Machines (VM) for PROFS and FOCUS applications, UNIX for SHARP and KDOR's TAX2000 system and Tandem's Guardian for Law Enforcement. Additionally, BIS supports an isolated MVS platform dedicated to Year 2000 repair and testing.

Bureau of Information Systems Mission Statement:

The mission of the Bureau of Information Services is to provide high quality, cost effective computing environments that meet the needs of our customers both within and outside the State of Kansas. For each environment BIS provides "just in time" computer capacity, efficient use of all IT resources, highly accessible data to those with a need and a right to know, user friendliness, and the ability to smoothly and accurately transcend the year 2000. This mission includes comprehensive disaster recovery services that insure all users timely restoration of critical systems in the event of disaster.

Bureau of Information Services Objectives:

- Assess, repair, and update vendor contracts for all platform software to be Year 2000 compliant by January 1, 1999
- Provide consolidated MVS computing platforms shared by state agencies with 99.7% uptime 24 hours per day; seven days per week
- Provide standalone or shared UNIX computing platforms for agency use with 99.7% uptime 24 hours per day; seven days per week
- Provide Law Enforcement NCIC and interagency switching services with 100% uptime 24 hours per day; seven days per week (Responsibilities are shared with the Bureau of Telecommunications)
- Complete migration from VM-based electronic mail with the installation of an electronic mail hub to integrate agency E-mail systems (with capabilities for electronic data interchange, and imaging) with 99.7% uptime 24 hours per day; seven days per week

- Provide technical support services for all vendor software resident on MVS, UNIX, and Law Enforcement switches. This support includes maintenance of operating systems, utility software, database and related software for capacity planning and support of agency applications
- Provide disaster recovery for all data centers based on agency application risk analysis, EDP audit standards for backup and recovery, and assessments of state high priority mission critical operations. For highest priority applications processing would be restored within 48 hours of a disaster utilizing a combination of hot site and vendor provided recovery services
- Over the next 3 years reduce by 20% the cost of data management by acquiring highly effective storage hardware and software technologies and by reducing the number of centrally supported databases
- Improve MVS tape processing by implementing a virtual tape solution, tape dataset stacking, an high capacity tape storage hardware and media
- Achieve 95% user satisfaction for all data center technical support and operations services

Bureau of Information Services Technical Support

1. ADABAS

Expertise in installing, tailoring and maintaining the Adabas database software product. This database is used for critical SRS and KDOR applications including Drivers Licenses, Tax, the motor vehicle systems and child support enforcement systems. Millions of Adabas calls are executed daily on the MVS systems.

Class Title	Salary	Rate	Bonus

2. BEST/1 Product Suite

Expertise in the Best/1 Capacity Planning tools. This skill is critical to sizing hardware for our data centers. Skill includes ability to install and tailor the products, create workload models and project impact of impending new applications.

Class Title	Salary	Rate	Bonus

3. Solaris Operating System

Expertise in the Sun Solaris Operating System. Includes the ability to install, tailor, upgrade, repair, and troubleshoot the Sun Solaris operating system. This skill is critical to DofA and KDOR for the Sharp and Tax2000 systems.

Class Title	Salary	Rate	Bonus

4. MVS Operating System

Expertise in the MVS Operating System. Includes the ability to install, tailor, upgrade repair, and troubleshoot the base MVS operating system. Must possess in depth knowledge of IBM Assembler Language, JES2, SMP/E, ICFRU, GDDM and MIM. Critical to all agencies with applications on the MVS mainframe systems.

Class Title	Salary	Rate	Bonus

5. VM Operating System

Expertise in the VM Operating System. Includes the ability to install, tailor, upgrade, repair, and troubleshoot the VM operating system. Must possess in depth knowledge of IBM Assembler Language, RSCS, REXX and VM VTAM. Critical to all VM based E-mail customers, STARS users in all agencies, and other FOCUS based applications.

Class Title	Salary	Rate	Bonus

6. Windows NT Server Operating System

Expertise in the Windows NT Server Operating System. Includes the ability to install, tailor, upgrade, repair and troubleshoot the Windows NT operating system. Must be able to administer the server software. This skill is critical to development activities in many agencies.

7. UNICENTER/The Next Generation (TNG)

Expertise in the Unicenter/TNG product. Includes the ability to install, tailor, upgrade, and implement the various functions provided by this open systems product. Most critical to the State of Kansas are the security administration, event management, and automated job scheduling as implemented in SHARP.

Class Title	Salary	Rate	Bonus

8. OPS/MVS

Expertise in the OPS/MVS console automation product including the ability to install, tailor, upgrade, and troubleshoot this console automation tool. This tool eliminates the manual response to thousands of console messages allowing the MVS operating system to function efficiently and error free. Critical to all users of this operating system.

Class Title	Salary	Rate	Bonus

EC

9. JobTrac

Expertise in the JobTrac automation tool including the ability to install, tailor, upgrade, and troubleshoot this job submittal automation tool. This tool automates batch job submittal, including tracking predecessor and condition code checking thereby eliminating the need for manual submission of job streams. Critical to all users of the MVS operating systems.

10. CICS

Expertise in the CICS on-line transaction processor within the MVS operating system. Includes the ability to install, tailor, administer, upgrade and troubleshoot this critical on-line product. Nearly a million CICS on-line transactions per day are executed by thousands of users from all agencies.

Class Title	Salary	Rate	Bonus

11. DB2

Expertise in the DB2 database product on the MVS operating system. Includes the ability to install, tailor, upgrade, administer and troubleshoot this database tool. DB2 is the mainframe database of choice for KDOT and SRS. Critical to the new SRS KESSEP project being implemented in January of 1998.

Class Title	Salary	Rate	Bonus

12. ORACLE

Expertise in the ORACLE database product on the UNIX operating system. Includes the ability to install, tailor, upgrade, administer and troubleshoot this database tool. ORACLE is the open systems database of choice for Department of Administration, KDOR, and many other agencies.

