

## MINUTES

City of Stamford  
ERP Governance Committee Meeting  
November 16, 2022  
5:00 PM  
Via Webinar

ERP Governance Committee Members in Attendance:

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

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:02 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 October 19, 2022 meeting.

**Approval of Minutes.** Mr. Watkins moved, and Mr. Pensiero seconded, a motion to approve the minutes for October 19, 2022. **The motion carried unanimously 7-0-0.** Ms. Fox entered the meeting.

**Project Progress-To-Date.** Mr. Williams reviewed Project Business Process Decisions-To-Date including the effect on the budget of the current process for prior year purchase order carryover versus the Oracle process and the proposed new process. For the current year, a request is being made to the Board of Finance and the Fiscal Committee to increase spending authority to cover the POs already rolled over in HTE. The new process change for next year would entail cancelling open POs not paid in the year-end period and getting Board approval to increase the new year budget to cover the POs carried forward. Once the POs are paid off the Budget will be reduced. For succeeding years users will be trained to ensure that POs are invoiced before August 15th, in order to conform to the new process. Issues specific to the Board of Education were discussed.

**Project Schedule:** Due to the impact of the PO changover and data conversion issues it is recommended to push back the Go-Live date to March 1, 2023. This will entail a cost of up to \$1.5 million for an additional four months of implementation and post implementation support. The budget is still projected to show a surplus and, after extensive testing to-date, no other major issues are indicated.

**Open Issues and Risks.** Formal risks have not changed. The Major Risk continues to be he changes necessary to integrate Dayforce with Oracle Cloud. Moderate Risk continues to be PPM – task reassignment is indicated for mitigation of this risk.

The meeting adjourned at 5:59 p.m.

**Next meeting is scheduled for**  
December 21, 2022  
Via Webinar.