

MINUTES

City of Stamford
ERP Executive Steering Committee Meeting
July 13, 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
Matt Quinones, Director of Operations
Chuck Williams (ISG)
Roch Hoedebecke (SCI)

The ERP (Enterprise Resource Planning) Executive Steering Committee meeting was called to order at 4:05 p.m. A quorum was present. Also in attendance were Stan Cook, 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 June 8, 2022 meeting.

Approval of Minutes. Ms. Fox moved, and Mr. Quinones seconded, a motion to approve the minutes for June 8, 2022. **The motion carried unanimously 7-0-0.** Mr. Hoedebecke entered the meeting.

Project Progress-To-Date and next steps. Mr. Williams discussed progress-to-date percentages. As designed and expected, some items move faster than others. The ERP Project is on track for implementation on January first. The Conference Room Pilot 2 (CRP2) was completed today, July 13th. The next major activity is System Integration Testing (SIT) starting in mid-August.

Breadth of the Project. Each integration requires: analysis, design, functional and technical specs, development and testing.

Phase I – Resource Usage. Phase 1 concerns financials and the team includes 30 members from Administration, Human Resources, and Board of Education. The tasks are very labor intensive. Many spend half their time and many work nights and weekends to complete project tasks and believe the effort is worthwhile.

Phase II – Resource Requirements. Phase 2 concerns licensing, permitting and inventory and will consume most of, if not all of, the Deputy Director of Operations' time. At least one person from each of the offices issuing licenses, permits or enforcement violations will be required to be involved for the next 12-18 months. Systems for departments affected will not be implemented at the same time.

The Enterprise Nature of the Project. The Phase 1 Oracle Integration to the Cloud involves the following departments: Human Resources, Payroll, Fleet Management, Solid Waste, Public Safety, and the BOE for integration of financial institutions, central cashing for

multiple departments (licenses, permits, enforcement fees, parking violations, meter revenue, tax collections and traffic enforcement)

Continuity of Data. The Data Conversion process is complex involving the HTE system – general ledger, accounts payable, accounts receivable, fixed assets, Purchasing (vendor data collection portal) the OPM Access Database, the Grants Database, Dayforce (HR).

Project Open Issues and Risks. The Ceridian Dayforce Integration should be resolved following the Board of Finance July 14, 2022 meeting.

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

Next meeting is scheduled for

August 10, 2022

Via Webinar.