



MINUTES
Procurement Committee Meeting
November 3, 2021

The meeting was called to order at 4:30 p.m. by Committee Chair Catherine Huddle. Committee Secretary Ken Loveless and member Nikki Gardner were also present. Ms. Blackburn Hines was unable to attend. Interim Superintendent Dr. Akil Ross attended, representing the administration as well as CFO Marty Rawls, who attended remotely.

A motion was made by Trustee Loveless to approve the agenda. It was seconded by Trustee Gardner and approved unanimously.

A motion was made by Trustee Loveless to approve the minutes of the September 1, 2021 Procurement Committee meeting. It was seconded by Chairwoman Huddle and approved by Trustee Loveless and Chairwoman Huddle voting to approve. Trustee Gardner abstained because she was not in attendance on September 1, 2021.

The expected state-required Procurement Code changes and purchasing process was discussed. CFO Rawls is reviewing for presentation for full board approval in the school board meeting on 11/15/21. She stated that the state is expecting school districts to accept the state's exact code without changes, except for the possibility of Section 710 Exemptions. Discussed that this committee may want to review the exemptions prior to presentation to the board.

Ms. Rawls informed the committee that they had received two responses to the RFP for the detailed procurement audit. She said that one local firm was declared non-responsive because questions were not answered. An out-of-state firm had submitted, but their license was due to expire at the end of January, 2022. Trustee Loveless asked if the RFP deadline for responses could be re-opened to allow the local firm to complete, but Ms. Rawls indicated that could be problematic. He also suggested that the out-of-state firm be allowed to indicate if it would extend its licensure if awarded the engagement. The RFP response is expected to be presented to the full board at the 11/15 meeting.

Contract vs. Internal: how do we decide whether or not to do something ourselves vs. outsource? A discussion ensued among board members and Dr. Ross. With Dr. Ross indicating that he was concerned about employees and subcontractors overlapping duties and the cost if a clear plan was not in place. Trustee Gardner expressed concern over maintenance expectations not being clearly delineated between contracted and in-house services. Trustee Loveless said that The First Jobs Program was fertile ground for subcontractors and vendors to step up to help collaborate to shortened learning curves through On-the-Job training. Dr. Ross said that his administration was already making changes to require vendors through the RFP process to contribute through collaboration with students. Dr. Ross agreed to provide more specifics on guidelines for contracting vs. in-

house, specifically as it applies to maintenance, at our next meeting. He also agreed to a review of contracting, and warranties should be included.

Review of Cell Phone Policies and costs: Dr. Ross read the policy on the use of district-owned cell phones, which was last updated in 2019. A discussion of other district owned equipment followed. Chairwoman Huddle mentioned that an outside firm had been paid commission to compare cell phone contracts to cost, but this may have been prior to 2019. Dr. Ross stated that the current policy appears to be working well and keeping costs in line. Agreed, we should review the guidelines for the provision of cell phones at our next meeting.

Chairwomen Huddle made the motion to adjourn. The motion was seconded by Trustee Gardner. It passed unanimously. The meeting was adjourned at 5:14 p.m.