

**State Of Illinois
State Use Committee Meeting
Minutes
August 13, 2014**

Video Conferencing sites:

SIU-C	Stratton Bldg.	JRTC	Hanley Bldg.
Lawson Hall, Room 180	Room 500 ½	Room 9-035	Room 120
Carbondale	Springfield	Chicago	Springfield

I. Call to Order

Chairman Loftus called the meeting to order at 2:00 P.M.

II. Roll Call

Brynn Henderson conducted roll call.

The following members were present: (Attachment #1 sign in sheet)

Mitzi Loftus: Stratton Springfield

Kacy Bassett: JRTC Chicago

Seymour Bryson: SIU-E Carbondale

Richard W. Gloede: Stratton Springfield

Chris Dickey: SIU- E Carbondale

Dan Strick: JRTC Chicago

Audrey McCrimon: JRTC Chicago

Chairman Loftus announced that there was a quorum present.

Chairman Loftus introduced Acting Director Simone McNeil to the Committee.

Acting Director Simone McNeil thanked the Committee for their advocacy for people with disabilities and also thanked Deputy Director Mitzi Loftus and her staff for their hard work. She also mentioned the importance of compliance is to make sure that we comply with the code. She stated that Ben Bagby and Matt Brown are on the agenda today to answer any questions the committee might have regarding the Illinois Procurement Code and that she is always accessible for questions.

III. Approval of the July 9th, 2014 Meeting Minutes

Chairman Loftus confirmed the members had reviewed the Minutes and that there were no proposed corrections. Chairman Loftus called for a motion to approve the Minutes.

Motion to Approve: Member Gloede

Second: Member Bryson

Tally of Votes: Members unanimously approved the Minutes.

IV. Review of and Vote on Proposed Contracts (Attachment #2 vote sheet)

Chairman Loftus asked the Committee if everyone had a chance to review the list of contracts that are to be voted on today.

The Committee stated that they did.

Corrie Smith read aloud the contracts for vote.

After the reading of each contract, Chairman Loftus asked if there were any questions from a member or a public member regarding any contract.

Member Gloede asked if there was a representative from The Chicago Lighthouse available to answer a question and Melanie Hennessey was present from the Chicago Lighthouse. He asked if a client had difficulty with the call center task, does a supervisor help out. Melanie Hennessey from the Chicago Lighthouse explained that yes, the supervisor helps out with the base training and/or accessibility.

After voting on each contract individually, Chairman Loftus called for a motion to approve the list of contracts read aloud by Corrie Smith.

Motion to approve: Member Gloede

To second: Member Dickey

Tally of Votes: The contracts were unanimously voted on with the exception of the following:

Member Strick	SouthStar Services	CMS	Electronic Recycling	Abstain
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V. New Business

Chairman Loftus stated that at the last meeting there were questions and issues about the Procurement Code and invited Ben Bagby, Chief Procurement Officer for Higher Education and Matt Brown, Chief Procurement Officer for General Services to speak on the code and also answer questions.

Ben Bagby was pleased to see that there was a big improvement from previous meetings in regards to the availability of the request letters, postings and policy transparency. He gave a brief summary of the Procurement Code and also announced to the Committee that he has identified twenty items for the list of preferred supplies and services; he said that this was a start. There was also some discussion as to why the Illinois Correctional Industries Program does not have to post contracts; Ben Bagby responded that Correctional Industries transactions are state funded transactions.

Matt Brown gave a brief summary of the Illinois Procurement Code (30 ILCS 500/45-35) and stated as CPO's they must establish best state practices which includes a high level of transparency. It was also asked by the Committee if the contract should be posted before the State Use Committee meeting or after; Chairman Loftus responded that it should be posted after the vote, if possible. Otherwise a disclaimer indicating it is subject to the Committee's approval should be added to the posting.

Other discussions included the CPO's jurisdiction over Community Colleges. Ben Bagby stated the Illinois Procurement Code excluded the Community Colleges. Acting Director McNeil asked to see a copy of the annual report and said that she will try and meet with the Community Colleges. There was also discussion regarding developing guidelines for the State Use Committee and that the Annual Report for FY 14 should be ready in November for the members to review.

Corrie Smith gave a report on the dollar amount received in contracts: The State Use Program is up to \$51 million compared to FY13 \$34 million.

Acting Director McNeil introduced Ben Jones from the Business Enterprise Program Counsel who was there to observe.

VI. Future Meeting Date

Chairman Loftus stated that the next meeting is scheduled for October 8th at 1:30.

The next scheduled meeting dates are as following:

January 15, 2015

April 14, 2015

May 13, 2015

June 10, 2015

VII. Adjournment

Chairman Loftus called for motion to adjourn.

Motion to Approve: Member Gloede

Second: Member Dickey

Tally of Votes: Members unanimously approved the motion to adjourn.

Chairman Loftus announced the motion to adjourn was approved and adjourned the meeting at 3:15 P.M.

