



## **Procurement Standards Board Minutes**

**May 19, 2022**

Members attending Ms. Kelly Flannery, Chair, Ms. Shannone Raybon, Mr. Wallace Dietz,  
Ms. Kim Samson, Dr. Cynthia Croom

Others present: Ms. Michelle Hernandez Lane, Procurement Division; Mr. Christopher Wood, BAO;  
Mr. Zak Kelley, 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. Ms. Raybon made a motion to approve and Mr. Dietz 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. The Procurement Division also held its first Procurement Summit designed to provide departmental users with the tools and resources needed to better use the procurement process. We provided information on Ethics and Conflicts of Interest, effective use of the sourcing process, effective contract administration and vendor performance management, as well as MWBE utilization and business development. Approximately 307 employees participated. Procurement Division employees continue to work using a virtual workforce process which allows employees to work in the office two days a week and to work from home three days a week. One staff member, Marlon Bynum, has submitted resignation effective May 20<sup>th</sup>. Interviews will be held to fill this position. The FY23 budget preparation process kicked into high gear during the third quarter. Procurement Division leadership attended most departmental budget hearings to understand prospective upcoming purchase demands. 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 Medical Benefits solicitation for the Human Resources Dept. There was one appeal filed.

### **EBO Update – Christopher Wood**

The Disadvantaged Business report for the 3<sup>rd</sup> quarter reveals 11.59% MWBE participation and 18.62% SBE participation. These numbers are comparable to last year. The MLS project which had a 30% target for SMWBE's is currently at 36.8%

**BDO Report – Mr. Zak Kelley**

Mr. Kelley presented the BDO report for the quarter. 531 people received digital files and/or recordings of trainings. 420 people attended live trainings.

**Proposed Procurement Regulations Modifications**

**Regulation 4.48.030.01.F**

*The Purchasing Agent shall have discretion to make an audio or audiovisual recording of any meeting between Procurement Division staff and any employee or agent of an entity submitting or considering submission of a bid or proposal in response to a Metropolitan Government solicitation. No other person may make an audio or audiovisual recording of such meeting. A copy of any recording made by the Purchasing Agent shall be made a part of the procurement file for the solicitation to which it pertains and made available upon request to any member of the public after issuance of a notice of intent to award.*

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

**Adjournment – Ms. Kelly Flannery, Chair**

Next meeting August 18, 2022

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

Respectfully submitted,

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Judy Cantlon

**APPROVED:**

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Kelly Flannery, Board Chair