

**State Of Illinois
State Use Committee Meeting
Minutes
October 25, 2013**

Video Conferencing sites:

SIU-C	CMS	CMS	IDOT
Lawson Hall, Room 225 Carbondale, IL	Room 500 1/2 Springfield, IL	JRTC, Room 9-036 Chicago	Room 120 Springfield

I. Call to Order

Chairman Roberts welcomed Committee and guests and called the meeting to order at 1:35 P.M.

Chairman Roberts introduced Acting Director Simone McNeil to the Committee.

Acting Director Simone McNeil stated that she was happy to be here and that the Governor usually says “Everybody in and no one out” and would like to do our best to achieve that goal. Acting Director Simone McNeil also introduced the new Assistant Director Austin Baidas.

Chairman Roberts announced that Mitzi Loftus will be replacing her as the Chairman representing Director Simone McNeil. The Chairman stated that today was her last day with CMS, she is leaving to be Chief of Procurement Diversity at University of Illinois.

Member Audrey McCrimon stated that she appreciated the patience that the Chair has shown and the efforts to move this program by targeting, setting goals and doing outreach that has helped increase the opportunities for people with disabilities. Audrey McCrimon wished the Chair well and hoped that she only changes her address and not her agenda.

Chairman Roberts thanked Audrey McCrimon and also wanted to thank Corrie Smith and Brynn Henderson; they are a 2 man team and have increased the numbers from 32 million to 34 million this year.

Chairman Roberts asked Corrie Smith to do the roll call.

II. Roll Call

Present at the meeting were the following members: (see attached)

Sharla Roberts
Seymour Bryson
David Dailey
Christine M. Dickey
Richard W. Gloede
Audrey McCrimon

Dan Strick
Curt Massie

Chairman Roberts announced that there was a quorum present.

III. Approval of the Minutes of the August 7, 2013 Meeting

Chairman Roberts called for a motion to approve the Minutes from the August 7, 2013 Meeting.

Motion to Approve: Member Gloede

Second: Member Dickey

Tally of Votes: Members unanimously approved the August 7, 2013 Meeting Minutes

IV. Review of and Vote on Proposed Contracts (see attachment for list of contracts)

Chairman Roberts asked if everyone had a chance to review the list of contracts to be voted on and asked Brynn Henderson to read the contracts aloud.

All contracts for vote were read aloud by Brynn Henderson

Chairman Roberts asked if there were any question.

Member McCrimon asked if we knew what the contract with DHS is for.

Bill Strahle, Agency Procurement Officer from DHS stated that this is a call center contract for the Electronic Visit Verification program to start November 6th.

Member McCrimon asked if it was through the 800 number.

Bill Strahle answered yes.

Chairman Roberts asked if there were other questions and called for a motion to approve the list of contracts read aloud by Brynn Henderson.

Motion to approve: Member Massie

To second: Member Dickey

Tally of Votes: Members unanimously approved the contracts read aloud by Brynn Henderson.

V. New Business

Chairman Roberts stated the next item on the agenda is codes for services and supplies.

Chairman Roberts stated that she, Corrie Smith, Brynn Henderson and Mitzi Loftus has met with Chief Procurement office to discuss the services and supplies items that will be procured by the workshops. Chairman Roberts stated that Corrie Smith and Brynn Henderson submitted a list of current services and goods.

Chairman Roberts asked Joe Kim from the CPO's Office if he had any recommendations and had his office had a chance to look at the list.

Joe Kim, Chief Procurement Office stated that potentially there could be two lists, 1) codes that are already on the list from current contracts and 2) a list of vendors that are re-registering by October 2nd; we have not circled back on those items.

Mitzi Loftus, Deputy Director, stated that since the last time we met, Corrie and Brynn have not received all the applications from the vendors, we are getting close. When we receive the rest of the applications, we will follow up with the CPO's office.

Member McCrimon asked if Deputy Director Mitzi Loftus had a time frame in mind. She also stated that in one of the working group meetings it was discussed how this fits in the flow of the 5 Year Plan and what the State Use workshops capabilities are in the future.

