

## Minutes of the

### MEETING OF THE MANAGEMENT COMMITTEE

Wednesday, November 8, 2017

**Committee Members Present:** Chair; Steven Chávez, Vice Chair; Richard Kramer, Deb Barber, Harry Melander, Katie Rodriguez, Sandy Rummel

**Committee Members Absent:** Gary Cunningham

#### CALL TO ORDER

A quorum being present, Committee Chair Chávez called the meeting of the Council's Management Committee to order at 2:41 p.m. on Wednesday, November 8, 2017.

#### APPROVAL OF AMENDED AGENDA AND MINUTES

It was moved by Rummel and seconded by Barber to amend and approve the November 8, 2017 agenda. **Motion Carried**

It was moved by Rodriguez and seconded by Barber to approve the minutes of the October 25, 2017 meeting of the Management Committee. **Motion Carried**

#### BUSINESS

**2017-253 SW:** General Office Products Sole Source for Office Cubicles and Furnishings  
Paul Conery, Director, Budget and Operations presented the item. It was moved by Rodriguez seconded by Rummel, that the Metropolitan Council authorizes the Regional Administrator to approve the General Office Products Sole Source purchase orders in the amount not to exceed \$2,400,000 for the purchase of Open Plan System office cubicles and furnishings for the Robert Street Facility.  
**Motion Carried**

**2017-247:** List of 2018 Authorized Financial Institutions

Rich Koop, Manager, Treasury, presented the item. It was moved by Rummel, seconded by Rodriguez, the Metropolitan Council approve the attached list of Authorized Financial Institutions for 2018.  
**Motion Carried**

**2017-251:** Report of 2017 Volume-Based Financial Contracts

Rich Koop, Manager, Treasury, presented the item. It was moved by Barber, seconded by Rodriguez, that the Metropolitan Council approve a report of 2017 volume-based financial contracts reflecting service provided in the following contracts:

1. Wells Fargo and US Bank - General banking services
2. Elavon, authorize.net and PayPal - Credit card processing, gateway and managed payment services
3. Bank of America (BofA) - Purchasing card services

Wells Fargo and US Bank - Custodian, securities lending, trustee and escrow.

**Motion Carried**

#### INFORMATION

##### Banking RFP Update

Rich Koop, Manager, Treasury presented the item. Jody Jacoby, Contracts Manager, Procurement spoke to how other Cities and organizations put together

their RFP's and how they ranked them and what we are looking at for ours. It was noted that this will go out December 1, 2017.

### **MCUB Update**

Wanda Kirkpatrick, Director, Equal Opportunity, Luis Morales, Manager of Special Projects, Elaine Ogilvie, EO Consultant, Jody Jacoby, Manager, Contracts & Procurement, Kelly Schmitz, Manager, Council Procurement, and Dayana Reyes-Zanaska, Manager, P-Card presented the item. Presenters reviewed current status and progress of the MCUB program.

### **Quarterly Procurement Report**

Jody Jacoby, Manager, Contracts & Procurement presented the 3<sup>rd</sup> Quarter Procurement Report.

### **Quarterly Financial Reports – Operating Funds**

The 3<sup>rd</sup> Quarter Financial report was distributed in advance of Committee meeting. Due to long running agenda this item was not presented. Presenters Marie Henderson, Controller, Ed Petrie, Director, MT Finance, and Ned Smith, Director ES Finance & Revenue were in attendance.

## **ADJOURNMENT**

Business completed, the meeting adjourned at 3:51 p.m.

Lori Connery  
Recording Secretary