

*Item available for public inspection in the Clerk's office during regular business hours (Monday - Friday, 9 AM - 5 PM)*

**March 11, 2025**

**Regular  
Meeting**

**Item #7b. - Enterprise Resource Planning (ERP) Project Activities**



**GFOA**  
**ENTERPRISE RESOURCE PLANNING (ERP)**  
**PROJECT UPDATE**

**March 2025 - Mono County, CA**

# Project Progress Update

- ✓ As-Is Analysis and Future State Recommendations Complete
  - Process Improvement Teams (PIT Teams) Reviewed and Provided Feedback
- ✓ Developed Project Charter
- ✓ PIT Team Meeting / Training
  - Introduced Draft Requirements
  - Teams Will Meet to Review and Edit
  - Process Improvement Teams Will Start to Meet on a Regular Basis
- ✓ 1<sup>st</sup> workshop to review Core Account Structure
- ✓ Met with County Counsel and Team to Discuss Procurement Approach
- ✓ Developed Plan of Action

# Next Steps

## GFOA:

- ✓ On-site visit in April for core account structure redesign, Process Improvement Team check-in, & project inquiries.
- ✓ Develop RFP
- ✓ Develop Evaluation Criteria
  - Scope, Strategy, Recommendations

## Mono County:

- ✓ Process Improvement Teams to Review and Update Requirements & Homework
- ✓ Identify Selection/Evaluation Team
- ✓ Exploring backfill resources and meeting with departments to discuss needs.

# Project Timeline\*

Date	Event	County Focus
Oct 15, 2024 – October 17, 2024	In-person Kick-Off Meeting	Project Planning
	As-is Business Analysis Meeting	Current State
December, 2024 – February 2025	Future state Process Analysis	Analysis; Visioning Future state
February, 2025 – March, 2025	Develop Plan of Action	Strategy
March 2025 – August 2025	RFP Development & Release	Scope / Requirements
August 2025 – October 2025	System and Vendor Selection	Pick Best Partner and Software
October 2025 – December 2025	Contract Negotiations	Planning
Spring 2026/Commence Contract Negotiations	ERP System Implementation	ERP Implementation

\* Dates are subject to adjustments (if and whenever needed) to reflect the real process.

# Process Improvement Team Progress

- ✓ PIT Teams now meeting independently to review documentation, develop recommendations, and update system requirements.
- ✓ Strong Engagement, Participation and Feedback - CRITICAL
  - ✓ Staff are empowered to introduce new ideas and are defining ERP requirements for efficiency and long-term sustainability - developing the infrastructure for the next 20 years!
- ✓ Excitement around new processes and automation
  - ✓ Elimination of manual processes – no more AdobeSign for budget adjustments, personnel actions, contracts.
  - ✓ Financial Transparency - real time financial data and better audit trails.
  - ✓ Payroll Efficiency – staff can directly code time to payroll – no more Excel workbooks or manual calculations.
  - ✓ Grant Tracking in the ERP – replacing manual Excel tracking
  - ✓ System Integration – reducing duplicate entry by connecting shadow systems.
- ✓ Excitement on new technology
  - ✓ AI / Machine Learning – automation of workflows, fraud detection, process optimization.
  - ✓ Advanced budgeting tools – forecasting, modeling, and multiple budget scenarios.



**Questions**