

**State Of Illinois**  
**State Use Committee Meeting**  
**Minutes**  
**October 31, 2012**

Video Conferencing sites:

SIU-C	CMS	CMS	IDOT
Morris Library 184-A Carbondale, IL	Room 500 ½ Springfield, IL	JRTC, Room 9-036 Chicago	Room 120 Springfield

**I. Call to Order**

Chairman Roberts welcomed everyone and called the meeting to order at 1:03 P.M.

**II. Roll Call**

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

Sharla Roberts, Chairman  
Seymour Bryson in Carbondale  
David Dailey at DOT, Springfield  
Christine M. Dickey  
Richard W. Gloede  
Curt Massie  
Audrey McCrimon

Chairman Roberts stated there was a quorum present.

**III. Approval of the Minutes of the September 26, 2012 Meeting**

Chairman Roberts called for a motion to approve the Minutes from the September 26, 2012 meeting.

Motion to approve: Member Dailey

Motion to second: Member Bryson

Chairman Roberts announced that the minutes from the September 26, 2012 were approved

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

All contracts for vote were read aloud by Brynn Henderson (see attached vote sheet)

**Question: Member Gloede asked if this call center contract with Lighthouse for the blind is the same as the one voted on last meeting.**

**Answer: Chairman Roberts said it is different. This one is for the Financial and Professional Regulation agency the other one was with Illinois Tollway.**

Motion: To approve all contracts: Member Dailey

Motion: To second: Member Massie

Chairman Roberts announced that all contracts were voted on and approved as read.

## **V. New Business:**

Chairman Roberts announced that the State Use Vendor Exhibition at the JRTC in Chicago on October 19<sup>th</sup> was very successful. Corrie Smith reported that there were 21 vendors, mostly from the Northern region of the State that exhibited. They met with the various invited APO's and SPO's.

They all thought it was very successful and got a lot of contacts from the event.

Chairman Roberts said that we are in the process of planning a similar event in Springfield so the Agency Purchasing Officers (APO) and State Purchasing Officers (SPO) can meet the State Use Vendors in the Southern Region.

Question: Member McCrimon asked if there was a feedback sheet provided for purchasing officers.

Answer: Chairman Roberts said no there was not a feedback sheet provided but, we can send something to the vendors as a thank you for participating and ask for feedback.

Member McCrimon commented that there is a marketing goal in the five year plan and that we document the feedback, of those reached out to, and tie it back to marketing goals in the five year plan.

Chairman Roberts thanked Jeremy, Brynn and Corrie for all their hard work and announced that Corrie and Brynn have both received awards recently. Corrie received the 2012 Michael L. Coletta Community Leadership Award on October 24<sup>th</sup> from Sertoma Center. Brynn received the 2012 "Friend of SPARC" award from Springfield ARC on August 23<sup>rd</sup>. Corrie and Brynn showed their awards to the committee.

## **VI. Future Meeting Dates:**

Member McCrimon stated that she has difficulty getting to a 1:00 meeting on Wednesdays.

The committee agreed that the Wednesday meetings can be changed to 2:00 from now on.

Motion: Member Gloede, Next meeting date is December 19, 2012 at 2:00 P.M.

Motion to second: Member Dickey

Chairman Roberts announced that the motion passed to have the next meeting on Wednesday, December 19<sup>th</sup> at 2 P.M.

Member McCrimon said she could not remember if we tied the five year plan to fiscal or calendar year.

Chairman Roberts: the Annual report is due at the end of the calendar year. Last year the report was given to the governor on December 11, 2011.

McCrimon asked that one of the agenda items at the December 19<sup>th</sup> meeting be a document draft of the Annual Report.

## **VII. Adjournment**

Chairman Roberts called for motion to adjourn

**Motion:** To adjourn was made by Member Gloede

**Motion:** To Second by Member Massie

Chairman Roberts announced the motion to adjourn was unanimously approved and adjourned the Meeting at: 1:32

Respectfully submitted,

Brynn Henderson  
State Use Coordinator