MINUTES

City of Stamford
ERP Governance Committee Special Meeting
February 17, 2021
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:
Geoff Alswanger
Joe Centofanti
Sandy Dennies
Andy George
Sally Jackson
Mike Pensiero
Michael Pollard
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order by Ms. Dennies at 5:02 p.m. A quorum was present. Also in attendance was Nathan Frey from ISG.

Approval of Minutes. Mr. Watkins moved and Mr. Alswanger seconded a motion to approve the minutes for December 03, 2020 and January 20, 2021. **The motion carried unanimously 8-0-0.** Mr. Pollard entered the meeting.

Review project status report. Mr. Williams reported that the ERP Project was on track and reviewed issues and planned work. The ERP System RFP is scheduled to be released in mid-March.

CIO Position and Job description. – Mr. Williams reported that the Chief Information Officer job description has been approved by Human resources and the Personnel Commission and it will be included in the Mayor's Budget and submitted to the Board of Finance and Board of Representatives on March 8th.

The CIO will be responsible for setting the vision and managing the usability of all information and systems technologies of the City to evaluate ever-evolving technology and to strategize and think about what technology will be needed 20 and 30 years down the road.

The CIO will focus on technology data rather than hardware and keep the momentum of the project going after ISG has completed its work. The position is critical to the success of the ERP Project and should be involved in building the project from day one.

Chart of Accounts Redesign. – In preparation for the new ERP system, the Chart of Accounts (COA) is being redesigned to better serve the City's budgeting, accounting, and reporting structure and to be in compliance with the State's Uniform Chart of Accounts.

Joseph Centofanti of PKF O'Connor Davies, LLP has been engaged to redesign the COA and bring it into alignment to enable the ERP system to function properly. A central focus is the implementation of activity-based budgeting, accounting, and reporting.

Introduction of the Risk Register. Project risk is an uncertain event that could potentially impact the success of a project. Mr. Williams discussed items listed in the current Risk Register which is a document that will expand as risks to the success of the project are identified. Items include overall project risks, vendor selection risks, and implementation risks such as "project scope creep" which is the addition of too many items to the project that could interfere with the schedule and budget).

The meeting adjourned at approximately 6:23 p.m.

Next meeting is scheduled for
March 17, 2021
Via Webinar.