

MINUTES

City of Stamford
ERP Governance Committee Meeting
July 20, 2022
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Joe Centofanti
Sandra L. Dennies
Andy George
Mike Pensiero
Isidore Sobkowski
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:00 p.m. A quorum was present. Also in attendance was Nathan Frey, ISG. The following materials were distributed in advance of the meeting: Meeting Agenda and the Minutes of the June 15, 2022 meeting.

Approval of Minutes. Mr. Alswanger moved, and Mr. Watkins seconded, a motion to approve the minutes for June 15, 2022. **The motion carried unanimously 6-0-0.** Mr. Pensiero and Mr. Centofanti entered the meeting.

Project Progress-To-Date and Next Steps. Mr. Williams discussed progress-to-date percentages; the Project is on track despite testing and completion of conversions and interfaces taking a great deal of time. The Capital Projects conversion is especially time consuming. Budget and deliverables status was discussed. Current activities include the Conference Room Pilot 2 (CRP2) which has been completed. The next major activity is System Integration Testing (SIT) starting in mid-August.

In discussing the Breadth of the Project, Mr. Williams reviewed an integration diagram that depicted the “Enterprise Nature” of the Project. Each integration requires analysis, design, functional and technical specs, development and testing.

Oracle Cloud Integration involves the following departments: Human Resources, Payroll, Fleet Management, Solid Waste, Public Safety, and the BOE for integration of financial institutions and central cashiering for multiple departments (licenses, permits, enforcement fees, parking violations, meter revenue, tax collections and traffic enforcement).

Mr. Williams discussed continuity of data. The data conversion process is complex involving the HTE system (for general ledger, accounts payable, accounts receivable, and fixed assets), the Purchasing vendor data collection portal, the OPM Access database, the Grants database, and Dayforce.

Review Resource Usage and Phase 2 Requirements. Many resources are used throughout the project for planning, designing, testing and training.

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

Phase 2 Resource Requirements concern licensing, permitting and inventory. 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 be phased in and not implemented all at the same time.

Project Open Issues And Risks. The changes necessary to integrate Dayforce with Oracle Cloud requires a high level of effort and there was a major risk that it would not be ready for System Integration Testing on time. A Ceridian change order to facilitate the Ceridian Dayforce integration was approved by the Board of Finance on July 14, 2022. This work will be funded from the ERP project.

Oracle HR/Payroll Update. The City and BOE Human Resources, Payroll, and Administration departments met to discuss Dayforce issues. The next meeting of this group is scheduled in September. A City/BOE Human Resources working group that will meet throughout August has also been formed.

Most Dayforce integration issues result from choices made to accommodate different contracts and groups. There are unique pay policies that have been implemented for various reasons including different tax rates, variable rates of pay, and different pay periods. While a new payroll system might be advisable to accommodate these differences many issues can be addressed within DayForce without the cost of a new system if changes are made to standardize policies and procedures. Changes will require contract negotiations and may take up to two years.

After discussion of the pros and cons of continuing with Dayforce or changing to Oracle now, the meeting adjourned at 5:32 p.m. with the request put forward that staff come back in September with a plan to transition Oracle to Payroll and HR.

Next meeting is scheduled for
August 17, 2022
Via Webinar.