Class Title	Salary	Rate	Bonus

Project: Information Technology Telecommunications Services and Equipment

Start Date: Now

Finish Date: October 1998

Brief Summary: The project has two parts: 1) provide contract support for "E-Rate" purchases by local school districts, libraries, and hospitals in Kansas, and: 2) ensure existing DISC Information Technology contracts support "Year 2000" readiness.

Proposed Staff: Project Director - Carey Brown, 500 hours, about 25% time
Legal Intern - vacant project/temporary position, 1000 hours, 100% time
DISC Staff - Andy Scharf, Dave Timpany, Bruce Roberts
Purchases Staff - David Metzenthin, Bob Sachs

Project Description:

Congress enacted a new "Universal Service" definition in the Telecommunications Act of 1996, to ensure internet access at competitive rates for schools, libraries, and rural health care providers. State Public Utility Commissions are charged to create & administer Universal Service Funds as a vehicle to subsidize service to these customers. The Universal Service Fund provides subsidies to firms who sell network goods and services at reduced "E-Rate" prices to the customers. The customers must buy "E-Rate" goods and services through competitive bids. To support these customers, the state must create contracts for the goods and services. DISC will prepare specifications for these contracts:

Hubs & network components
Routers
Wiring
Long Distance service
Frame Relay service
Firewalls

The Division of Purchases will be asked to solicit responses and award the contracts so they'll be available for orders by mid-January.

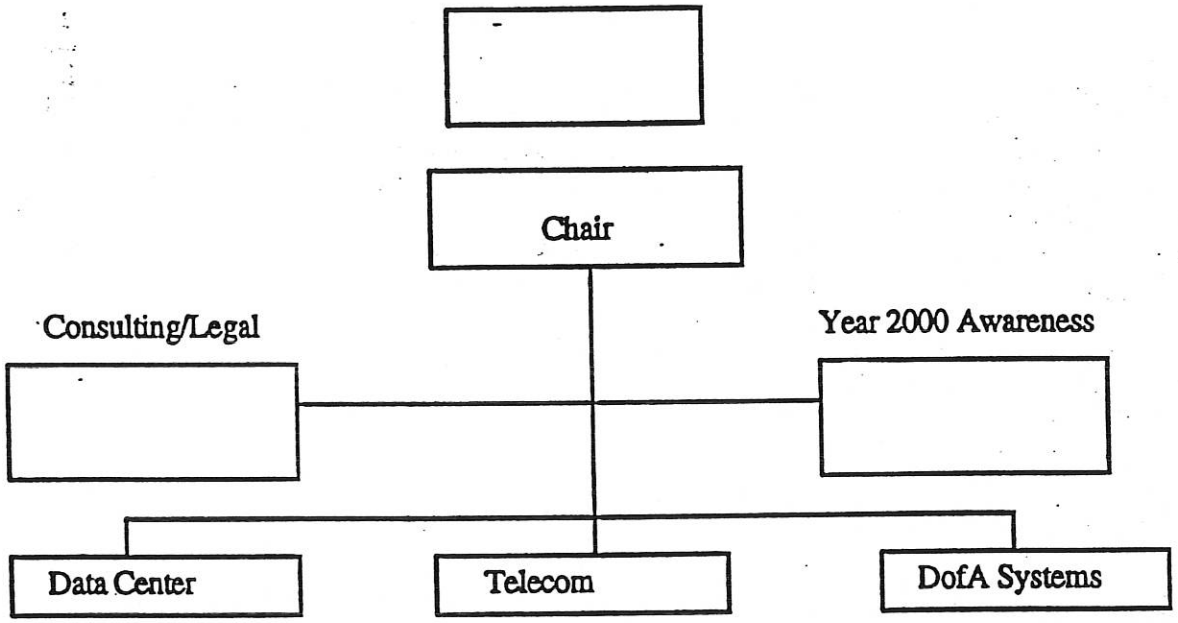
Kansas agencies are busy working on their largest software project ever, preparing their programs to handle dates and date-related data correctly in the Year 2000 and beyond. While the agencies work on their internally-created programs, they also must ensure software bought externally is prepared as well. The State would prefer the preparation be done at no added cost. As we pursue this effort, our ability to get the preparation for free often depends on the contracts and licenses in force with vendors. To know "where we stand" with our vendors, we must "inventory" our agreements and compare them against a legal standard of preferred clauses provided us by the department's Legal Section. Since our contracts are often the sole or "master" agreement for all state agencies, their status is directly important to many of our customers. Many of these agreements are years old and may exist only in archival or historical records. The "Y2K" review affords us an opportunity to bring all our contracts, agreements, and licenses together in one place where they can be managed. The review will tell us what we can contrac-tually expect from our vendors, letting us approach them for delivery of compliant products, or to renegotiate the agreements. This project includes a vulnerability legal audit for all contracts used by DISC and a report on how to renegotiate key contracts where DISC infrastructure software is vulnerable for Year 2000 legal action. Work will be completed by September 1, 1998. A bonus of 8% will be given to Carey Brown, Information Resource Manager.

Year 2000 Project Management Bonuses
November 25, 1997

The DISC Year 2000 repair initiative is divided into four project areas. These projects include:

Data Center UNIX and Mainframe Repair;
Telecommunications Voice, Data, and video infrastructures;
Year 2000 Awareness and consulting services; and
Department of Administration systems.

In order to manage repair activities in these areas, DISC has a Steering Committee, under the direction of the DISC Director and chaired by Bruce Roberts. The committee has the following members:



In all there are over 200 Year 2000 projects in process. The goal is to have our Data Centers fully repaired by December 1998. The data center projects target three key dates: (1) By March 1998 we plan to have the MVS OS390 operating system ready; by August 1998 we plan to repair the VM system; and by December 1998 the UNIX data center is scheduled for completion.

