

**State Of Illinois  
State Use Committee Meeting  
Minutes  
October 8, 2014**

Video Conferencing sites:

SIU-C  
Lawson Hall, Room 180  
Carbondale

Stratton Bldg.  
Room 500 ½  
Springfield

JRTC  
Room 9-035  
Chicago

**I. Call to Order**

Chairman Loftus called the meeting to order at 1:35P.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: Stratton Springfield

Dan Strick: JRTC Chicago

Audrey McCrimon: JRTC Chicago

Chairman Loftus announced that there was a quorum present.

**III. Approval of the August 13, 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 Dickey

Tally of Votes: Members unanimously approved the Minutes.

Director McNeil announced that she had reached out to the Community Colleges and Higher Education and spoke to Deputy Chief of Higher Education, Lindsay Anderson, to invite their procurement people from Community Colleges and Higher Education to the State Use expo coming up on October 23<sup>rd</sup> at the JRTC. This will incorporate a group that has not been included previously.

#### **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 and request letters 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 committee member or a member of the public regarding any contract. 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:

Elm City Rehab Janitorial in Jacksonville was removed from vote.

#### **V. New Business**

Sharla Roberts, Director of Procurement Diversity with the University of Illinois gave a presentation on the Higher Education Diversity Working Group. The Illinois Public Higher Education Cooperative (IPHEC) Purchasing Advisory Council (PAC) established a group of volunteers to participate in the IPHEC Programing Diversity Working Group. All Universities were provided the opportunity to appoint a representative. There are seven (7) to nine (9) members that have participated in one or more of the working group discussions to date. The purpose of the Diversity Working Group is to work through the development of guidelines on diversity initiatives and program development. Each University's Board of Trustees will consider how best to incorporate recommendations of the Working Group.

Sharla Roberts, Chair of the Diversity Working Group, has presented the list of preferred supplies and services provided by Ben Bagby, Chief Procurement Officer of Higher Education, to the Diversity Working Group to make it a high priority to promote the State Use Program. The Working Group will continually add products and services to this preferred list as the real needs of the University Procurement Departments are accessed. This list will be provided to the State Use Committee.

Member McCrimon addressed the Committee about the new rules of Joint Committee on Legislative Rules (JCAR) and how we as a committee respond to the rule making process regarding the State Use Program.

Ellen Daley, CMS Legal, explained the process of the JCAR ruling and said there were very minor changes to the State Use portion with no significant changes.

Member Strick suggested that if there is something in the Illinois Register that impacts the State Use Statute, the Committee members should be alerted.

Chairman Loftus stated that if there are no new issues regarding the 1) Procedures of and powers and duties of staff and committee and 2) Draft of call in procedures for State Use Meetings that were discussed in previous meetings, that they can be implemented at this time with no further discussion. There was no further discussion or comments.

Chairman Loftus wants to make sure all Committee members have a copy of the list of preferred products and services that Ben Bagby, CPO of Higher Education, has provided as a starting point. The list was in the packet sent out to all Committee members prior to meeting.

Member Gloede stated that he would like to have the paper products contract considered to be added to the preferred list. It is a State Use contract presently and includes numerous items that could be utilized in the preferential list.

Tom Colclasure, CEO Shelby County Community Services, addressed the Committee regarding the Five Year Plan. As chairman of the task force to implement the plan, he stated that he has personal and professional interest in its success. The plan is very aggressive and being implemented with only two staff members, there was some concern. He complimented Brynn and Corrie highly for their hard work and bringing the numbers up to over 50 million in just two years.

#### **VI. Future Meeting Date**

Chairman Loftus stated that the next meeting is scheduled for December 10, 2014 at 1:30.

Future meeting dates:

January 14, 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 Bryson

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

Chairman Loftus announced the motion to adjourn was approved and adjourned the meeting at 2:18 P.M.

BH

