



THE DIOCESE OF CHARLESTON

The Common PayVendor Selection Committee met via teleconference on Thursday, March 19, 2009.

Attendees were as follows:

Terri Brisson, Director of Financial Services
Bernadette Faretra, Controller
Jeannette Valle, representing St. John Neuman
Jennifer Kaple, representing Cardinal Newman School
Gina Mallios, representing St. Joseph (Columbia)
Mary Louise Hudson, Director of Human Resources
Sheila Reuille, representing St. Phillip Neri
Cindy Salters, representing the Church of the Nativity
Sandra Leatherwood, Assistant Superintendent of Catholic Schools
Paula Lore, representing St. James (Conway)
Paula Simpson, representing St. Ann Seton
Terry Conway, representing St. Francis by the Sea
John Barker, Chief Financial Officer
Mary Orlandino, representing Our Lady of the Rosary Church
Cristina Guillermo, Recorder

Absent:

Deacon Klein, representing St. Mary and St. Ward

The meeting opened at 11:30am, with the Lord's Prayer recited by all.

Ms. Brisson welcomed all to the meeting and thanked them for their time. Questions gathered via email were reviewed briefly. Committee members had no additional questions for the vendors at this time.

Committee members stated in turn their top vendor choices for presentations. "Votes" were tallied as follows: IOI 16; Paychex 10; Paycor 7; Ceridian 3. IOI, Paychex, and Paycor will be invited to demonstrate their product to the Committee.

Dates for the next meetings, that will include presentations/demonstrations from vendors, were discussed. It was decided that the Committee would meet on April 21 and 22 at St. Joseph parish in Columbia.

ACTION ITEMS:

1. Committee members are to email to Ms. Brisson specific topics for vendors to address, demonstrate, and explain no later than March 27, 2009.

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2. Ms. Brisson will compile the list of topics to send to the vendors selected to demonstrate and schedule the vendors for presentations.

Discussion regarding the timeline of implementation ensued. July 1 was noted as an aggressive date for implementation. The Chancery offices would be test subjects after the new vendor is chosen. Several Committee members also volunteered their parishes/schools as test subjects: St. Francis by the Sea, Our Lady of the Rosary, and St. John.

Training sessions were discussed. All parishes, schools, offices will be trained; regional training sessions were considered, perhaps with labs for hands-on use and exposure. Both Human Resources and Payroll modules will be available for training.

Ms. Mallios will check on the availability of facilities at St. Joseph for the next meeting on April 21st.

The meeting closed at 12:06 pm with the Hail Mary recited by all.