The telecom repair activities are on-going. They are scheduled to be tested and ready by December 1998. At the same time, we will have the Department of Administration systems ready. The following table shows these key dates:

Data Center		Telecom	
MVS	March 1998	Voice	June 1998
VM	August 1998	Data	December 1998
UNIX	December 1998	Video	December 1998

DofA Systems

STARS	March 1998
Budget	Done
Courts	March 1998
Facilities	December 1998
Focus Apps	June 1998
HR/Pay	Done
Set Off	June 1998
AS 400	June 1998

Bonus Proposal

DISC proposes a 8% bonus for who chairs the team. The remaining team members will receive a 5% bonus on or before December 1998 and again on December 1999 for completing scheduled repair assignments. On July 1, 2000, the entire team would receive an additional 10% bonus for successfully completing all Year 2000 projects. The monthly project schedule reports will be used to monitor and manage all repair efforts. Attached is a copy of the full repair schedule.

The following table summarizes the project bonus commitment for December 1998:

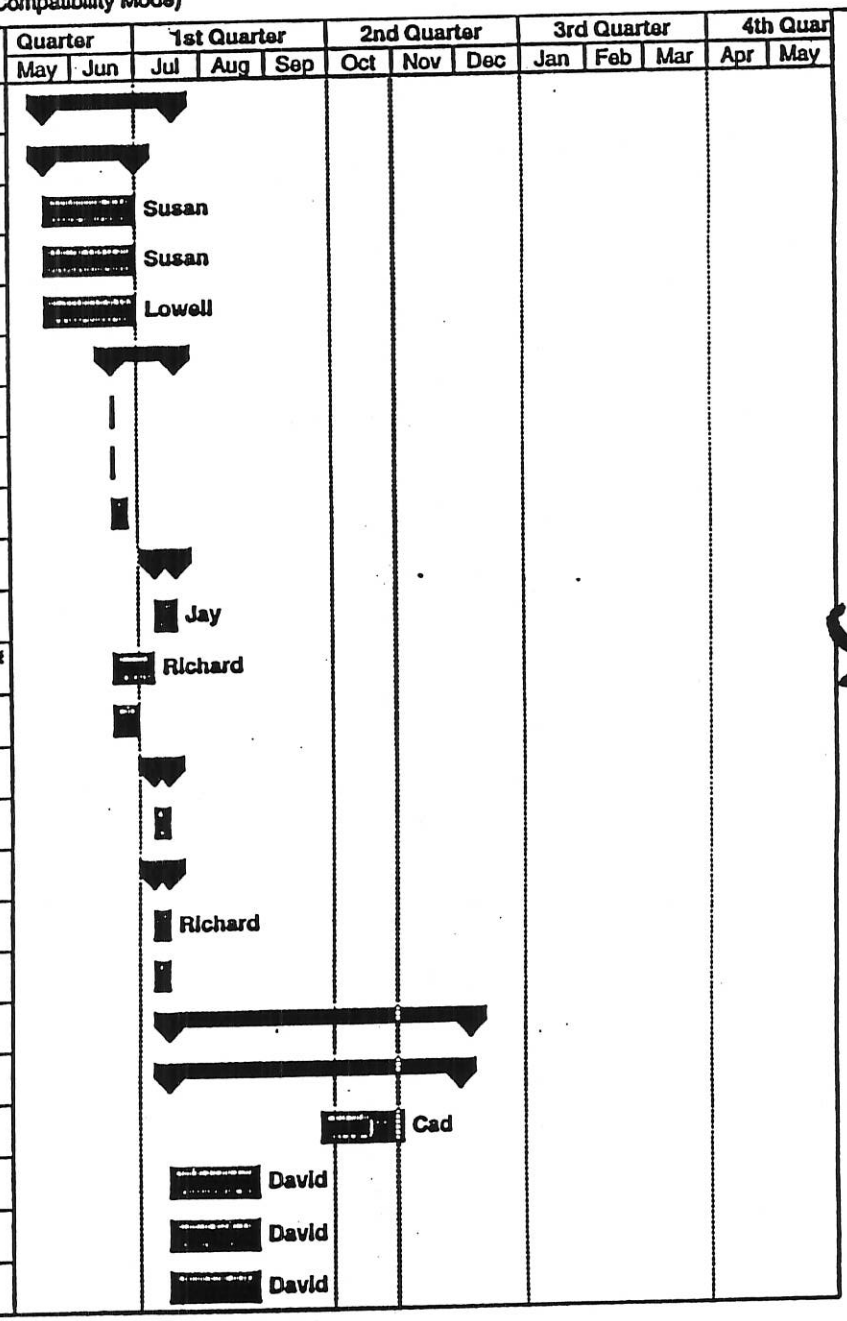
Year 2000 Repair Management

Name	Title	Salary	Rate	FY98 Bonus

A full project plan is submitted under separate cover.

