

## MINUTES

City of Stamford  
ERP Executive Steering Committee Meeting  
February 09 2022  
4:00 PM  
Via Zoom

ERP Executive Steering Committee Members in Attendance:

Bridget Fox, Chief of Staff  
Sandra Dennies, Director of Administration  
Isadore Sobkowski, CIO  
Douglas Dalena, Director of Legal Affairs  
Matt Quinones, Director of Operations  
Ryan Fealey, Director of Finance BOE  
Ted Jankowski, Director of PSH&W  
Bill Brink, Executive Director WPCA  
Chuck Williams (ISG)  
Mario Castaneda (Oracle)  
Clint Burnett (SCI)  
Roch Hoedebecke (SCI)  
Josie Carpanzano, IT Project Manager

The ERP (Enterprise Resource Planning) Executive Steering Committee meeting was called to order at 4:07 p.m. Also in attendance was Cheryl Barnard, Oracle and Nathan Frey, ISG.

**Progress to Date.** Mr. Williams explained that the project's five phases are on schedule. Phase 1, the calibrate phase is just finishing up and phase 2, configuration is starting. Workshops are ending soon.

Mr. Williams reviewed the Monthly Project Status Report and the progress of the PMO Team, the Functional Team, the Technical Team, and the Organizational Readiness Team. End-user skill challenges exist. The Change Management Champions kick-off is February 17, 2022. Upcoming milestones are on target. Mr. Dalena entered the meeting

**Decisions to Date.** The following decisions are in progress this month: chart of accounts structure, process changes involving the cloud, receivables processes, decisions regarding the inventory module. Approval levels and receivables were discussed in detail.

**Issues and Risks.** Key risks and issues this month concern IT staffing, data conversion and integration.

**Next Steps.** The Phase II, consisting of configuration, planning, and technical plans, is in progress and will continue through August of 2022. Sierra-Cedar will develop configuration workbooks.

After discussion the meeting adjourned at 4:38 p.m.

**Next meeting is scheduled for**  
March 9, 2022  
Via Webinar.