

**OFFICE OF THE ATTORNEY GENERAL  
Procurement Policy Compliance and Monitoring Board**

**SPECIAL MEETING MINUTES**

**Sunday, March 22, 2020**

The Procurement Policy and Compliance Monitoring Board met in a special session On **Sunday, March 22, 2020 via conference call**

Karla Schreiber, Chairperson called the meeting to order at 4:35 p.m.

**ROLL CALL**

**Board members present (3):**

Springfield: Pam Blackorby, present  
Tad Huskey, absent  
Lisa Kaigh, absent

Chicago: Karla Schreiber, present  
Jessica O’Leary, present

Other staff: Eileen Baumstark-Pratt, Acting SPO  
Kimberly Brauer  
Rocco LaSalvia

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**New Business**

**Service Masters**

Eileen Baumstark-Pratt, Acting SPO, explained the office received a call that a staff member from our Montvale office presented to the Emergency room and was diagnosed with pneumonia and was pre-screened for Covid19 and was instructed to assume she was positive for Covid19.

Office Services reached out to Service Masters a vendor that specializes in Anti-Microbial cleaning for suspected or confirmed Covid19 exposure. Due to the nature of this COVID-19 pandemic Service Masters will perform the the following: hand wipe all horizontal and frequently contacted surfaces, disinfect all floors and walls (10’ up), after hand cleaning all frequently contacted surfaces, SRM will apply an aerosolized disinfection solution to frequently contacted porous surfaces such as upholstery, carpet, cubicles, etc.,

In addition Service Masters will be required to use PPE, non-porous coveralls, eye protection, N95 respirators at minimum, 2 pairs of nitrile disposable gloves, an Industrial Hygienist will be brought onsite to oversee the adherence of all safety protocols and to ensure proper disinfection methods, Containment or decontamination chambers may be necessary based on building layout.

Office Services will execute a purchase order to secure these services from DSI Holdings Corp (Service Masters) for an amount of \$39,600

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received.

**Adjournment:**

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Jessica O'Leary seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Pam Blackorby, Jessica O'Leary and Karla Schreiber

The meeting adjourned at 4:41 p.m.