MINUTES

City of Stamford
ERP Governance Committee Meeting
October 16, 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 5:04 p.m. A quorum was present. Also in attendance were Cynthia Hernandez, Project Manager and Josie Carpanzano, Deputy Director of Operations.

The following materials were distributed in advance of the meeting: meeting agenda and minutes of the May 22, 2024 meeting.

Approval of Minutes. Mr. Watkins moved and Mr. Pensiero seconded a motion to approve the July 17, 2024 meeting minutes. **The motion carried 6-0-0**.

ERP Status.
- **ERP Functionality and Stability:** Mr. Barnes reported that the ERP system is functional and stable, with only minor issues being actively addressed with Oracle's assistance. Major functional issues have been resolved including timely period closures.
- **Audit Preparations**: Fixed asset closure is nearing completion, which is critical as it cannot be reopened. Period 13 for FY23 remains open but is expected to close shortly as we finalize with auditors.
- **Reporting Improvements**: Significant progress has been made in reporting, especially in the Budget Control module, which had issues with incorrect revenue signs affecting variance reporting. The system now supports real-time operating statements, detailed fixed assets, and other necessary reports.
- **Ongoing Configurations and Updates**: Ms. Hernandez highlighted ongoing work in updating Oracle modules, such as requisition, purchase order, and supplier management modules, as well as a revamp of the supplier registration site. Additionally, a lease management module is being configured to streamline payment processing through Oracle rather than the external Teller system.
- **Security Enhancements**: ERP security roles are under review to align with best practices recommended by Oracle and the auditors. New supervisor forms for employee access requests are being implemented.

The Committee members discussed the information reported and additionally the WPCA and the City's FY2024 audits and specifics of accounting procedures. The project plans and timelines were discussed.

Oracle Permitting and Licensing (OPAL) Status.
- **Vendor Transition and Data Migration**: Mr. Barnes outlined the recent agreement with OpenGov, the previous vendor, to provide organized data for migration to the new Oracle system. The Purchasing Department utilized the regional consortium, Capital Region Council of Governments (CRCOG) to implement the contract. CRCOG assisted with some problems with OpenGov's deliverables. This data, including critical attachments, is being reviewed before full integration. The OPAL agreement with Oracle has been extended to do the remaining work. The current plan is to go live sometime between April and June of 2025. A clear path has been established.
- **Vendor Transition Challenges**: Ms. Carpanzano reported on the transition from OpenGov to Oracle. She noted that we might be the first client to request a full data migration from OpenGov since the company acquired the original permitting product. This has led to challenges, as OpenGov was not entirely prepared for handling outgoing data on this scale. However, OpenGov has been receptive to feedback and is working to structure the data more effectively for the City.
- **Data Verification Process**: The City is working with OpenGov to ensure that all relevant data, including attachments like inspector notes, inspection records, images, and documents, is accurately organized and matched to corresponding records. Regular meetings with key stakeholders focus on verifying that each detail and data component is correct.
- **Strict Timeline Management**: Ms. Carpanzano emphasized the importance of staying on schedule. The team is focused on ensuring weekly deliverables are met, as each delay in data organization could extend the project timeline. They are targeting an 80% data completion rate soon, which will then be migrated into Oracle for further testing.

The Committee discussed how future agreements will be structured. Mr. Barnes talked about a customer support service called CSS that has not been entirely successful. He also discussed the progress of the Human Capital Management (HCM) module and the strategy of implementing one. This group will be invited to the deliberations sometime in November. Financial information was briefly discussed.

After further discussion, the meeting adjourned at 5:58 p.m.

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Next meeting is scheduled for
November 20, 2024
Via Webinar.

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