

MEETING MINUTES – SC Enterprise Information System (SCEIS)

Date of Meeting: Monday, January 12, 2009

Time and Location: 10:30 p.m. – 11:30 a.m. 1st Floor Governor's Conference Room
Wade Hampton Building

Minutes Prepared By: Joy Stagg

1. Attendance at Meeting

Curtis Loftis, Chairman	Comptroller General's Office
Brenda Hart	Department of Mental Health
Tom Lucht	Division of State Information Technology
Mike Garon (sitting in for Ray Stevens)	Department of Revenue
Eddie Gunn	SC Budget and Control Board
Marcia Adams	Department of Motor Vehicles
Sam Wilkins	Budget & Control Board, OHR
Stanley Butkus, Jr.	Department of Disabilities and Special Needs
Tonya Chambers (sitting in for William Wells)	Department of Health and Human Services

2. Meeting Agenda

- ✓ Call to Order
- ✓ Adoption of Agenda/Approval of Minutes
- ✓ Project Status
- ✓ SCEIS Training Program
- ✓ Business Case Study Update
- ✓ HR Blueprint IV&V Review
- ✓ Financial Update
- ✓ Questions

3. Meeting Notes, Decisions, Issues

- a. The Agenda was adopted as presented.
- b. The Minutes from November 3, 2008, were adopted.
- c. Chris Shuman gave the SCEIS Project Status. He discussed SCEIS Project Approach and Team, SCEIS Historical Highlights, Rollout Plan, Building the Foundation Set, Work Streams through 2010, FI/MM Schedule through 2010, HR/Payroll Schedule through 2010, Proposed HR/PY Go-Live, Gap Analysis, "Broader Scope" Agencies, Gaps Identified to Date, FF3 and FF4 Agencies, FF3 and FF4 Process, Next Steps, Training, and Risks/Issues.
- d. John LoPresti gave an update on the Business Case Study Review. He discussed the 2008 Business Case Methodology, Purchasing Requisitions and Processing, Approving, and Issuing Purchase Orders, Calculation of Current Process Costs, Five-Year Projection of Estimated Cost Savings, Conservative 10 year and 15 year Annual Savings Analysis, Cost Benefit Analysis (Break Even), Internal Rate of Return, Comparative Analysis from 2003 Study and 2008 Study. Committee would like the before and after numbers regarding effectivities from 2002 through 2008 surveys.
- e. Pat O'Cain gave an update on the SCEIS Financial Report, which included SCEIS Implementation Costs, Operational Costs, and Sources of Funds for Fiscal Year 2009 and 2010.
- f. Committee members approved updated rollout schedule for HR/Payroll.
- g. Meeting adjourned at 12:25 p.m.

4. Action Items

Action	Assigned to	Due Date
a. Detail Project Plan	Chris Shuman	02/09/09
Status		
b. Business Case Study and Implimentation Guide	Pat O'Cain	02/09/09
Status		

5. Next Meeting

Date:	Monday, February 9, 2009	Time:	10:30 a.m.-11:30 a.m.	Location:	1 st Floor Governor's Conference Room Wade Hampton Building
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