

MINUTES

City of Stamford
ERP Governance Committee Meeting
September 20, 2023
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger, BOF
David Watkins, BOR
Andy George, BOE
Benjamin Barnes, Director of Administration
Isidore Sobkowski, CDO
Mike Pensiero, IT Director
Chuck Williams, ISG

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:04 p.m. A quorum was present. Also in attendance was Nathan Frey from ISG and Josie Carpanzano Deputy Director of Operations.

The following materials were distributed in advance of the meeting: meeting agenda and the minutes of the July 19, 2023 meeting.

Approval of Minutes. Mr. Pensiero moved, and Mr. Sobkowski seconded, a motion to approve the minutes for July 19, 2023. **The motion carried 5-0-1.** Mr. Barnes abstained. Mr. Alswanger entered the meeting.

Introduction of Ben Barnes. Mr. Williams introduced Ben Barnes, Director of Administration.

Oracle Permitting and Licensing (OPAL) Status. Ms. Carpanzano reported that the project just entered one of the final development areas of the Permitting and Licensing platform, the Code Enforcement module, which is a transparent, centralized area that all departments and the public will have access to. Currently work is being done on conversion of the data. The plan is to go live July 1, 2024.

Work Order, Inventory, and Project Execution in PPM Status. Mr. Williams explained that the ordering document for Work Order and Inventory is in the works and that the amount necessary is budgeted. Ms. Carpanzano added that an asset inventory is necessary and is in the middle of the procurement process right now to select a company to identify all mechanical systems in the City's seventy-one buildings. A Project Management ordering document exists and is ready to move forward. The biggest part of that work is gathering data before implementation. The Committee discussed these items and the costs.

HR/Payroll and ERP Status. Mr. Williams reported that the HR/Payroll module is currently on hold pending the selection of a new Human Resources Director. The Oracle, HR and Payroll team is collaborating and working to ensure that the system will be flexible for the future. The Committee discussed payroll issues.

Regarding ERP Status, Mr. Williams reported on the transition from Sierra Cedar to Oracle for consulting. Oracle is proving to be much more knowledgeable and directive. They are analyzing new functionality requirements that have arisen since Go-Live and significant configuration updates are being addressed. The Committee discussed project timelines and costs.

The meeting adjourned at 5:49 p.m.

Next meeting is scheduled for
October 18, 2023
Via Webinar.

DRAFT