

MEETING MINUTES – SCEIS Change Advisory Board

Date of Meeting: Thursday, August 2, 2012

Time and Location: 3:00 p.m. – 5:00 p.m. 1st Floor Governor's Conference Room
Wade Hampton Building

Minutes Prepared By: Elizabeth Renedo

1. Attendance at Meeting

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| Cassandra Alston (attended by phone) | SCEIS Team |
| Joshua Baker | Governor's Office |
| Ryan Burnaugh | SC House Ways & Means Committee |
| Bruce Burnett | SCEIS Team |
| Jaquetta Campbell Wright | Revenue Department |
| Wanda Dixon | SCEIS Team |
| Jimmy Earley | B&CB – Division of State Information Technology |
| Scott English | Education Department |
| Chuck Fallaw | State Treasurer's Office |
| Anjali Griffin | Comptroller General's Office |
| William Haggwood | SCEIS Team |
| Scott Houston | SCEIS Team |
| Steven Lake | Juvenile Justice Department |
| Larry Mallett | SCEIS Team |
| Brit Moyer | SCEIS Team – IBM Program Manager |
| Robin Owens | Mental Health Department |
| Stephen Pullie | Juvenile Justice Department |
| Dinah Raven | State Treasurer's Office |
| Elizabeth Renedo | SCEIS Team |
| Voight Shealy | State Purchasing Office |
| John Stevens | State Purchasing Office |
| Martin Taylor | Disabilities and Special Needs Department |
| Yolanda Wardlaw | Comptroller General's Office |
| Sam Wilkins | State Human Resources Division |

2. Meeting Agenda

- ✓ Welcome and Introductions
- ✓ Purpose
- ✓ Review Charter
 - Elect Chairperson and Vice Chairperson
- ✓ Enhancement Process Overview and Review of Sample Documents
- ✓ Current Projects
- ✓ Next Meeting
- ✓ Wrap-up

3. Meeting Notes, Decisions, Issues

- a. Jimmy Earley opened the meeting, conducted the welcome, facilitated introductions, conducted reviews of the SCEIS Change Advisory Board Charter, enhancement process and sample documents, discussed current SCEIS Projects and recommended that the CAB meet again in mid-September, then wrapped up the meeting.
- b. The SCEIS CAB voting members tied on the votes for Chairperson and Vice Chairperson. The nominees, Chuck Fallaw and Martin Taylor, agreed together that, due to Martin Taylor's one-year term, selecting Chuck Fallaw as the Chairperson would allow for maximum continuity.
 - Outcome of election: Chuck Fallaw is Chairperson, Martin Taylor is Vice Chairperson.
 - The CAB determined that both the Chairperson and Vice Chairperson roles will have terms of two years

4. Next Meeting

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| Date: | Thursday, September 20, 2012 | Time: | 3:00 p.m. – 5:00 p.m. | Location: | 1 st Floor Governor's Conference Room Wade Hampton Building |
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