

ATTORNEY GENERAL'S PROCUREMENT POLICY AND COMPLIANCE MONITORING BOARD

Members: Dave Boots, Joe Small, Pamela Blackorby, Karla Schreiber, Sam Dorger

Minutes

February 27, 2013, 2:00 p.m.

Meeting Locations:

Chicago: James R. Thompson Center, 100 W. Randolph St., Room 11-722A, Chicago IL. 60601

Springfield: Attorney General's Office, 500 S. Second Street, Room 214, Springfield IL. 62706

Participants communicated via telephone conference call.

Board Members Present in Springfield: Dave Boots
Joe Small
Pamela Blackorby

Board Members Present in Chicago: Karla Schreiber

Board Members Absent: Sam Dorger

Others Present in Springfield: Matt Sebek, Assistant Attorney General
Lesslie Morgan, Chief Internal Auditor

Others Present in Chicago: Melissa Mahoney, Chief Procurement Officer (CPO)
Rocco LaSalvia, Acting State Purchasing Officer (SPO)
Iris Delgado, Purchasing Supervisor
Lora McDonald, Chief Technology Officer
Mary Jordan – *Recorded Minutes*

Rocco LaSalvia called the meeting to order at 2:05 p.m. and welcomed all participants to the first Attorney General's Procurement Policy and Compliance Monitor Board Meeting.

General Discussions Regarding PPCMB Protocols:

The first item on the Agenda was a discussion regarding revisions to Article 7 of the OAG Policy and Procedure Manual and the new PPCMB Protocol. Copies of the Policy revisions and the new Protocol were distributed to each board member at the meeting and Mr. LaSalvia set aside time for members to review the documentation.

Board Member Boots sought clarification regarding the PPCMB meeting schedule and how new procurement requests would be addressed in the future.

Mr. LaSalvia stated that most purchases would be addressed during regular meetings. However, if the procurement is time sensitive and requires action prior to the next scheduled meeting, a packet of information would be prepared and disbursed to the board (via e-mail) to determine if a special session is required. Mr. LaSalvia asked each board member to review their calendar so he could post the

PPCMB meeting schedule for the balance of the fiscal year. The board should meet at least once per month and should target the third or fourth Wednesday of each month.

Matt Sebek indicated that there are specific requirements for each type of notice outlined in the Open Meetings Act. He stated that he is willing to assist by reviewing future notices/requests to ensure compliance with the Open Meetings Act.

Mr. Sebek commented that minutes recorded for each meeting shall include: the time and place of the meeting; members names shall be announced and be recorded as present or absent (identify if members were physically present or present by means of video or audio conference); and a summary of discussions of all matters proposed, deliberated, or decided.

Mr. Boots asked if the Contract's Administrator title referenced in the Protocol was going to be a designated person or if that title generally implied that contracts would be prepared by each requester.

Mr. LaSalvia responded by stating that the reference to the Contract's Administrator did not imply that contracts would be prepared by each requester. No changes to the existing process were contemplated. Mr. LaSalvia sought confirmation from Melissa Mahoney and she confirmed that there will be no changes to the existing contract process.

Lesslie Morgan asked how many members are on the board.

Ms. Mahoney responded by stating there are five (5) members.

Ms. Morgan stated that she is not a board member and wanted to note that as Chief Internal Auditor that she would not be actively participating during board meetings, she would simply be an observer. Ms. Morgan stated that due to previously scheduled audit training dates and meetings she would be available on the fourth Wednesday of each month.

Mr. Sebek referenced that he was going to seek clarification by reviewing the Open Meetings Act and determine if the Springfield Office should be noted as the official PPCMB meeting site for public attendance since three members (representing a quorum / majority) are based out of the Springfield office.

Mr. Sebek stated that there are additional requirements outlined in the Open Meetings Act in regards to training. Each Board Member must complete OMA training within 90 days from the date they assume their duties. Further, the board must appoint at least one OMA designee who in addition to completing the initial training must continue training on an annual basis thereafter.

Mr. Boots volunteered to be the board's designee for the annual training requirement.

Joe Small asked if further changes to office policy would occur, specifically the Accounting Article that references contract requirements, etc.

Melissa Mahoney indicated that there would be further review of policy and changes would be implemented if necessary.

There were no further questions or comments from PPCMB members.

Purchase of Laptops and Monitors:

Mr. LaSalvia moved to the next item on the agenda; purchase of Dell hardware off the existing OAG contract with Dell.

Mr. LaSalvia indicated that Information Technology has submitted a request, on behalf of various bureaus, to purchase Dell Laptops and monitors. Information related to the request was included in the PPCMB's members' agenda packets. The items requested would be purchased off the existing OAG Dell contract that is in effect until January 2014.

The floor was open for questions or comments from PPCMB members. There were no questions or comments from the Board members.

Public Comment:

No Public Comments.

Adjournment:

A motion to adjourn was called by Karla Schreiber and seconded by Dave Boots. The motion was approved unanimously, and the meeting was adjourned at 2:35 p.m.