MINUTES

City of Stamford
ERP Governance Committee Meeting
July 19, 2023
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger, BOF
David Watkins, BOR
Andy George, BOE
Bridget Fox, Chief of Staff
Matt Quinones, Director of Operations
Isidore Sobkowski, CDO
Mike Pensiero, IT Director
Chuck Williams, ISG

Mr. Quinones called the ERP (Enterprise Resource Planning) Governance Committee meeting to order at 5:02 p.m. A quorum was present. Also in attendance were Josie Carpanzano, Deputy Director of Operations, and Jeff Rich, Oracle. The following materials were distributed in advance of the meeting: meeting agenda and the minutes of the May 3, 2023 meeting.

1. Approval of Minutes. Mr. Watkins moved, and Mr. Pensiero seconded, a motion to approve the minutes for May 3, 2023. **The motion carried unanimously 8-0-0.**

2. Project Organization Discussion. Mr. Quinones outlined the baseline status assessment he conducted of the ERP Project with the aim of enabling the new Director of Administration to take on the responsibilities of facilitating the ERP Project going forward with the focus on optimization and getting the City to a decision point regarding the Human Resources and payroll modules.

There have been individual conversations with team members and a joint full-day sync meeting with the consultant that established 10 critical items to address with the goal of City staff taking ownership by the time of the new Director's arrival.

Across these 10 critical areas are three focus areas that need to be prioritized: facilitating the help desk, reporting, and reconciliation which requires significant progress in 30-45 days and is critical for next year's audit. A transition management plan is in place with follow-up meetings scheduled with relevant team members.

The Committee also discussed the Tax Module which is separate from ERP. Integration efforts are underway. Reconciliation will be required after integration. Reporting and operation not fully engaged yet.

3. Oracle Permitting and Licensing (OPAL) Status. Ms. Carpanzano provided an update of progress made in the Oracle Permitting and Licensing (OPAL) Project. Primary forms and workflow developments for all modules (except non-construction permitting) are completed

as well as eighty percent of the solution for all construction permitting help forms and Land Use. This will be a major change for the City. Land Use planning maps and subdivisions will be available online. Mylar evaluations will be included in the online platform.

For non-construction, such as beach permits, marinas and other paper-based permits, testing is ongoing to bring that process into the permit platform. Currently, Health forms and Land Use forms are being tested and historical data is being migrated in. The result will be a seamless experience for residents whether it's from at home or in-person in the Government Center.

Secondary addressing issues brought up at the previous meeting are no longer a concern. Every month a good number of addresses are being validated. Historical data migration and integration is ongoing with a goal of 11 months to go live for the next fiscal year.

4. Work Order, Inventory, and Project Management Status. Mr. Williams explained that meetings with Oracle to plan the implementation of the Work Order and Inventory modules included discussion of third-party assessment and identification of assets and loading results into Oracle. Project Management is using Oracle Project Portfolio management to manage the execution of projects including resource planning and scheduling. A system assessment was conducted in late June. We are waiting for a contract estimate from Oracle. Ms. Carpanzano commented that a baseline assessment of mechanical systems should be done.

5. HR/Payroll Status. Discovery sessions have been conducted with Oracle focusing on current issues and clarifying processes for Oracle. In-depth demos will be scheduled for HR and Benefits, Payroll, and Time and Attendance after the new Director of Administration starts. Participation of the Human Resources Director and Board of Education personnel is important for this module.

6. ERP Status. The Committee discussed the transition from Sierra-Cedar to Oracle for post-implementation support and the year-end closeout.

The meeting was adjourned at 5:33 p.m.

Next meeting is scheduled for
August 16, 2023
Via Webinar.