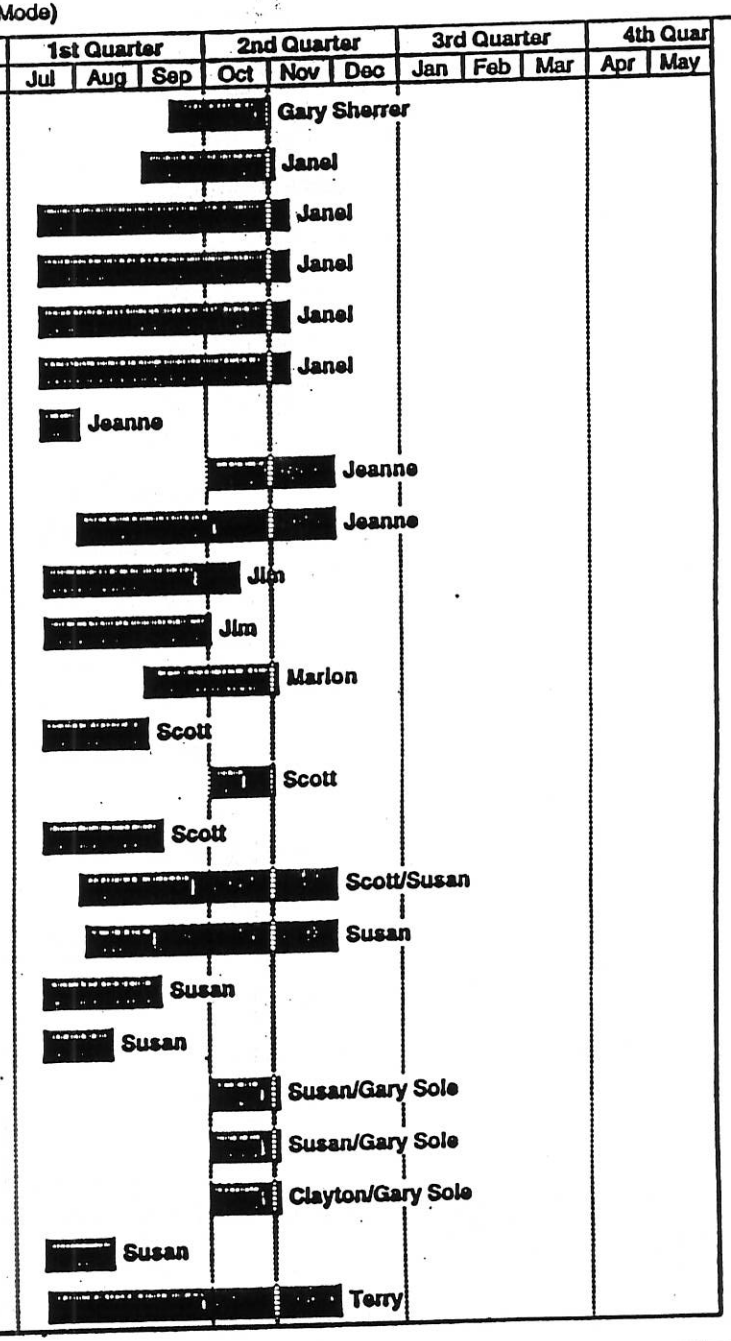
Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)

ID	Task Name	% Com	Start	Finish	Notes
1	Planning	100%	5/19/97	7/18/97	
2	Review existing Software for Compatibility	100%	5/19/97	6/30/97	
3	Check OEM products	100%	5/19/97	6/30/97	
4	Check Base MVS Maint. level	100%	5/19/97	6/30/97	
5	Check any Toleration Maint.	100%	5/19/97	6/30/97	
6	Request onsite planning with IBM.	100%	6/19/97	7/18/97	
7	Identify OS/390 Release, Maint. level & Format	100%	6/19/97	6/19/97	Will order R3
8	Request a list of base functions and the releases in OS/390R3.	100%	6/19/97	6/19/97	
9	Find out Maint. level received at particular points in time.	100%	6/19/97	6/25/97	
10	Keep a check on SLSS and Manuals	100%	7/8/97	7/18/97	
11	Order Manuals from Ann prior to ordering OS/390R3	100%	7/8/97	7/18/97	
12	Identify new H/W Requirements: Get costs to management	100%	6/19/97	7/7/97	Amdahl and I
13	Identify new S/W Requirements: Get costs to management	100%	6/19/97	6/30/97	
14	Notify DISC Management and Technicians of new release.	100%	7/8/97	7/14/97	
15	Notify management of costs for new software maint.	100%	7/8/97	7/14/97	
16	Notify Hardware Vendors	100%	7/8/97	7/14/97	
17	Verify EC levels	100%	7/8/97	7/14/97	
18	Notify Users	100%	7/8/97	7/14/97	
19	Installation	58%	7/15/97	12/5/97	
20	3rd party product upgrades prior to OS/390	70%	7/15/97	11/30/97	
21	Apply Gen level 9707 to Roscoe V6.0	60%	9/25/97	11/2/97	
22	DB2 ALTER V5.2.3 - BMC Software	100%	7/15/97	8/25/97	
23	DB2 CATMGR V5.2.3 - BMC Software	100%	7/15/97	8/25/97	
	DB2 DASDMGR V5.2.3 - BMC Software	100%	7/15/97	8/25/97	



Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)

ID	Task Name	% Com	Start	Finish	Notes
25	Prelerance V7.5.0 zap S7500038 - Phoenix	85%	9/15/97	10/31/97	
26	CA-Spool V1.11 - CA	100%	9/2/97	11/2/97	
27	SAS V6.0.9(TS455) - SAS Institute	90%	7/15/97	11/9/97	
28	SAS/ETS V6.0.9(TS455) - SAS Institute	90%	7/15/97	11/9/97	
[illegible]	SAS/FSP V6.0.9(TS455) - SAS Institute	90%	7/15/97	11/9/97	
30	SAS/GRAPH V6.0.9(TS455) - SAS Institute	90%	7/15/97	11/9/97	
31	Automation Point V3.2.22 - CA	100%	7/15/97	8/1/97	
32	CA-11 V2.2 w/APAR LO09225 - CA	40%	10/2/97	11/30/97	
33	JOBTRAC V3.4 @ GL9612 - CA	50%	8/1/97	11/30/97	
34	Gateway/SS V147 - Candle	75%	7/16/97	10/15/97	
35	Direct Connect V2.2 - Stading Commerce	100%	7/16/97	10/1/97	
36	Vital Signs V4.1.2 - Apertus	100%	9/1/97	11/2/97	
37	CA-Deliver V1.6 - CA	100%	7/15/97	9/1/97	
38	Omegamon II V350 - Candle	50%	10/2/97	10/31/97	
39	Syncsort V3.6 - Syncsort	100%	7/15/97	8/8/97	
[illegible]	CA-1 V5.2	40%	8/1/97	11/30/97	
41	MIM V4.2 - CA	25%	8/4/97	11/30/97	
42	Top Secret V5.0 - CA	100%	7/15/97	9/7/97	
43	SRS/ACC V2.1.19 - DTS	100%	7/15/97	8/15/97	
44	HSC V2.0.1 - STK	75%	10/1/97	11/2/97	Check with G
45	Library Station V3 - STK	75%	10/1/97	11/2/97	
46	LCF V4.1	75%	10/1/97	11/2/97	This release I
[illegible]	DXFP V2.1.1 - STK	100%	7/15/97	8/15/97	
[illegible]	TMON V1.5 - Landmark	50%	7/16/97	11/30/97	



