



Procurement Standards Board Minutes

August 10, 2017

Members attending: Ms. Talia Lomax O'dneal, Chair, Mr. Jon Cooper, Ms. Cynthia Croom, Mr. Don Hardin, Ms. Shannon Raybone

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup, Procurement Division; Ms. Nicki Eke, Department of Law; Mr. Bryan Gleason, BAO Division; Ms. Angela Doss, Procurement Division; Ms. Starla Friedmann, Procurement Division

Chairman Lomax O'dneal called the meeting to order.

Ms. Lomax O'dneal entertained an approval of the last meeting's minutes. They were approved unanimously.

Procurement Standards Overview – Ms. Michelle Hernandez Lane

Ms. Hernandez Lane explained the procedures of hiring a Purchasing Agent. She conveyed conversations with each staff member in order to have a better understanding of the practices of Procurement. Ms. Hernandez Lane introduced the Procurement Resource Group and gave a comprehensive overview of the new group and detailed the group's respective new job duties. Ms. Hernandez Lane spoke of the Disparity Study for Metro. She also outlined the processes of the audit results and said that we (Procurement Division) will strive to do our best in all practices of the job.

Office of Financial Accountability Prompt Pay Report Ms. Hernandez Lane

Ms. Hernandez Lane reviewed the Prompt Pay report submitted to the Office of Financial Accountability for the 4th quarter. Metro and MNPS both underperformed during the 4th quarter even though their performances are still within acceptable limits for timeliness of payments to vendors.

Metro's overall timeliness digressed from 10 days average to 8 days. MNPS' timeliness increased for an average of 7 days in the previous quarter to 11 days.

Several departments show that the vendor was not prompt and by sending incorrect invoices.

Ms. Hernandez Lane spoke of several vendors with a tardiness of submitting invoices and how a few departments are affected by this.

Procurement Performance Measurements - Ms. Terri Troup

Ms. Troup presented the Board with the reported savings by the Procurement Division. She also gave an overview of how savings are measured at three levels: Historical Savings, Budget Savings, and Negotiated Savings. The Historical Savings for 4th quarter totaled **\$97,743**. Budgeted Savings for FY 17 was **\$4,934,374** and the Negotiated Saving for 4th quarter was **\$2,309,194**. Ms. Troup also presented the FY 17 Workload Metrics, 38 RFPs completed, 36 ITBs completed, 1 Emergency, 9 Sole Sources; 1 A&E Contracts and 11 Contract Amendments completed.

iSupplier/iProcurement Training Report-Ms. Starla Friedman

Ms. Friedmann stated that the overview of all training stats of 11 classes were taught and 43 employees attended. She also spoke of bringing on new departments onto iProcurement.

Minority-owned, Woman-owned, Service Disabled Veteran-owned and Small Business Utilization Report – Ms. Michelle Lane and Mr. Bryan Gleason

Mr. Bryan Gleason reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the FY 17 reveals a 6.52% MWBE participation and 16.95% SBE participation for a total DBE percent of 23.47%.

Next Meeting Date - November 9, 2017

Adjournment – Ms. Talia Lomax O'dneal, Chair

Chair Talia Lomax O'dneal moved that the meeting be adjourned. Receiving a second and unanimous vote, the meeting was adjourned.

Respectfully submitted,



Angela Doss, Secretary to the Board

APPROVED:



Talia Lomax O'dneal, Board Chair