

## MINUTES

City of Stamford  
ERP Executive Steering Committee Meeting  
May 11, 2022  
4:00 PM  
Via Zoom

ERP Executive Steering Committee Members in Attendance:

Bridget Fox, Chief of Staff  
Sandra Dennies, Director of Administration  
Isidore Sobkowski, CDO  
Douglas Dalena, Director of Legal Affairs  
Ryan Fealey, Director of Finance BOE  
Ted Jankowski, Director of PSH&W  
Matt Quinones, Director of Operations  
Chuck Williams (ISG)  
Mario Castaneda (Oracle)  
Clint Burnett (SCI)  
Roch Hoedebecke (SCI)

The ERP (Enterprise Resource Planning) Executive Steering Committee meeting was called to order at 4:02 p.m. A quorum was present. Also in attendance were Stan Cook and Cheryl Barnard, Oracle, Darren Smith and Brien Christiansen, Sierra-Cedar and Nathan Frey, ISG.

The following materials were distributed in advance of the meeting: meeting agenda, PowerPoint presentation and the minutes of the March 9, 2022 and April 13, 2022 meetings.

**Approval of Minutes.** Mr. Williams moved, and Mr. Fealey seconded, a motion to approve the minutes for March,9, 2022 and April 13, 2022. **The motion carried unanimously 8-0-0.** Ms. Fox re-entered the meeting.

Mr. Williams proposed changing the meeting dates from 4:00 pm to 3:00 pm on Wednesdays. He will poll the Committee members after the meeting. Mr. Quinones, Mr. Castaneda and Mr. Jankowski entered the meeting at various times.

**Project Progress-To-Date.** Mr. Williams discussed progress-to-date percentages. Progress is good from one month to the next. The Budget is stable because the project is billed on the basis of deliverables. Costs are on schedule. The project is progressing through the sequence of deliverables and is on schedule. Current activities include design workbook reviews, data conversions, and system integrations. The Teller Cashiering project kickoff began May 10 and 11.

**Review Project Decisions-To-Date – Business Processes.** Key decisions regarding payroll cost for project accounting was discussed.

**Project Open Issues and Risks.** There are no new risks this month. The Chart of Accounts and Dayforce segments continue to be of particular concern.

After discussion the meeting adjourned at 4:25 p.m.

**Next meeting is scheduled for**  
June 8, 2022  
Via Webinar.