

## MEETING MINUTES

<b>Project Name:</b>	SCEIS Change Advisory Board Meeting		
<b>Date of Meeting:</b>	Thursday, February 21, 2013	<b>Location:</b>	1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building
<b>Minutes Prepared By:</b>	Elizabeth Renedo		

### 1. Purpose of Meeting

General CAB Business: Consider new requests, review schedule of requests approved previously, etc.

### 2. Attendance at Meeting (add rows as necessary)

Name	
Bruce Burnett	SCEIS Team
Jaquetta Campbell-Wright	Revenue Department
Alfred Comfort	Transportation Department
Doug Cooper	SCEIS Team
Wanda Dixon	SCEIS Team
Danny Edens	Health & Environmental Control Department
Scott English	Education Department
Chuck Fallaw	State Treasurer's Office
Tony Fallaw	Transportation Department
Lynsee Gibson	Transportation Department
Scott Houston	SCEIS Team
Cathy Johnson	Corrections Department
Steven Lake	B&CB – Division of State Information Technology
Larry Mallett	SCEIS Team
Brit Moyer	SCEIS Team – IBM Program Manager
Robin Owens	Mental Health Department
Tracy Powers	SCEIS Team
Stephen Pullie	Juvenile Justice Department
Elizabeth Renedo	SCEIS Team
John Stevens	State Purchasing Office
John Taylor	SCEIS Team
Martin Taylor	Disabilities and Special Needs Department
Jim Warren	Transportation Department
Sam Wilkins	State Human Resources Division

### 3. Meeting Minutes

#### General Discussions –

- a. Chuck Fallaw opened the meeting, conducted the welcome and facilitated adoption of the meeting agenda and minutes from the previous meeting. The minutes were adopted as submitted and the agenda was adopted with the addition of one topic: Discussion of New Initiative to Develop a Single List to Score and Track Requests/Projects Throughout Their Lifecycle.
- b. John Taylor introduced the two new items for consideration by the CAB, and facilitated detailed discussion by the appropriate SCEIS Functional Team Leads and agency stakeholders. The items discussed were:
  - Materials Management Request from the Corrections Department: Sales & Distribution Profit & Loss Commission/Revenue by Customer (Approved)
  - HR/Payroll Request from the Transportation Department: Employee Time Record Enhancement (Portal) (Approved)
- c. John Taylor facilitated discussion of current projects status update and schedule review.
- d. John Taylor and Chuck Fallaw facilitated discussion of the new initiative to create a single list of requests and projects to help the CAB rate and track them throughout their lifecycles. It was decided that the SCEIS Team would aim to prepare a draft tracking tool and distribute it to the CAB for review by March 1, 2013. This topic will be an agenda item for the March CAB meeting, and CAB members will be invited to share their thoughts and feedback at that time.
- e. Chuck and John conducted the wrap-up and facilitated scheduling of the next meeting for Thursday, March 28, 2013, before adjourning the meeting at 3:54 p.m.

### 4. Decisions *(add rows as necessary)*

Decision	Date
<u>Materials Management Request from the Corrections Department: Sales &amp; Distribution Profit &amp; Loss Commission/Revenue by Customer</u>	<b>Approved Feb. 21, 2013</b>
<u>HR/Payroll Request from the Transportation Department: Employee Time Record Enhancement (Portal)</u>	<b>Approved Feb. 21, 2013</b>
Discussion of the new tracking spreadsheet will be an agenda item for the next meeting	<b>March 28, 2013</b>

### 5. Action Items *(add rows as necessary)*

Action	Assigned to	Due Date
<b>Prepare draft tracking spreadsheet for CAB members to review in advance of March 28 meeting.</b>	<b>John Taylor</b>	<b>Friday, March 1, 2013</b>
<b>Next Meeting:</b>	<b>Thursday,</b> March 28, 2013	<b>Time:</b> 3:00 p.m. to 5:00 p.m. <b>Location:</b> 1 <sup>st</sup> Floor Governor's Conference Room Wade Hampton Building