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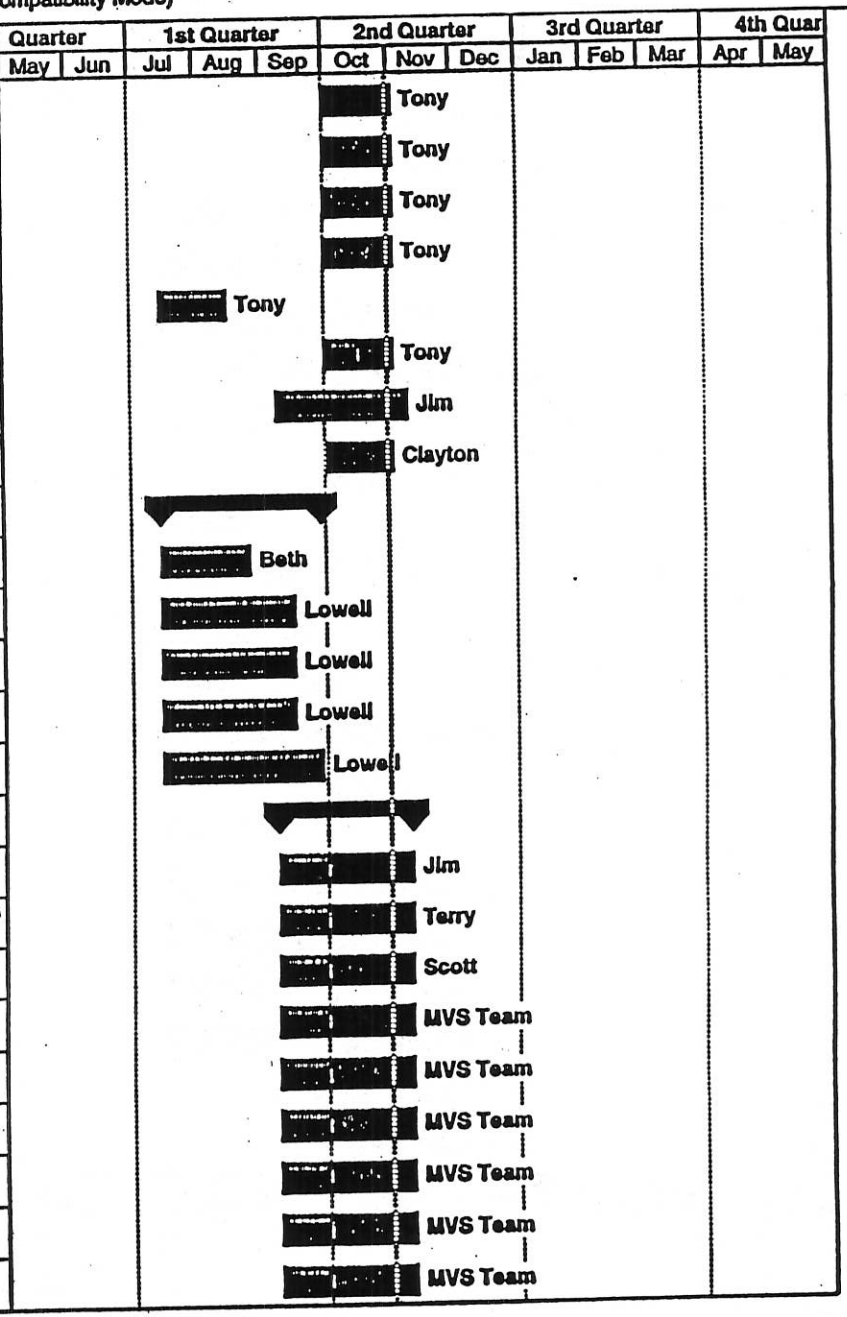
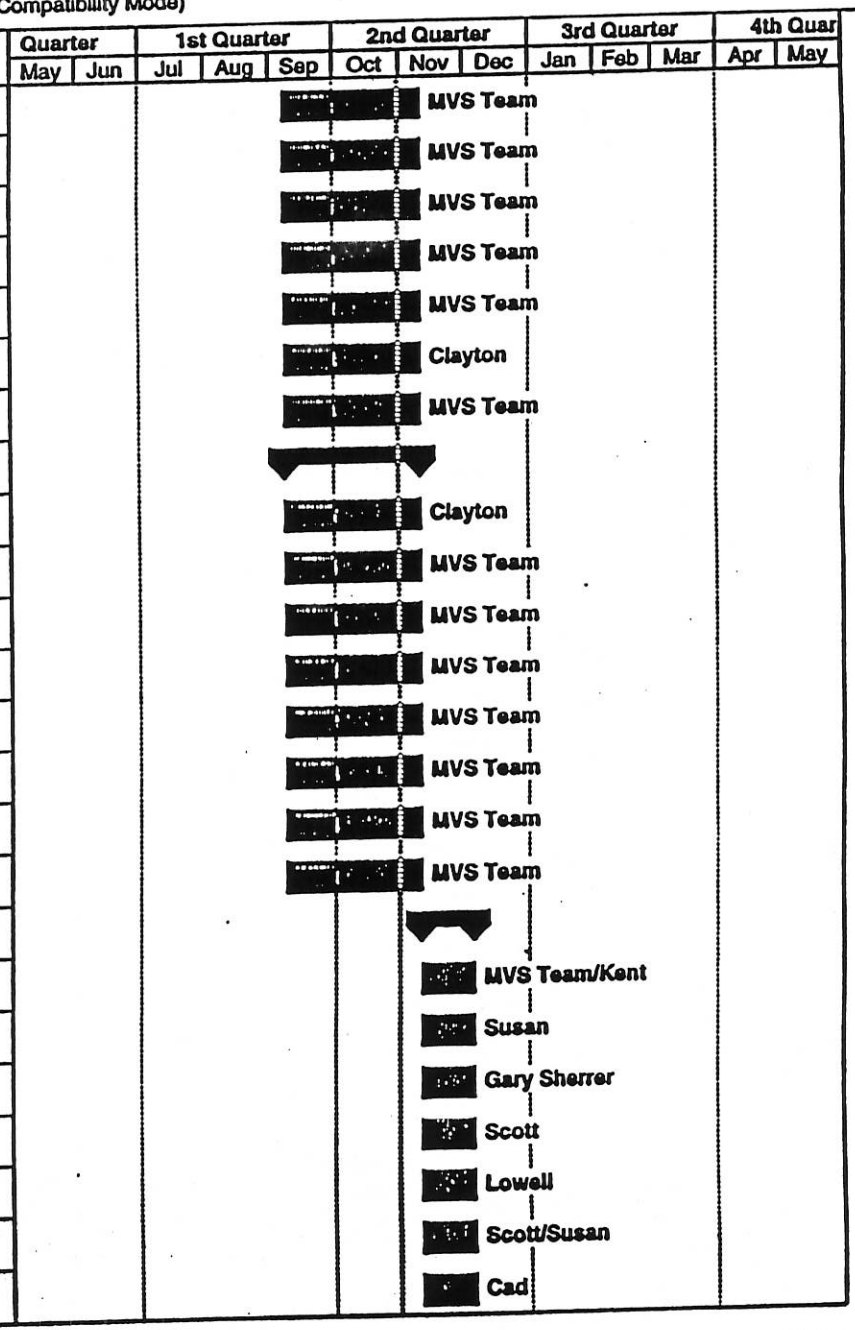
Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)

