

MINUTES

City of Stamford
ERP Governance Committee Meeting
June 15, 2022
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Sandra L. Dennies
Bridget Fox
Andy George
Mike Pensiero
Isidore Sobkowski
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:04 p.m. A quorum was present. Also in attendance were: Al Cava, City Human Resources Director, Christopher Soules, BOE Human Resources Director and Nathan Frey, ISG. The following materials were distributed in advance of the meeting: Meeting Agenda and the Minutes of the May 18, 2022 meeting.

Approval of Minutes. Mr. Watkins moved, and Mr. Alswanger seconded, a motion to approve the minutes for May 18, 2022. **The motion carried unanimously 8-0-0.**

Since Committee member Sally Jackson is no longer available to attend, the Committee discussed filling the vacancy with Peter A. Lowe who has extensive experience with Oracle software development testing and implementation. After reviewing his background, the Committee agreed to invite Mr. Lowe to join the next meeting.

Project Progress-To-Date and next steps. Mr. Williams discussed progress-to-date percentages. Movement is not as great as last month because the design phase is complete and testing is underway. The Budget is much the same as last month. Two new reporting columns, Encumbered and Available Balance, have been added. The project is progressing through the sequence of deliverables and is on schedule.

Current activities: Design Workbook Review is complete. Data Conversions and Integrations are in progress. Security Strategy documentation from Sierra-Cedar is under review. Next steps include the Conference Room Pilot 2 (CRP2).

Review Project Decisions-To-Date – Business Processes. Because the Project is through the design process there have not been any big decisions since last month.

Project Open Issues And Risks. A resource issue that caused some delays in completion of team tasks is being worked through. The larger risk involves payroll interface issues which is why Mr. Cava and Mr. Soules were invited to this meeting. This was discussed in detail. Ms. Fox left the meeting. After discussion, the meeting adjourned at 6:04 p.m.

Next meeting is scheduled for
July 20, 2022
Via Webinar.