MINUTES

City of Stamford
ERP Executive Steering Committee Meeting
June 8, 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
Matt Quinones, Director of Operations
Bill Brink, Executive Director WPCA
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 4:03 p.m. A quorum was present. Also in attendance were Stan Cook and Cheryl Barnard, Oracle, Darren Smith and Brian Christiansen, Sierra-Cedar and Nathan Frey, ISG.

The following materials were distributed in advance of the meeting: meeting agenda, minutes of the May 11, 2022 meeting.

Approval of Minutes. Mr. Quinones moved, and Ms. Fox seconded, a motion to approve the minutes for May 11, 2022. **The motion carried unanimously 8-0-0.** Mr. Burnett entered the meeting.

Project Progress-To-Date and next steps. Mr. Williams discussed progress-to-date percentages. Movement is not as dramatic as last month but timing of design configuration and development and unit testing is significant. The Budget is much the same as last month. Two new reporting columns are added. The project is progressing through the sequence of deliverables and is on schedule. The inventory module was discussed.

Current activities: workbook review is 80% complete. Data conversions are in progress. System integrations are beginning as is application user security. Next steps include hands-on configuration testing.

Review Project Decisions-To-Date – Business Processes. No new key decisions this month. The project is moving out of design and into testing.

Project Open Issues and Risks. Dayforce integration continues as a risk. A new risk is a resource issue causing delays in completion of team tasks. There has been discussion with managers and directors about reassignment of tasks.

After discussion the meeting adjourned at 4:28 p.m.

Next meeting is scheduled for
July 13, 2022
Via Webinar.