ID	Task Name	% Com	Start	Finish	Notes
49	Auto-Capture V12.9 - BGS	0%	10/1/97	11/2/97	
50	BestIA/MS V12.9 - BGS	0%	10/1/97	11/2/97	
51	Capture V12.9 - BGS	0%	10/1/97	11/2/97	
52	CICS Support Facility V3.42 - BGS	0%	10/1/97	11/2/97	
53	MXG V14.14 - Merrill Consultants	100%	7/15/97	8/15/97	
54	STROBE V2 - Programart	50%	10/1/97	11/2/97	
55	NDM V1.8	100%	9/8/97	11/9/97	
56	SNS/TCP (PTFs required for V4.1)	0%	10/2/97	11/2/97	PTF is requin
57	IBM product upgrades prior to OS/390	100%	7/15/97	9/28/97	
58	DB2 V4.1 - KDOT only. SRS will remain at V3.1	100%	7/15/97	8/25/97	
59	DSF V1.16	100%	7/15/97	9/15/97	
60	HLASM V1.2	100%	7/15/97	9/15/97	
61	TSO/E V2.5	100%	7/15/97	9/15/97	
62	Apply Co-existence and compatibility maint. for OS/390	100%	7/15/97	9/28/97	
63	IBM product upgrades included in OS/390 Server Pack	35%	9/8/97	11/10/97	
64	3270PC FTP V1.1.1	35%	9/8/97	11/10/97	
65	ACF/VTAM V4.4	35%	9/8/97	11/10/97	Terry has Vta
66	LE for MVS & VM V1.5 (This release is currently running under MV:	35%	9/8/97	11/10/97	
67	SDT V2	35%	9/8/97	11/10/97	
68	DFSMSdss V1.3	35%	9/8/97	11/10/97	
69	DFSMShsm V1.3	35%	9/8/97	11/10/97	
70	DFSMSdfp V1.3	35%	9/8/97	11/10/97	
71	EREP V3.5 (This release is currently running under MVS V4.3)	35%	9/8/97	11/10/97	
	GDDM V3.2	35%	9/8/97	11/10/97	



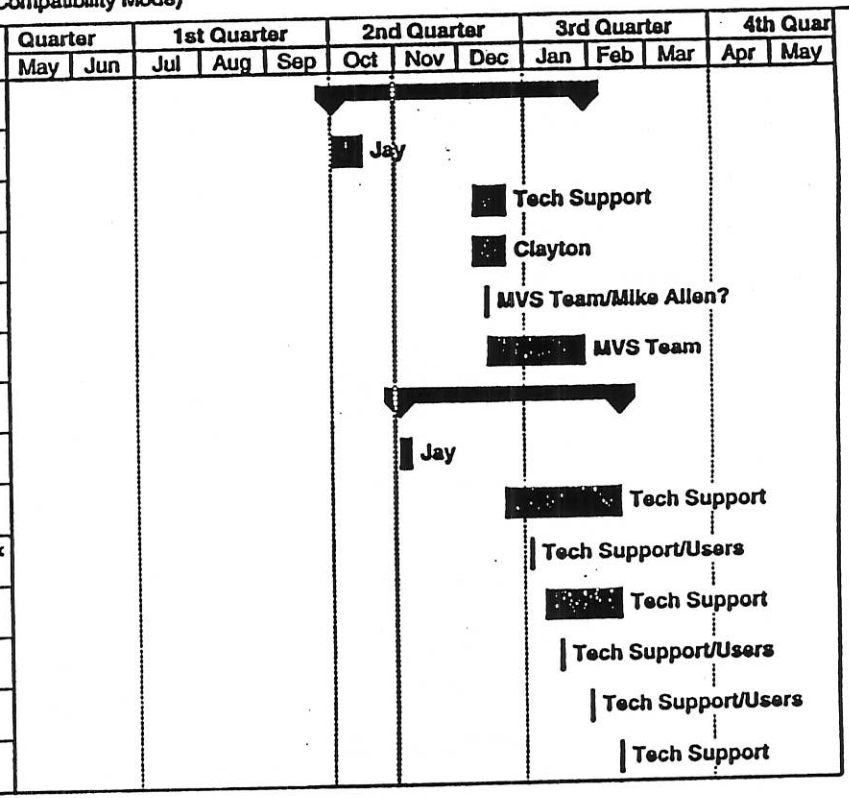
Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)

