

Finance & Operations Committee Meeting Minutes
June 25, 2018
9:30 AM – 11:30 AM

Board Members Present: Adela Flores-Brennan, Tom Massey and Nathan Wilkes

Staff Present: Brian Braun, Luke Clarke, Kelly Davies, Claudia Farnham-Wittner, Kelly Guthner, David Hague, Kevin Patterson, Jackie Sanderson, Alan Schmitz and Lisa Sevier

I. Welcome & Introductions

Nathan Wilkes started the meeting and called the meeting to order at 9:30 a.m., welcoming everyone in attendance, both in-person and on the phone. The May committee meeting minutes were approved.

II. Procurement Policy

The purpose of the Procurement Policy is to establish the guiding principles for the procurement of equipment, supplies, materials, goods and services. The Policy is to provide a high-level document which delivers the framework for the establishment and maintenance of procurement procedures necessary to:

- Maintain a procurement system of quality and integrity
- Maximize the value of dollars expended in purchasing
- Avoid unnecessary or duplicative purchases
- Ensure that adequate and meaningful competition is achieved for procurements
- Ensure fair and equitable treatment of parties who come in contact with the procurement process
- Ensure compliance with applicable State and Federal authority.

Procurement authorization and oversight is governed by the Authorization Matrix.

Board approval requirement is any expenditure over \$250,000, expenditures between \$5,000 and \$250,000 require approval from the Chief Executive Officer.

The committee discussed more formalization around board notification for additional expenditures. In particular, multiple procurements that result in exceeding the board approval threshold.

Federal guidance will be referenced in the Procurement Principles section of the policy.

III. Historical Review: Capital Investments

The Committee reviewed the organization’s past two years historical spend on capital investments. The capital investments are defined as assets that depreciate over time and include investments in technology, the customer service center, infrastructure and internal investments.

IV. Service Center

The majority of the assessments resulting from the service center review have been completed. Staff is reviewing the results and will report back to the Finance and Operations Committee. The plan is to leverage some of the findings prior to the next open enrollment, in addition to providing longer term goals for the service center.

V. Public Comment

None

VI. Adjourn

Meeting adjourned at 10:38 a.m.

Respectfully submitted,

Nathan Wilkes
Committee Chair