



Procurement Standards Board Minutes

February 17, 2022

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

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Mr. Christopher Wood, BAO; Ms. Jerval Watson, Procurement Division, Ms. Macy Amos, Legal

Chairman Kelly Flannery called the meeting to order.

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

Purchasing Agent Report – Ms. Michelle Hernandez Lane

Ms. Lane noted that management staff continues to meet virtually every two weeks with representatives of the heaviest using departments of the Procurement process. 100% of Procurement Division employees continue to work from home because of the pandemic. All employees execute daily tasks and duties remotely. As noted in previous reports, the Procurement Division is well suited for this transition given the digital nature of most of the procurement functions executed by the Division. Our planned return to work date of January 18, 2022, has been pushed back to a later date yet to be announced due to the rise in cases resulting from the rise of the Omicron variant. During the last quarter, one new staff departure and addition occurred within the Procurement Division in the Business Assistance Office (BAO), specifically. Ms. Cierra Rowe departed for private sector employment and Ms. Angie Martin joined the BAO. Ms. Lane noted that this hire rounds out the Procurement Division and constitutes full staffing. During the last quarter, the Purchasing Division engaged procurement activity resulting in the transactions detailed in the Key Performance Metrics Report in Board Member packets. Two protest hearings were held during the last quarter pursuant to procurement activity related to the Pest Control Services solicitation for the General Services Dept. and the Inmate Clothing Solicitation for the Davidson County Sheriff's Office. There were no appeals filed.

EBO Update – Christopher Wood

The Disadvantaged Business report for the 2nd quarter reveals 8.15% MWBE participation and 7.01% SBE participation. Mr. Wood expressed his appreciate for the support of the board members. Ms. Raybon inquired if evolution can be shown. Ms. Lane stated we can show trends from 2007 and we are on track for disparity study. Mr. Dietz asked if it is done by an outside firm. Ms. Lane indicated will be an outside firm. Ms. Raybon asked if it will be competitively procured? Ms. Lane stated the same firm will be used this time but next cycle should be competitively procured.

BDO Report – Ms. Jerval Watson

Ms. Watson presented the BDO report for the quarter. We also presented the Procurement Summit yesterday (Feb. 16, 2021) that was very well attended. Dr. Croom asked if surveys were sent for the summit, Ms. Watson replied that they were sent.

Proposed Procurement Regulations Modifications

Regulation 4.36.020 This regulation was re-presented for the board action because the correct marked up version was not presented to the board at its last meeting. This corrected marked up version was presented to the Board for action

Motion to approve this modification was made and properly seconded. The motion passed unanimously.

Adjournment – Ms. Kelly Flannery, Chair

Next meeting May 19, 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