ID	Task Name	% Com	Start	Finish	Notes
73	GDDM/OS2 V3.2	35%	9/8/97	11/10/97	
74	HCD V5.2.2	35%	9/8/97	11/10/97	
75	ISPF V4.2.1	35%	9/8/97	11/10/97	
76	JES2 V5.2 (Will stay at 4.3 via separate SMP/E)	35%	9/8/97	11/10/97	
77	MVS Base V5.2.2	35%	9/8/97	11/10/97	
78	NetView V2.4 (This release is currently running under MVS V4.3)	35%	9/8/97	11/10/97	
79	SMP/E V1.8.1	35%	9/8/97	11/10/97	
80	Optional IBM product upgrades included in OS/390 Server Pack	35%	9/8/97	11/10/97	
81	HCF V2.1.0 (This release is currently running under MVS V4.3)	35%	9/8/97	11/10/97	
82	GDDM/PGF V2.1.3	35%	9/8/97	11/10/97	
83	ICFRU V1.1 (This release is currently running under MVS V4.3)	35%	9/8/97	11/10/97	
84	OGL V1.1 (This release is currently running under MVS V4.3)	35%	9/8/97	11/10/97	
85	PPFA/370 V1.1	35%	9/8/97	11/10/97	
86	PSF V2.2 with necessary ptfs included	35%	9/8/97	11/10/97	
87	RMF V5.2	35%	9/8/97	11/10/97	
88	SDSF V1.6	35%	9/8/97	11/10/97	
89	Tasks to be performed during OS/390 Customization:	0%	11/11/97	12/5/97	
90	Install and test KOMAND billing exits.	0%	11/11/97	12/5/97	
91	Install and test IXFP exit.	0%	11/11/97	12/5/97	
92	Install and test Falcon exit.	0%	11/11/97	12/5/97	
93	Install and test OPS exit.	0%	11/11/97	12/5/97	
94	Install and test JES exit.	0%	11/11/97	12/5/97	
95	Install and test CA-1 exit.	0%	11/11/97	12/5/97	
96	Install and test Roscoe exit.	0%	11/11/97	12/5/97	



Year 2000 Compliance Schedule (Phase I)
OS/390 Planning and Installation (Compatibility Mode)

ID	Task Name	% Com	Start	Finish	Notes
97	System testing.	0%	10/2/97	1/29/98	
98	Notify Users of user testing period	0%	10/2/97	10/15/97	
99	Test all new software on AT00 prior to user testing.	0%	12/8/97	12/22/97	
100	Test NSP connection software with to SNA Hubs. (Law Enforcement Swit	0%	12/8/97	12/22/97	
101	Test Cincom product compatibility with OS/390 on AT00.	0%	12/14/97	12/14/97	
1	Isolate CP00 from OS/390 environment if necessary to stay MVS V4.3.	0%	12/15/97	1/29/98	
103	User testing period for OS/390.	0%	11/3/97	2/15/98	
104	Notify Users of production date schedule.	0%	11/3/97	11/7/97	
105	Make OS/390 and related new releases available on AT00	0%	12/23/97	2/15/98	
106	First User test of OS/390 during maintanence window	0%	1/4/98	1/4/98	Will need to c
107	Make OS/390 and related new releases available on Y2K0.	0%	1/11/98	2/15/98	
108	Second User test of OS/390 during maintanence window	0%	1/18/98	1/18/98	
109	Third User test of OS/390 during maintanence window	0%	2/1/98	2/1/98	
110	Production cutover for OS/390 and all related software.	0%	2/15/98	2/15/98	



3-30 3b

7 **Identify OS/390 Release, Maint. level & Format**
Will order R3 at current maintenance level on 8/4/97.
Will order R3 with server pack option.

12 **Identify new H/W Requirements: Get costs to management**
Amdahl and STK hardware ok. Need to verify EMC.
Sysplex timers will be required for JES2 V5. We will stay at V4.

44 **HSC V2.0.1 - STK**
Check with Gary Sole to see if he can assist with this one.

46 **LCF V4.1**
This release is required for LS V3.

56 **SNS/TCP (PTF's required for V4.1)**
PTF is required for Language Environment. SNS/TCP is ok.
ACF/VTAM V4.4
Terry has Vtam class scheduled for November 17th.

106 **First User test of OS/390 during maintanence window**
Will need to decide the best way to test SRS's applications.

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Kansas Department of Human Resource

February 10, 1998

Federal Funding for Year 2000

Appropriations
2-10-98
Attachment 4

Department of Labor Year 2000 Compliance Funding Relating to Employment Security Automated Systems for State Employment Security Agencies (SESAs)

DOL Y2K Funding

Y2K Funds: Criteria and Use Guidelines

"The replacement or upgrading of systems, systems interfaces, and / or software products necessary to ensure Y2K compliance; or

replacing or upgrading computer hardware that is not Y2K compliant; and that will adversely impact system or program performance if not replaced or up-graded."

