MINUTES

City of Stamford
ERP Governance Committee Meeting
November 15, 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

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:02 p.m. A quorum was present. Also in attendance were Josie Carpanzano Deputy Director of Operations and Cynthia Hernandez, IT Department.

The following materials were distributed in advance of the meeting: meeting agenda, minutes of the October 18, 2023 meeting, draft ERP Policy and PowerPoint to be discussed.

Approval of Minutes. Mr. Watkins moved and Mr. Alswanger seconded a motion to approve the minutes for October 18, 2023. **The motion carried 6-0-0**.

ERP Status. In order to reduce the expense of retaining a full-time consultant and to transition into bringing that expertise to internal staff, Mr. Barnes announced that Cynthia Hernandez in the IT Department will be taking over the role of Project Manager from Chuck Williams of ISG. Some duties are being assumed by other staff who are involved in the project; for example, Joanne Noone, Assistant Controller, but the main work of project management has now been assigned to Cynthia Hernandez. She has been involved in implementing training for City employees on the Oracle ERP system and that has given her a very broad view of the totality of the project and an understanding of many features. She has the ability to communicate with staff on complicated technical issues.

Mr. Barnes provided an overview of Oracle ERP System progress. During recent discussions with Oracle, the City has been formalizing the scope of work into a contract amendment to transition from a general agreement to a specific scope of work. This includes deliverables and configuration changes, assistance in closing FY2023 and producing required reports.

The committee discussed subscription fees, progress payments for permitting and licensing, the remedy for the deficiencies of Oracle's subcontractor, the Budget Module, use of capital and operating funds, and an additional upcoming phase: configurations to the Projects Module.

Oracle Permitting and Licensing (OPAL) Status. Ms. Carpanzano gave an update on the current status of the Permitting and Licensing Project. It is at Sprint 7 which focuses on EPP, zoning, cashiering, permitting, code enforcement, and Health licensing. Testing and debriefing is done at the end of each day. The largest aspect of this project is next: data migration and integration with the financial system.

Proposed Governance Policy. Mr. Barnes discussed the ERP Governance Policy draft which outlines technical and business aspects. The policy places the business unit as the pre-eminent owner of the of the product and the IT department as a significant service provider to those business units.

The Policy formalizes the Governance Committee. Mr. Barnes invited the Committee to submit their thoughts and concerns and any policies that they would like to see incorporated into the draft. Ultimately the Committee should adopt this policy or some version of it.

The Policy also establishes a Steering Committee which is a staff committee consisting of the leadership of the various areas in government that are using different features of the system.

The Policy establishes certain decisions to be made at the Steering Committee level and certain decisions to be escalated to the Governance Committee. After discussion it was decided to amend the draft ERP Governance Policy to require regular reporting requirements from the Steering Committee to the Governance Committee.

Action Items:

- Mr. Barnes will circulate a revised ERP Policy for this Committee's approval at the next meeting.

The meeting adjourned at 5:45 p.m.

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Next meeting is scheduled for
December 20, 2023
Via Webinar.

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