MEETING MINUTES – SC Enterprise Information System (SCEIS)

Date of Meeting:	Monday, March 16, 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
Frank Rainwater	State Treasurer's Office
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
William Wells	Department of Health and Human Services

2. Meeting Agenda

- ✓ Call to Order
- ✓ Adoption of Agenda/Approval of Minutes
- ✓ Project Status – Gap Analysis
- ✓ Agency Implementation Guide
- ✓ Financial Update

3. Meeting Notes, Decisions, Issues

a. The Agenda was adopted as presented.

b. The Minutes from February 9, 2009, were adopted.

c. Chris Shuman gave the SCEIS Project Status. He discussed the Mission Statement and Purpose, Work Streams Status, Gap Analysis Summary, Finalizing Gap Analysis, Next Steps, and Risks/Issues.

d. Tammy Mainwaring from SCEIS Enterprise Change and Communication gave an overview of the Agency Implementation Guide, The Change Journey, Cost Efficiency Toolkit, Projected SCEIS Savings, Cost Measurement Tool Example, Process to determine Cost Efficiencies, Sample Agency Readiness Checklist FI/MM and HR Payroll, Detailed Agency Readiness Checklist, Using the Agency Readiness Checklist, Agency Readiness Report, Next Steps.

e. Pat O'Cain gave an update on the SCEIS Financial Report, which included Revenues, Expenses, Implementation Costs, Total Expenditures, and Sources of Projected Funds for Fiscal Year 2009, 2010, and 2011.

f. Meeting adjourned at 11:35 a.m.

4. Action Items

Action	Assigned to	Due Date
a.		
Status		
b.		
Status		

5. Next Meeting

Date:	Monday, April 13, 2009	**Time:**	10:30 a.m.-11:30 a.m.	**Location:**	1st Floor Governor's Conference Room Wade Hampton Building