



Procurement Standards Board Minutes

February 14, 2019

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

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup, Procurement Division; Ms. Jerval Watson, BAO; Ms. Macy Amos, Department of Law; Ms. Nicki Eke, 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. One position to fill in Purchasing and will be at 100%. The Procurement Division continues to implement the recommendations from the audit for the division. Management staff continues to meet with staff from the heavy using departments. Ms. Lane went over the Equal Business Opportunity (EBO) ordinance. It will go into effect on July 5, 2019. Ms. Lomax-O'dneal stated she is proud of Ms. Lane and Procurement for the work on EBO. The executive order for LGBT business enterprises has been signed by Mayor Briley. It will be included in the R12 update coming on July 1, 2019. Mr. Wooley from the LGBT Chamber was asked by Ms. Lomax-O'dneal if he would like to address the board. Mr. Wooley thanked Ms. Lane and Mayor Briley for their work on the executive order. He stated that the policy change will mean a lot to the citizens. Ms. Lomax-O'dneal asked Ms. Amos if any specific action is needed by the board to implement the executive order. Ms. Amos replied no. Ms. Lane stated that the procurement regulations provides for the process for establishing an Architecture and Engineering (A&E) Masterlist. This is to ensure equitable distribution of work. Ms. Lomax-O'dneal asked when this process was established. Mr. Cooper stated more than 20 years ago. Mr. Hardin stated one company seems to get a lot of work. Ms. Croom asked Ms. Lane for recommendations. Ms. Lane stated the process seems antiquated and could restrict competition. She would like to discuss with departmental users. She wanted board to be aware of issues. Mr. Cooper made a motion for the purchasing agent to review existing procedure and bring recommendations back to the board. The motion was approved.

Introduction of Chief Compliance Officer

Ms. Lomax-O'dneal introduced Ms. Patsy Cottrell. Ms. Cottrell told the board of her work background. She stated the mayor wanted someone to look at compliance and tighten procedures.

Key Performance Indicators (KPI) - Ms. Terri Troup

Ms. Troup presented the Board with the KPI for FY19 2nd quarter. She stated they are continuing to evolve on how to track numbers. Project Portfolio will assist with this. Ms. Lomax-O'dneal asked if she can add dollar value to sole source on next report. Ms. Troup replied yes. Ms. Lomax-O'dneal asked about emergencies. Ms. Croom asked about federal money coming that has to be spent, is there a process change? Ms. Lane stated the procurement code defines emergency and should use a method defined in the code. They have started tracking cooperatives. Average number of days went down since fully staffed. Ms. Lane stated they are in range of timeframe promised to departments. Mr. Hardin asked about average number of suppliers staying the same. Ms. Lane replied there is so much business it's easier to work for private companies. Ms. Lomax-O'dneal stated some companies are not interested.

Minority-owned, Woman-owned, Service Disabled Veteran-owned and Small Business Utilization Report – Ms. Jerval Watson

Ms. Watson reviewed the reports submitted to the Board on utilization. The Disadvantaged Business report for the 2nd quarter reveals a 4.91% MWBE participation and 7.81% SBE participation for a total DBE percent of 12.72%. She told the board about trainings coming up and that some of them are scheduled for 7:00 am to give construction companies a chance to attend.

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

Next meeting May 9, 2019 unless board needs to meet regarding the EBO before that date.

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