



Procurement Standards Board Minutes

February 11, 2021

Members attending Ms. Talia Lomax-O'dneal, Chair, Ms. Shannone Raybon, Mr. Don Hardin, Mr. Bob Cooper, Dr. Cynthia Croom

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Ray, Procurement Division; Mr. Christopher Wood, BAO; Ms. Jerval Watson, BAO; Ms. Macy Amos, Department of Law

Due to the global pandemic meeting held virtually.

Chairman Lomax O'dneal called the meeting to order.

Judy Cantlon called roll. Ms. Lomax-O'dneal made a statement regarding the need to hold the meeting virtually and entertained a motion to confirm the need to move forward electronically given the extent of the global pandemic. The Board voted that there was specific need to protect health and safety to hold the meeting virtually. Ms. Raybon made a motion to approve and Mr. Hardin seconded. It was approved unanimously.

Ms. Lomax-O'dneal entertained an approval of the last meeting's minutes. Mr. Hardin made a motion to approve with change and Mr. Cooper seconded. They were approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Emergency procurement activity related to COVID19 continues to be significant. We have processed several sole source requests and emergency requests. Procurement Division employees continue to work from home. During the last quarter, two new employees joined Procurement, Marlon Bynum and John Stewart. They are in the Procurement Resource Group. Ms. Jamie Hunter departed to join Office of the Treasurer. Ms. Lane discussed major procurements from the last quarter. Mr. Hardin asked if the Health Insurance Benefits procurements with Cigna and Humana are the same. Ms. Lane stated the city has three contracts for employees to choose from. Blue Cross/Blue Shield was not complete before the end of the quarter.

EBO Update – Christopher Wood

The Disadvantaged Business report for the 2nd quarter reveals a 11.01% MWBE participation and 29.04% SBE participation for a total DBE percent of 40.06%. Dr. Croom asked if the number of businesses could be added not just the percentage. Ms. Gardner stated she should be able to track

that. Ms. Lomax-O'dneal asked about WeGo's numbers, they seem to be struggling. Ms. Gardner had spoke with them, they had a large vehicle purchase, when purchasing is back to normal, their number should improve. Mr. Hardin stated that MNPS improved slightly, do we know the reason? Ms. Lane stated MNPS Purchasing Agent, Jeff Gossage was in attendance and inquired if he wanted to speak. Mr. Gossage stated the increase was due largely to purchase of Dell computers and hotspots. Mr. Hardin asked about his plans to improve numbers. Mr. Gossage stated most of their major purchases - technology, curriculum and vehicles – do not have DBE participation. They are entering a contract with Meharry Medical but they aren't certified. Ms. Lane stated most entities will not certify a non-profit like Meharry.

BDO Report – Ms. Jerval Watson

Ms. Watson presented the BDO report for the quarter. Ms. Lomax-O'dneal asked if the MWBE and small business numbers were typical. Ms. Watson stated MWBE numbers are up and small are down slightly. Some small business have outgrown the program. Numbers will probably increase this year because of Covid. Ms. Lomax-O'dneal would like to identify businesses going out of business and see how we can help. Ms. Watson stated we are working with the SBA. Mr. Harding commended BAO for an excellent job.

Adjournment – Ms. Talia Lomax-O'dneal, Chair

Next meeting May 13, 2021.

Chair Talia Lomax-O'dneal requested a motion that the meeting be adjourned. Receiving a motion by Dr. Croom and a second by Mr. Hardin and a unanimous vote, the meeting was adjourned.

Respectfully submitted,

Signature on File

Judy Cantlon

APPROVED:

Signature on File

Talia Lomax O'dneal, Board Chair