Mitzi Loftus, Deputy Director, stated that in the next week or two we will get a new list to the Committee and to the same parties that met with the CPO's office.

Deputy Director Mitzi Loftus asked the Chair if she received a draft document more like a table that outlined the nine points of the responsibilities of the Committee versus CMS.

Chairman Roberts announced that Dan Strick joined the meeting.

Member McCrimon asked if there was another step that ladders between the staff and committee.

Chairman Roberts stated that this is just a guideline and that this can be fine tuned with the information that was provided.

Mitzi Loftus, Deputy Director, stated that the intent was to agree on the basics and try to flush out some steps underneath it. Deputy Director also stated that if we could get the notes or your feedback to use, we would certainly be willing to work on more flushing out of those procedures and we could get something pretty quickly.

Member Bryson asked while we are identifying the goods and services and you're saying that we are waiting for the workshops to tell us, is it possible you as the State can identify opportunities?

Member McCrimon responded that new capabilities on the State side for new opportunities may arise, we could miss that as shaped in the Five Year Plan.

Chairman Roberts stated that this is one of the duties of the State Use Committee; to set up guidelines for the agencies to be able to participate in the program.

Member McCrimon states that the key roll of the CPO's office in their roll of opportunity discussions in terms of their forecasting abilities and opportunities that are coming from the agencies, without them it's hard to project new products and services.

Member Gloede agreed with Member McCrimon and Member Bryson, the workshops may not be aware of what opportunities are out there.

Tom Colclasure, President of Shelby County Community Services, stated that about a year and a half ago he led the team for the 5 Year Strategic Plan, we set an aggressive goal and I would like to be complimentary of Corrie Smith and Brynn Henderson, the task force committee members didn't think that it could happen with just two staff members, but somehow they did it, they are meeting those goals and are making it happen. In the plan, we did exactly what you are discussing now, identifying what the state can do and also what the workshops would consider even if they are not doing it now.

Chairman Roberts thanked Tom Colclasure and stated that she does remember working with Tom Colclasure when she first became Chairman and how the numbers have grown significantly since she started with CMS.

Tom Colclasure stated that he hopes that the Five Year Plan could be used as a tool and stays on top of the table.

Chairman Roberts thanked Tom Colclasure.

Member Strick asked how the process works, how do the codes get defined?

Member Roberts answered that the Committee have a list for the CPO's office; Joe Kim had the list but has not had a chance to review it.

Member McCrimon stated that a lot of work went into the Five Year Plan and should be shared with the Director. Lots of complications and challenges when the State Use Law was first put into place, since that time SPO's and CPO's came into play, this Committee statement, it has grown, we are more aware of it. There is a wider span of wages for people with disabilities; we want to see the growth. The quality of life continues the movement. We have to pick up the plan.

Chairman Roberts asked if there were any more questions.

Chairman Bryson stated that the State Use Committee will have a list of opportunities in the near future available to you, I want to make them aware of what their potentials are and one should come from the state.

Member McCrimon stated that Corrie and Brynn have done a great job, two expos one in Chicago and one in Springfield, it worked well, they would like to have one in Southern Illinois so that some of the others could participate. Once we define the categories, the State Use Program can grow even more.

Chairman Roberts asked if any public member wanted to address.

VI. Future Meeting Date

Chairman Roberts asked Committee for recommendation for future meeting dates.

Next meeting date: November 21 at 1:30 P.M.

Motion to Approve Meeting Date: Member Strick

Second: Member McCrimon

Tally of Votes: Members unanimously approve the motion to host the next meeting on November 21, 2013 at 1:30 P.M. At that meeting we need to come up with four future meeting dates in order to comply with the open meetings act.

Chairman Roberts announced that the motion passed.

VII. Adjournment

Chairman Roberts called for motion to adjourn.

Motion to Approve: Member Bryson

Second: Member Gloede

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

Chairman Roberts announced the motion to adjourn was approved and adjourned the meeting at: 2:10