



Procurement Standards Board Minutes

February 8, 2018

Members attending: Ms. Talia Lomax-O'dneal, Chair, Mr. Jon Cooper, Ms. Cynthia Croom, Mr. Don Hardin, Ms. Shannon Raybone

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup, Procurement Division; Ms. Nicki Eke, Department of Law; Mr. Bryan Gleason, BAO; Ms. Macy Amos, Department of Law

Chairman Lomax O'dneal called the meeting to order.

Ms. Lomax-O'dneal entertained an approval of the last meeting's minutes. They were approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Ms. Lane presented the Purchasing Agent report. Performance goals review will be included in each report. The office continues to provide a variety of goods and services for departments. Currently working on finalizing a quarterly training calendar for departments designed to improve the purchasing process. Vendor fairs have been planned to connect Metro employees with Metro-wide contract holders. This will allow employees to be aware of contracts already in place that they are able to buy from. Ms. Lane discussed major procurements valued over \$10 million. The Procurement Division has experienced several staff changes. We are working to fill vacated positions. Ms. Sandra Walker has been promoted to Senior Procurement Officer. An updated organizational chart was provided. The newly formed Procurement Resource Group (PRG) has been formed to support the work of the division. Currently working on educational roadmap for the professional development of staff. The disparity study work continues, projected to be complete June 30, 2018. A new procurement policy for high risk contract management has been developed and a copy provided. Ms. Lane reviewed four new pieces of legislation related to procurement. Copies of each were provided.

Key Performance Indicators (KPI) - Ms. Terri Troup

Ms. Troup presented the Board with the KPI for FY18 2nd quarter. She also commended staff on the work accomplished with current staffing level and Ms. Lane for her leadership during this time. Sole source process was discussed.

Minority-owned, Woman-owned, Service Disabled Veteran-owned and Small Business Utilization Report – Mr. Bryan Gleason

Mr. Bryan Gleason reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the FY 17 reveals a 6.69% MWBE participation and 35.80% SBE participation for a total DBE percent of 42.49%.

Ms. Lomax-O'dneal proposed a subcommittee to review disparity study recommendations. They will be ready to take action when disparity study is released. Mr. Cooper moved to establish a subcommittee, seconded by Mr. Hardin. Ms. Lomax-O'dneal stated it would consist of Legal and 3 others. Mr. Hardin was designated to chair this subcommittee.

Board Memo and Refresher – Ms. Nicki Eke

Ms. Eke presented the board with a Board Memo and Refresher regarding Duties of the Board.

Conflicts of Interest Refresher – Ms. Nicki Eke

Ms. Eke provided the board with an overview of the Conflicts of Interest Rules.

Business Analytics and Performance Measures – Board Members

The board discussed what is needed from R12 and the system now. Data of vendor performance needs to be captured across departments. Chair Lomax-O'dneal stated that purchasing is the experts on data needed and they should recommend to the board what is needed to measure.

Next Meeting Date – May 10, 2018

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

Chair Talia Lomax-O'dneal moved that the meeting be adjourned. Receiving a second and unanimous vote, the meeting was adjourned.

Respectfully submitted,



Judy Cantlon

APPROVED:



Talia Lomax O'dneal, Board Chair