

# **MASSACHUSETTS ASSOCIATION OF PUBLIC PURCHASING OFFICIALS (MAPPO)**

## **MEETING MINUTES**

**Wednesday, September 17, 2014  
Holiday Inn, Boxborough  
242 Adams Place, Boxborough  
Hosted by: MA Highway Association**

### Officers Present

Mary Delaney, President  
Tom Watkins, Vice President  
David Gelineau &, Co-Treasurer  
Sandra Marquis, Co-Secretary

### New Members Attending

Jacki Hickey, Wareham Housing Authority  
Eric Weiss, MHEC Executive Director  
Natasha Bizanos, OIG  
Eric Murphy, OSD  
Sheri Matthews, Tewsbury Public Schools

### Guests Attending

John Wood, Director of DPW, Carver  
Edward Bean, Somerville  
Matt Billetter, Pittsfield

### Welcome

Mary Delaney welcomed everyone back from summer and introduced the Board Members. Mary then passed out MAPPO ducks to the new members.

### Co-Secretaries Report

Mary asked for approval of the June, 2014 meeting minutes. A motion was made, seconded and motion was approved.

### Co-Treasurers Report

David Gelineau reported that the month's beginning balance was \$21,249.36 and after additional dues and expenses the ending balance is \$41,354.67. There were no questions or comments on the treasurer's report. A motion was made to accept the report and duly seconded. Motion passed.

The proposed budget for FY-15 was reviewed and approved.

### Legislative Affairs Committee Report

Two years ago the Construction Law Working Group was formed. During those two years the group concentrated on state laws that apply to construction projects valued at \$10 million dollars or more. At this moment the Construction Law Working group is dead but, Dan hopes that the MMA will pick-up the ball and continue to work with the legislature.

In the meantime, Dan and other members of the group would like to have the legislature focus their attention on smaller construction projects and public works projects. If you would like to help or join this group please contact Dan.

#### Web-site Committee Report

The calendar is up.

#### Speaker Committee Report

Angela has several new volunteers. She has some speakers booked for this year. If anyone has any ideas for topics or knows any good speakers please call or e-mail her. The October meeting will feature Angela Atchue, who will be speaking about the “House Doctor” program. Angela has asked that anyone with any questions on this topic to e-mail her before the meeting.

The November meeting will be sponsored by MHEC.

#### Working Group Committee

The Working Group Committee slowed down over the summer. The group needs to identify more contracts. The collaboration with CommBuys is going well.

#### MUNIS Working Group

The Munis Working Group has had 2 meetings. The group is trying to determine how to link MUNIS to CommBuys. They need more technical assistance. The group is also asking cities and towns to provide them with information on “how you do your purchasing”. Eventually the group will explore how to link other financial systems to CommBuys. Call if you want to join or give input to the committee.

#### Good & Welfare Committee

No report

#### Seminar Committee

No report

#### CommBuys Enablement Team for Municipalities

Bonnie Haymon from OSD reported that OSD has 6 outreach members and a training department. The team has been meeting with Whitney about MUNIS.

#### MAPPO Outreach Committee

Sarah Stanton was not available to speech. However, Mary explained the purpose of the committee. The Outreach committee will reach out to the purchasing agents in the cities and towns surrounding the monthly meeting locations. They will be invited to join us for the meeting and afterwards asked to join MAPPO.

#### Announcements

The membership reviewed the meeting schedule for FY15.

#### Recognitions

None

#### Old Business

Natasha Bizanos, OIG, wanted everyone to know that you can get the latest 30B rules and regulations can be found on-line [Mass.gov/free](http://Mass.gov/free). Also on-line are updated charts for Chapter 149, 30B and 30-39M. Reminder many of the cities and towns CPO delegation forms are old and need to be updated

### New Business and Member's Agenda Items

Eric Weiss, the new Executive Director for MHEC was introduced

### Speaker Presentation

Mary introduced Glen Cunha, Inspector General.

The Inspector General reviewed the report issued on the procurement case involving the former president of Westfield State University and the lessons learned. The case involved the President of the University use of public funds (primarily credit cards) for personal expenses including travel. During the investigation it became evident that the University had no one in place with the authority and/or responsibility for reviewing and approving the President's expenses. The Inspector General is recommending all institutions using public funds review their policies and procedures to insure they have the following controls:

- If other avenues of payment for goods and services are available to do not use credit cards
- If credit cards are needed to conduct business limit their use as much as possible
- Use a debit card that has been front loaded rather than a credit card
- Have a policy of reimbursement rather than granting access to a credit card
- Establish a policy and procedure for requesting funds
- Assign someone to be responsible for periodically reconciling expenses and reimbursements
- Establish a procedure whereby the person reconciling the accounts can alert someone if an anomaly is found
- If an anomaly is found in an expense submitted by a supervisor or higher there should be a chain of command that goes as high as the Board of Directors.
- A Director should be selected to periodically review the reimbursable expenses of the Executive Staff
- All policy and procedures need to be in writing

The Inspector General reviewed a case involving the MASS DOT. There were two issues at the DOT. The first involved the lack of policies and procedures for the assignment of state vehicles to employees. In short, who is authorized to receive a vehicle and what type of vehicle should be assigned. Since the MASS DOT budget includes State Troopers as well as Turnpike workers there are several types of vehicles that could be assigned.. For instance, State Troopers are usually assigned a Ford Explorer with a police package (\$8,000) while a Turnpike worker is assigned a small hybrid. At one point six people, not State Troopers, requested the Ford Explores with the police package. Someone responsible for procurement blindly signed the requisition. The mistake was not caught in time to recall all the vehicles. Four still remain on the road.

In a separate finding the DOT had applied for federal grant money under "Congestion Air Quality Mitigation". The grant was to provide funding, \$3.4 million, to replace 107 Crown Victorias with any fuel efficient vehicle. During the investigation it was found that the DOT did purchase 107 fuel efficient vehicles but took only 6 Crown Victorias off the road. The Inspector General reported the findings to the Federal government and the DOT will be held accountable.

The Inspector General recommended that the DOT create Policies and Procedures for how individuals receive state vehicles. Included in the policy should be a statement as to why an individual employee needs to receive a state vehicle. Also recommended was assigning someone to oversee grant implementation, preferable someone with a feeling of obligation.

There was a short question and answer session. The Inspector General mentioned that there are new regulations coming open for comment regarding Energy Management Services.

The membership asked if there would be an expansion of the on-line and distance learning trainings. IG's office has had a difficult time finding locations that have interactive video conferencing available.

#### Lunch

A BBQ buffet was served at 12:45 p.m. MA Highway Association provided the food.

#### Meeting Adjourned

Members attended trade show on their own.

Respectfully submitted,

Sandra L. Marquis, MAPPO Co-Secretary