



MEETING MINUTES

Project Name:	SCEIS Change Advisory Board Meeting		
Date of Meeting:	Thursday, March 19, 2015	Location:	1 st Floor Governor's Conference Room Wade Hampton Building
Minutes Prepared By:	Tracy Powers		

1. Purpose of Meeting

General CAB Business: SCEIS Project Updates, Review of New Requests for Change, Review of SCEIS Prioritization Matrix and Project Prioritization Guide

2. Attendance at Meeting (add rows as necessary)

Name	
Bruce Burnett	SCEIS
Chuck Fallaw	State Treasurer's Office
Steven Lake	B&CB – Division of Technology
Larry Mallett	SCEIS
Tracy Powers	SCEIS
Karl McCottry	Department of Transportation
Beth Quick	State Budget Office
Sam Wilkins	State Human Resources Division
Cathy Sprowls	Department of Public Safety
Yvette Sistare	Parks, Recreation & Tourism
Anjali Griffin	Comptroller General's Office
Lisa McCloud	Education Department
John Taylor	SCEIS
William Bray	Department of Social Services
Ed Pearce	SCEIS
Kimber Craig	State Purchasing Office
Scott Houston	SCEIS
Kathy Bass	Department of Health and Human Services
Kevin Lewis	Department of Health and Human Services/Deloitte
Rita Scoggins	Department of Health and Human Services/Deloitte
Josh Gladney	Department of Health and Human Services/Deloitte

3. Meeting Minutes

General Discussions –

- a. Chuck Fallaw called the meeting to order at 3:01, conducted the welcome and introduced Kathy Bass who was in attendance to present information from the Department of Health and Human Services.
- b. Chuck facilitated the adoption of the meeting agenda and minutes from the March meeting. The minutes were unanimously adopted.
- b. Ed Pearce presented an Overview of the SCEIS Perspective which included an overview of system functionality needs (e.g., functionality, Help Desk, training), agency support and projects. He noted the importance of an integrated approach to meet ongoing agency needs and to work collaborative in the early stages as needs arise.
- c. John Taylor described new Requests for Change included 3 for review only as well as one which needed CAB action. The Request for Change was approved as presented.
- d. Kathy Bass addressed the group to briefly explain the GAFRS Replacement project. She noted that RFC #00272, presented at this meeting, was the first stage of the larger project. She stated that Stage II would have a bigger impact and would involve another presentation to the CAB from HHS.
- e. Chuck Fallaw led a discussion a review of the Prioritization Matrix and Guide. After general discussion the group unanimously approved the documents.
- f. The meeting was adjourned at 3:42.

4. Action Items *(add rows as necessary)*

Action				Assigned to		Due Date
None						
Next Meeting:	Thursday, July 23, 2015	Time:	3:00 p.m. to 4:30 p.m.	Location:	1 st Floor Governor's Conference Room Wade Hampton Building	