



## **Procurement Standards Board Minutes**

**November 7, 2019**

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

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Ms. Terri Troup, Procurement Division; Mr. Christopher Wood, BAO; 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.**

She stated that the new finance director, Kevin Crumbo, had a conflict for today's meeting and will be attending the next meeting. She introduced new board member – Bob Cooper.

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 updated the board on R12. Before system implementation a plan was put in place for emergencies. Four emergencies were completed during blackout. Back to normal except for a few issues outstanding. Dr. Croom requested the departments be surveyed on R12. She stated there has been an increase in open records requests. The Finance Director has requested an update of purchasing regulations. They will require a full review by Legal before it can be presented to the board. Board would like to receive something to review and will approve composition of a working committee. Staffing has remained steady, BAO has two new employees.

### **EBO Update – Christopher Wood**

Mr. Wood introduced new staff members Victoria Norfleet and Cedric Irvin. Due to the conversion of R12 the quarterly reports are not available.

### **BDO Report – Ms. Jerval Watson**

Ms. Watson reviewed training and events attended in the last quarter. It was asked if attendees are surveyed. Ms. Watson stated that surveys are given and we are always interested in feedback.

**Adjournment – Ms. Talia Lomax-O’dneal, Chair**

Next meeting February 13, 2020.

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

Respectfully submitted,

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Judy Cantlon

**APPROVED:**

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Talia Lomax O’dneal, Board Chair