

Meeting Notes

Program Advisory Committee Meeting

Date: 12/15/11

Time: 10:30 A.M. – 12:00 P.M.

Location: EBS Conference Room



Attendees: Bruce Theurer, Rich Goward, Jr., Jane Braaten, Fred Kowell, Terri Williams, Sarah Landis, Carol Brune, Alissa Mahar, Rodney O'Dell, Bob Del Gizzie, Tom Schneider, Jeremy Patton, Jim Hagerman, Deborah Sievert Morris, Kevin Campbell, Jen Clodius, Leah Britton, Suzanne Browne.

This meeting was a presentation from AKT consulting firm. AKT was hired by the City to conduct a survey and review of SAP and EBS. They will be looking at how EBS and SAP can work better so that we can match expectations with the end product and provide some direction on where we go next with SAP.

Meeting invitees wrote on index cards 5 things where they believed they could get efficiencies in SAP. This input will be used in AKT's final report. PAC members and Change Agents will be asked to complete a Survey Monkey questionnaire about SAP and EBS. The rest of the meeting was a review of those questions and to provide an opportunity to understand how the questions should be answered. An email will be sent by Rich Goward, Jr. with the link to the survey on Friday 12/16/11. AKT asked that the survey be completed by Jan. 3rd. However, some of the members requested a later date due to staff being off work for the Holidays. The due date was extended one week to Jan 6th.

AKT provided a time line on the deliverables they were hired to perform. After the results are received from the survey, they will be holding one on one interviews with PAC members and change agents in Jan-Feb 2012. Also in Feb. AKT will be researching best practices and comparing what other municipalities are doing. They will be reviewing existing documentation in Feb. Then in March they will give a final presentation.