

**CITY OF ROCKVILLE
FINANCIAL ADVISORY BOARD**

DATE: September 8, 2021

LOCATION: Video/Teleconference on ZOOM

TIME: 6:45 p.m.

**Board Meeting
MINUTES**

PRESENT: Board Members: Harold Hodges, Vicky Hsu, Jack Kelly, Kenneth MacRitchie, Darryl Parrish, William Spagnuolo, Bob Wright (Board chair)
Mayor and Council Liaison: Councilmember Beryl Feinberg
Staff Liaison: Stacey Webster, Deputy Director of Finance
Staff: Xiaojing Zhang, Director of Accounting; Jessica Lewis, Director of Procurement
Guests: Rob DiSpirito, City Manager; Angela Judge, Deputy City Manager

ABSENT: None

I. Call to Order

Mr. Wright called the meeting to order at 6:45 p.m.

II. Approve Agenda

Mr. Wright asked the Board if there were any changes to the agenda. Mr. Wright then requested that after Item VI the Board approves the cover memorandum that goes with the Annual Report and Action Plan.

III. Approve Minutes

Mr. Kelly made a motion to approve the minutes from June 3, 2021. Mr. Parrish seconded the motion. All members voted in favor.

IV. Reports

- Mayor and Council Liaison Report – Councilmember Feinberg reported that the elected body is returning from summer recess and their first meeting back is on September 13, 2021. That meeting has three public hearings, several discussions, and adoption of a ‘no place for hate’ resolution. There might be another meeting on September 20, 2021, for a discussion on Boards and Commissions and COVID-19 protocols/guidance for staff.

- Staff Liaison Report – Ms. Webster reported that the FY 2023 budget process was starting in October with a public hearing, budget calendar review, and budget surveys. In addition to the FY 2023 budget items, the Mayor and Council will also start their discussions on the use of the American Rescue Plan Act funds that have been allocated to the city.
- FAB Member Reports – There were no members reports on Board activity. Mr. Hodges welcomed everyone back from vacation.

V. Finalize and Approve the FY 2021 Annual Report

Mr. Wright asked if the Board had additional comments, questions, or discussion on the FY 2021 Annual Report. There was no discussion. Mr. Kelly made a motion to approve the FY 2021 Annual Report. Mr. Parrish seconded the motion. The motion passed with a vote of 6-0-1.

VI. Approval of the FY 2022 Action Plan

Mr. Wright reported that he received a few edits from Mr. Parrish that references the period of review for two items. There were no other comments. Mr. Parrish made a motion to approve the FY 2022 Action Plan and forward it to the elected body for approval. Mr. Kelly seconded the motion. The motion passed with a vote of 6-0-1.

This section was added under Item II of this meeting:

Approval of Cover Memorandum

Mr. MacRitchie made a motion to approve the cover memorandum associated with the FY 2021 Annual Report and FY 2022 Action Plan and forward it to the elected body. Mr. Kelly seconded the motion. The motion passed with a vote of 6-0-1.

VII. Election of Board Chair

Mr. Parrish made a motion to elect Mr. Bob Wright as Board Chair. Mr. Kelly seconded the motion. The motion passed with a vote of 5-2-0.

Mr. Hodges made a motion to nominate himself for Board Chair. Mr. Spagnuolo seconded the motion. The motion failed with a vote of 3-4-0.

VIII. Old Business

Mr. Wright reviewed the follow-up items from the last meeting and all items were complete.

IX. New Business

Mr. Wright explained that the Procurement Action Plan Update was circulated to the Board members for comment. Mr. Kelly sent questions and comments to Procurement and Ms. Lewis responded. Mr. DiSpirito and Ms. Lewis explained some of the challenges that Procurement is currently facing due to the pandemic. Ms. Lewis also briefly explained the implementation of the new vendor system. She thanked Mr. Kelly for his comments and for his thorough review of the Procurement Action Plan Update.

Mr. Kelly referenced that there were five performance measures in the Calyptus Report, and three of them are not being addressed or reported. He specifically mentioned cycle times, the percent of files reviewed with perfect documentation, and percent of spending by using MFD enterprises. Ms. Lewis noted that because we do not have a formal MFD program we need to be careful with the statistics that we report. Mr. Lewis said that the percent of files reviewed with perfect documentation is no longer a performance measure, but to address this issue she instituted a 'checklist' for each procurement method. Ms. Lewis said that some of the cycle times are not realistic given current resources, but as our technology improves the cycle times for the city will go down.

Mr. Kelly explained the importance of an independent strategic plan for Procurement that is separate and distinct from a general strategic plan for the city. Examples that would be in a procurement strategic plan would be strategic sourcing, technology, staffing, etc. Mr. Kelly requested that he and Procurement have a meeting soon to discuss some Procurement opportunities. Mr. Kelly ended by thanking Ms. Lewis.

Mr. Lewis said that any strategic plan from Procurement would need to come after the city has a general strategic plan in place for them to follow. Councilmember Feinberg commented that the last formal general strategic plan was completed more than 10 years ago. She suggested that Ms. Lewis move on some of the goals that they do currently have.

Mr. Hodges asked if the e-sourcing software is currently being tested in the public – for all businesses, both big and small. Ms. Lewis said that they are not in that stage of implementation yet.

Mr. Wright asked how the Board would like to move forward with this item. Mr. Hodges recommends a more diverse approach to working on Procurement items with Ms. Lewis. Mr. Wright asked the Board members to send him two suggestions on what they would like to focus on at the next meeting related to Procurement.

Mr. Wright asked the Board to edit and approve his draft language for the Boards and Commissions section of the Mayor and Council report. Mr. Kelly made a motion to accept the edited language. MacRitchie seconded the motion. All members voted in favor.

Ms. Webster introduced Ms. Xiaojing Zhang, the city's new Director of Accounting, and announced that she will be the new staff liaison to the Board. Ms. Zhang gave a brief background about herself and expressed her interest in being involved with the Board.

Mr. DiSpirito introduced Ms. Angela Judge, the new Deputy City Manager.

X. Future Meeting Dates and Agendas

The next meeting will be held on **October 13, 2021**, at 6:45 p.m. via teleconference and will include the following:

- I. Call to Order
- II. Approve Agenda
- III. Approve Minutes
- IV. Reports
- V. TBD
- VI. Old Business
- VII. New Business
- VIII. Future Agenda and Meeting Dates
- IX. Good of the Board
- X. Adjourn

The next meeting after that will be held on November 10, 2021, at 6:45 p.m.

XI. Good of the Board

XII. Adjourn

Mr. Kelly made a motion to adjourn. Ms. Hsu seconded the motion. All members voted in favor. The meeting adjourned at 8:18 p.m.

Summary of follow-up items:

- Mr. Wright will send the final FY 2021 Action Plan, FY 2022 Annual Report, and cover memorandum to Ms. Webster for inclusion in the September 27, 2021, agenda item.
- Mr. Wright asked the Board members to send him two suggestions on what they would like to focus on at the next meeting related to Procurement.
- Mr. Wright will send Ms. Webster/Ms. Lewis the language to include in the Boards and Commissions section of the Mayor and Council report on the Procurement Action Plan.