

SCEIS Executive Oversight Committee

Minutes Meeting of July 16, 2012

Members (by agency) Attending:

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| Jim Holly | Comptroller General's Office |
| Mark Binkley | Department of Mental Health |
| Steve Elliott | Budget and Control Board |
| Jimmy Earley | Budget and Control Board, DSIT (SCEIS) |
| Melinda Woodhurst | Department of Motor Vehicles |
| Joshua Baker | Governor's Office |
| Laura Watts | Department of Revenue |
| Clarissa Adams | State Treasurer's Office |
| Chuck Fallaw | State Treasurer's Office |
| Dianne Carraway | Senate Finance Committee |
| Tom Waring | Department of Disabilities and Special Needs |
| Cassandra Alston | SCEIS (Ex-Officio) |
| Sam Wilkins | Office of Human Resources, B&CB |

Others Attending:

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| Deirdre Blake Sayers | Department of Disabilities and Special Needs |
| Lisa Weeks | Department of Disabilities and Special Needs |
| Elizabeth Renedo | SCEIS |
| Martin Taylor | Department of Disabilities and Special Needs |
| Steven Lake | Department of Juvenile Justice |
| John Taylor | User Group Chairperson, B&CB |
| Tracie Branham | Probation Parole & Pardon Services |
| Voight Shealy | Materials Management Office, B&CB |
| Jacquetta Wright | MM User Group Lead, SCDOR |

Chairperson Jim Holly welcomed everyone to the meeting and thanked them for their time. He then called the meeting to order.

The minutes of the January 26, 2012, meeting of the Committee were presented by the Chairman. Upon the motion of Mark Binkley and second of Sam Wilkins, the minutes of the meeting of January 26, 2012, were approved unanimously.

Cassandra Alston, SCEIS Director, presented information on the following topics via a slide presentation (copy on file). The presentation covered various SCEIS topics including the status of implementation, the status of ongoing and planned projects, statistics on help desk tickets, and the status of and phases in the implementation of the contract with IBM for application management services as well as the scope of IBM's services.

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Cassandra Alston, Jimmy Earley and the Chairman explained the proposed structure and processes of the Change Advisory Board (CAB) and the proposed Charter that implements that structure and those processes (draft charter on file). The purpose of the CAB is to review, prioritize and approve, or recommend to the Committee approval of, SCEIS projects and changes not otherwise authorized by lawful authority. The CAB also is charged with monitoring the implementation of such projects and changes. The CAB must obtain the approval of the Committee for projects or changes requiring more than 450 hours for system development and implementation. Martin Taylor commented that the cost of implementations within the original scope of the SCEIS project should not be billed to the agency or agencies affected. Jimmy Earley explained that SCEIS was awaiting a GAP analysis and value engineering report from SAP that may be of use to the CAB. He acknowledged that the retirement of STARS is a priority of SCEIS and will be a priority of the CAB. Mark Brinkley moved that the proposed Charter of the CAB be approved by the Committee with changes to be made to the Charter as discussed at the meeting consisting of specifying the role of the Committee in the CAB process, clarifying that there are staggered two year terms for CAB members with some members serving an initial one year term, clarifying that the SCEIS community at-large member must come from an agency with a minimum of 1000 employees and budget of \$50 million, and specifying that any future amendments to the Charter are subject to the approval of the Committee. The motion was seconded by Joshua Baker and unanimously approved by the Committee. The Chairman stated he would notify the members of the Committee as soon as the final Charter was available and provide them a copy or provide a link to it.

Jimmy Earley reported that the Department of Health and Human Services had engaged a consultant that had provided valuable services in expanding reporting from SCEIS. Mr. Earley is working a way to leverage that work for other agencies.

Martin Taylor asked that agencies be given prior notice by the Comptroller General's Office or Budget Office of the loading of a new fiscal year budget in SCEIS.

The meeting was adjourned by acclamation.