



MINUTES
Procurement Committee Meeting
August 4, 2021

The committee meeting was called to order by Chairman Huddle at 4:40pm (ten minutes late due to an accident on I-26 causing traffic delays for board members). In addition to Chairman Huddle, Procurement Committee Secretary Mr. Ken Loveless and Board Member Ms. Nikki Gardner were also present (Ms. Gardner joined the meeting at 4:50pm). In addition to these board members, representatives of the district attending were CFO Marty Rawls, Ms. Robinson and Ms. Shealy.

Ms. Loveless moved to approve the agenda and Ms. Huddle seconded the motion and it passed unanimously.

The Objective and Goals for the Committee were discussed and agreed upon as follows:

Objective:

Review current procurement practices and recommend any applicable changes to the full board in the district's Procurement Policy and Practices, Procurement Code or Procurement Audits which may be needed to meet the following goals:

Goals:

- 1) Compliance with all federal and state procurement regulations
- 2) Stewardship of district funds
- 3) Equal access to all qualified vendors

Ms. Rawls provided an update on expected state required Procurement Code changes and the purchasing process. The district has access to a draft version online and expects to receive the final version in the next several months. The administration will then recommend allowable adjustments to the model to the full board to be adopted by the district, possibly with this committee as an initial review (to be decided by the administration).

The committee also discussed the lack of a project representative for reviewing the completion of PineyWoods Elementary upon completion since our facility director position is still vacant. We discussed that the board may want to contract with a consultant engineer to review the building and meet with state OSF (Office of School Facilities).

The committee discussed agenda items for the next meeting (9/1/2021) and recommended:

1. Review of the procurement process for building and maintenance expenses relative to contracts for the original work. The committee discussed the need for this following repair work completed on the roof of Chapin High School a couple of years ago, apparently without checking to see if the work was covered under the original contract. We discussed that preventing such occurrences is a joint effort between Procurement and Facilities Management and additional tools may be needed because institutional knowledge cannot be counted upon.

2. Discussion of state procurement audit standards and possible gaps that should be addressed before an RFP is issued for our next procurement audit.
3. Review the construction completion procurement process- how do we address change orders and close out construction projects?

The committee agreed to continue the regular meeting schedule of the first Wednesday of each month at 4:30pm ET with the next meeting to be held September 1, 2021.

Ms. Huddle moved to adjourn the meeting, Mr. Loveless seconded the motion and it passed unanimously. The meeting adjourned at 5:30pm.