

State of Illinois
State Use Committee Special Meeting Minutes
September 12, 2018

Stratton Office Building Room 500 ½
401 South Spring Street
Springfield, Illinois

James R. Thompson Center Room 9-036
100 W Randolph Street
Chicago, Illinois

I. Call to Order

Chairman Wilson opened the meeting at 1:18 pm after problems with video conferencing were resolved.

II. Roll Call

<u>Committee members present:</u> <i>Attachment #1 sign in</i>	<u>Others present:</u>
Ron Wilson, Stratton Springfield	Katrina Livingston, Coordinator
Christine Dickey, Stratton Springfield	Lisa Brockway, SOS
George Indelli, Stratton Springfield	Kelly Mehring, SOS
Richard Gloede, Stratton Springfield	Jamie Booker, SOS
Dan Strick, JRTC Chicago	Tammy Diefendorf, Bridgeway

Chairman Wilson noted there was a quorum present with four members (Member Gloede arrived late).

III. Approval of the June 26, 2018 Meeting Minutes

Chairman Wilson confirmed the members had reviewed the June 26th meeting minutes and there were no proposed changes. Chairman Wilson called for a motion to approve the Minutes. Motion to approve was made by Member Dickey, seconded by Member Indelli. All members unanimously approved the Minutes.

IV. Review and Vote on Proposed Contracts *Attachment #2 vote sheet*

Chairman Wilson asked the Committee if all had a chance to review the proposed contracts and request letters to be voted on today. All Committee members affirmed they had. Coordinator Livingston read aloud each contract for vote, asked if there were questions, and requested a vote. Committee Member Richard Gloede arrived during reading of 5th contract request but had reviewed all of the requests, voted on remaining contracts left to be read aloud, and gave approval for contracts already reviewed prior to his arrival. All voted aye, the contracts were approved.

V. Discussion and Approval of Three Year Strategic Plan

Chairman Wilson asked the Committee if all had a chance to review and opened the floor to discussion. Member George Indelli stated everything sounded great about the plan and glad we are able to have such a completed plan. His only worry is with Coordinator Livingston's resources being ran thin and worried about the resources available to attain goals set within the plan. Chairman Wilson explained Coordinator

Livingston's main function is the program, giving her more lead way and the ability to work on these goals. Chairman goes on to explain that within his office he is hoping to hire two new Vendor Supplier Management/Vendor Relations Management support staff to help take on vendors and the State Use Program same as they would in a competitor vendor scenario. There will be a lot of interaction and discussions with the agencies and vendors. Making sure vendors are supplying what they have been contracted to supply and that agencies are doing what they should be doing. Giving Coordinator Livingston the flexibility to utilize these two in helping with some of her needs and concerns with vendor/agency issues. Motion to adopt Three Year Plan was made by Member Gloede, seconded by Member Indelli. The Three Year Strategic Plan was approved by the committee.

VI. Discussion and Review of HB3899 Bill

Chairman Wilson asked the Committee if all had a chance to review and opened the floor to discussion. Member Dickey wanted clarification on DHS accreditation vs "Other" accreditation. Motion to adopt the guidelines for the HB3899 Bill was made by Member Indelli, seconded by Member Dickey. The guidelines for the HB3899 Bill was approved by the committee.

VII. Discussion and Review of Document Destruction Guidelines

Chairman Wilson asked the Committee if all had a chance to review and opened the floor to discussion. Member Gloede questioned whether this was already in place. Chairman Wilson explained guidelines were never set in place or very outdated, this is an update to the policies already in place within the Procurement department, but these guidelines are specific for the State Use Program. Motion to adopt Document Destruction Guidelines was made by Member Dickey, seconded by Member Indelli. The Document Destruction Guidelines were approved by the committee.

VIII. Discussion about State Use Committee Terms

Chairman Wilson opened discussion about terms being expired for most member except himself. Katrina stated that anyone on the board currently wanting to renew appointment needs to go to website and apply. New terms will be appointed with an effective date of 01/14/2019. Chairman Wilson advised that there weren't any current vacancies but inactive members. Member Dickey states that Dr. Bryson hasn't attended meetings in years and that Member Tierney is believed to no longer be a member after multiple attempts by herself and Coordinator Livingston to reach out with no response back. Member Strick advised that Member Morawiec was no longer with DHS and no additional information on who her replacement might be. Member Dickey asked if she could share link and what the maximum number of members. Members requested link to apply and website link was sent to members after the meeting via email.

IX. Discuss 2019 Meeting Dates

Proposed dates for 2019 State Use Committee Meetings are March 13, June 12, September 11, and December 11. Committee agrees these dates are suffice.

X. Future Meeting Date

The next quarterly meeting will be December 12, 2018 at 1:00 pm. Chairman Wilson advised he is hopeful to have the Conference Room at his new building 1000 E Converse St. Springfield set up and

established by this time. However, if it is still not completed meetings will be held at same locations previously assigned.

XI. Adjournment

There being no further business to come before the Committee, Chairman Wilson called for a motion to adjourn. Motion to adjourn was made by Member Gloede, seconded by Member Dickey.

Chairman Wilson announced the motion to adjourn was approved and adjourned the meeting at 1:49 P.M.

Ron Wilson