U.S. Department of Labor
State Agency Issuance No: 064-97

Key Dates

August 11, 1997 DOL issues guidelines for preparation and submission of Y2K Supplemental Budget Request.

November 4, 1997 KDHR submits Supplemental Budget Request (SBR) to DOL Regional Office.

January 15, 1998 official notification Y2K Funds will be released to agency in two stages:

FY 1998 (Stage One):

$1,000,000 base grant

$1,934,045 partial release of SBR Funds

FY 1999 (Stage Two) :

$500,000 balance of SBR Funds

Kansas Department of Human Resource

Department of Labor

Supplemental Budget Request

Expenditure Category:	Requested	Received
Staff Retention Incentives	$1,621,000	$1,621,000
Recruiting / Hiring Bonus	75,000	75,000
Consulting / Contractors	517,000	517,000
Project Management	15,000	15,000
Productivity Tools	188,000	141,000
I/T Infrastructure	1,282,000	1,065,045
Totals:	**$3,698,000**	**$3,434,045**

DOL Y2K Funding

I/T Staff Retention

To be ready for the year 2000 we must retain our current I/T staff.

Currently:

- KDHR has 10 vacant IT positions.
- 5 skilled I/T staff member left KDHR for private sector 1997.
- 2 have resigned during the week of 1/26/98.
- Very difficult to fill vacant positions.
- 30% of KDHR system development staff can retire.

DOL Y2K Funding

I/T skills Retention & Recruiting / Hiring Bonus

KDHR is developing an I/T staff bonus plan

- Following DOA guidelines.
- KDHR is in the planning stage documenting the policies and procedures.

Estimate Expenditures:

Calendar Year	Estimated Mission Critical Skills Bonus	Estimated Recruitment Signing Bonus
1998	$ 540,333	$ 25,000
1999	540,333	30,000
2000	540,333	20,000
Total	$ 1,621,000	$ 75,000

DOL Y2K Funding

Kansas Department of Human Resources
Information Technology Premium Pay Program
Mission Critical Skills Evaluation Worksheet

Part I - Employee Information:

Employee Name:			
Position Classification:			
Employee Number:		Social Security Number:	

Part II - Eligibility Analysis:

Is the position classification eligible for the premium pay program?	☐ Yes ☐ No
Is the employee's position description current (attach copy)?	☐ Yes ☐ No
Are specified skills shown on the position description?	☐ Yes ☐ No
Are the employee's priority outcomes current (attach copy)?	☐ Yes ☐ No
Is the employee's performance satisfactory as evidenced by the latest performance evaluation or quarterly review?	☐ Yes ☐ No

Specified Skills Used or Supervised:

Skills Authentication:

Draft

Does the total use of specficed skills equal at least 50% of total work time?	☐ Yes ☐ No

Part III - Salary Information:

Current Salary Range:		Current Salary Step:	
Proposed Bonus:		Proposed Payment Date:	

Part IV Repayment Agreement:

I, the undersigned employee, agree to repay to the State one-half of the skills bonus of $_____, which is to be paid pursuant to Executive Directive 97-264 in the event I do not remained employed with the Kansas Department of Human Resources until _____, which is a one year period after the payment date for the skills bonus.

Employee Signature _____ Supervisor Signature: _____

Date _____ Date _____

Part V - Recommendations and Approvals:

Title:	Recommend Approval:	Signature:
Immediate Supervisor	☐ Yes ☐ No	
Manager	☐ Yes ☐ No	
Division Director:	☐ Yes ☐ No	
Personnel Administrator:	☐ Yes ☐ No	
Secretary:	☐ Yes ☐ No	

Year 2000 Project Management

Tools and training to help manage KDHR's Y2K project

Estimated Expenditures:

Calendar Year	Project Management Software	Project Management / Year 2000 Training	Project Management Tools	Totals
1998	$ 2,000	$ 6,000	$ 4,000	$ 12,000
1999	-	3,000	-	3,000
Total	$ 2,000	$ 9,000	$ 4,000	$ 15,000

DOL Y2K Funding

Consulting / Contract Staff

COBOL programming, Y2K testing, and Quality Assurance:

8,744 hours planning / programming

16,000 hours testing and QA

Expected Expenditures:

Calendar Year		Contract Staff
1997	$	60,000
1998		297,000
1999		100,000
2000		60,000
Total	**$**	**517,000**

Productivity Tools

60 microcomputers for staff and contractors

7 laptop computers

Calendar Year	Expected Expenditures
1998	$ 90,000
1999	40,000
2000	11,000
Total	**$ 141,000**

DOL Y2K Funding

4-11

I/T Infrastructure

Developing comprehensive KDHR I/T architecture

Create KDHR business vision statement.

Identify I/T Infrastructure Strategy.

Define I/T architecture.

DOL Y2K Funding

I/T Infrastructure

Hardware Purchases / Upgrade

- Replace 21 network servers.
- Replace 276 Y2K non-compliant PCs.
- Replace Y2K non-compliant AS400.

Hardware Purchases /Upgrades Expenditure	Calendar year 1998	1999	2000	Total
Network Servers	$ 150,000	$ 80,000	$ 22,000	$ 252,000
Non Compliant PCs	360,000	173,045		533,045
Non Compliant IBM AS400/9402		107,000		107,000
Total	**$510,000**	**$360,045**	**$ 22,000**	**$892,045**

DOL Y2K Funding

I/T Infrastructure

Software Upgrades

- Upgrade Network Operating Systems
- Upgrade Office Suite Software
- Purchase America's Workforce System

Software Upgrades Expenditure	Calendar year 1997	1998	1999	2000	Total
Network Operating Systems	$ 40,000	$ 15,000	$ 15,000	$ -	$ 70,000
Office Suite			24,000		24,000
Job Service AWS			79,000		79,000
Total		**$ 15,000**	**$ 118,000**	**$ -**	**$ 173,000**

DOL Y2K Funding

4-14