



Procurement Standards Board Minutes

November 18, 2021

Members attending Ms. Kelly Flannery, Chair, Ms. Shannone Raybon, Mr. Wallace Dietz, Mr. Robert Ligon, Jr, Dr. Cynthia Croom, Ms. Kim Sansom

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Mr. Christopher Wood, BAO; Mr. Zak Kelley, Procurement Division

Chairman Kelly Flannery called the meeting to order.

Ms. Flannery requested introductions be made since there are several new board members and new Purchasing employees.

Ms. Flannery entertained an approval of the last meeting's minutes. Dr. Croom made a motion to approve and Ms. Raybon seconded. They were approved unanimously.

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Purchasing continues to meet virtually every two weeks with representatives of the heaviest using departments of the procurement process. Those departments include General Services, Water Services and NDOT. Meetings with Parks are held once a month at the request of the department. This allows us to receive detailed information regarding the Departments' procurement activity and to anticipate upcoming procurements to manage workloads and expectations. Emergency procurements related to the global pandemic have waned. Procurement staff continue to work at home. A virtual workplace policy has been implemented. Staff will return to work at least 2 days a week beginning January 18, 2022. Purchasing is now fully staffed. Ms. Lane presented details on high value contracts for the last quarter. There were two protests and two debarments during the first quarter of FY2022. Ms. Lane asked Ms. Amber Gardner to present an overview of the data reports for the quarter.

EBO Update – Christopher Wood

The Disadvantaged Business report for the 1st quarter reveals a 7.33% MWBE participation and 17.6% SBE participation for a total DBE percent of 24.93%. This represents an increase in participation.

BDO Report – Mr. Zak Kelley

Mr. Kelley presented the BDO report for the quarter. The trainings represented in the report were How to Do Business with Metro and Certification.

Discussion of Comment Period for Regulation Promulgation – BL2021-676

Legislation BL2021-676 was filed and adopted by the Metropolitan Council. This legislation establishes requirements related to work quality and to minimize liability due to employment and safety violations of contracting parties. This legislation also modifies the composition of the Procurement Standards Board. Upon the advice of the Law Department, the Mayor did not sign the legislation. The Law Department advised Procurement that no action is to be taken on the Bill related to the work safety provisions, however there are provision to take effect related to the Procurement Standards Board composition, public notice of procurement regulation modifications and public contracts listing. The recommendation is to add an email for public comment on proposed procurement regulations modifications. Dr. Croom made a motion to accept this recommendation and Ms. Raybon seconded. The motion passed unanimously.

Proposed Procurement Regulations Modifications

Ms. Lane presented information on the following modifications.

Regulation 4.12.040.13 – Ms. Sansom made a motion to accept this modification and Ms. Raybon seconded. The motion passed unanimously.

Regulation 4.12.030.06.02 – Ms. Raybon made a motion to accept this recommendation and Mr. Dietz seconded. The motion passed unanimously.

Regulation 4.12.090.05 – Dr. Croom made a motion to accept this recommendation and Ms. Sansom seconded. The motion passed unanimously.

Regulation 4.12.110 – Mr. Dietz made a motion to accept this recommendation and Dr. Croom seconded. The motion passed unanimously

Regulation 4.36.020 - Mr. Dietz made a motion to accept this recommendation and Ms. Raybon seconded. The motion passed unanimously

Adjournment – Ms. Kelly Flannery, Chair

Next meeting Feb. 17, 2022

Chair Flannery requested a motion that the meeting be adjourned. Receiving a motion by Dr. Croom and a second by Mr. Dietz and a unanimous vote, the meeting was adjourned.

Respectfully submitted,

Judy Cantlon

APPROVED:

Kelly Flannery, Board Chair