MINUTES

City of Stamford
ERP Governance Committee Meeting
January 17, 2024
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:
 Geoff Alswanger, BOF
 David Watkins, BOR
 Andy George, BOE
 Benjamin Barnes, Director of Administration
 Isidore Sobkowski, CDO
 Mike Pensiero, IT Director

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order at 5:07 p.m. A quorum was present. Also in attendance were Cynthia Hernandez, IT Project Manager and Josie Carpanzano.

The following materials were distributed in advance of the meeting: meeting agenda and the minutes of the November 15, 2023 meeting.

Approval of Minutes. Mr. Pensiero moved and Mr. George seconded a motion to approve the minutes for November 15, 2023. **The motion carried unanimously 6-0-0.**

ERP Status. Mr. Barnes reported on, and the Committee discussed, the ERP budget and the Oracle contract status. Ms. Hernandez reported that good progress is being made on closing accounting periods in Oracle through April 2023. Work on getting modules like General Ledger, Accounts Payable etc. configured and integrated is progressing. The goal is to close out 2023 fiscal year and have system audit-ready.

Oracle Permitting and Licensing (OPAL) Status. Ms. Carpanzano reported that work on building out workflows and record types in system is progressing. The goal is integration of online permitting applications across City departments. Data migration is delayed, pushing back go-live date.

Proposed Governance Policy. The intent of this policy is to formally adopt a framework for governance, management and procedures of the ERP Project. Review of proposed changes to the policy will be a monthly agenda item. After discussion, Mr. George moved and Mr. Alswanger seconded a motion to adopt the proposed governance policy. **The motion carried unanimously 6-0-0.**

Other Business. The Committee discussed membership of the ERP Governance and Steering Committees.

The meeting adjourned at 6:08 p.m.

Next meeting is scheduled for:
February 21, 2024
Via Webinar.

Artificial Intelligence played a part in the creation of these minutes.