



MINUTES
Procurement Committee Meeting
District Office Board Room
April 6, 2022

The meeting was called to order at 4:35pm by Committee Chair Catherine Huddle. Attending representing the Board, in addition to Chair Huddle, were Trustees Jan Hammond and Nikki Gardner. Attending representing the Administration was Superintendent Dr. Akil Ross.

For the first time a committee used Go To Webinar to host and broadcast the meeting. We are piloting this online format to allow more people to attend and make it easier to broadcast and record the meetings.

Ms. Huddle made a motion to approve the minutes of the February 2, 2022 Procurement Committee Meeting. Trustee Hammond seconded the motion and it was approved 2-0 (Ms. Gardner abstained as she was not present for the full meeting).

Trustee Gardner made a motion to approve the agenda seconded by Trustee Huddle. The motion passed unanimously.

Since the banking contract with Truist was presented at the last board meeting, Ms. Huddle made a motion to table that agenda item. Ms. Hammond seconded the motion and it passed unanimously.

Two forms recommended by JAG, the audit company currently conducting the detailed procurement audit, were discussed – a Vendor Certification form and a Campaign Contribution form. The Vendor Certification form is designed to have vendors over a threshold amount acknowledge whether they or an immediate family member is a former employee of the district. The Campaign Contribution form is designed for vendors participating in RFPs to list any contributions over \$250 made by themselves or a family member to a member of the board or anyone else that would vote on a matter. Dr. Ross mentioned that they recently implemented a new vendor form and he would like the Finance team to look at incorporating both of these new forms (adjusted as needed for South Carolina and our district) into that form and process. Ms. Hammond commented that she would like to see the process also include notifying any board members before a vote since it could be easy to forget about a prior contribution.

The new policy on Change Orders and Contingencies (FGG) was briefly discussed. Attorney Riser has made some recommended changes and these will be incorporated prior to discussion and first reading at the next board meeting. Ms. Huddle shared a document on Change Order policy and process that was implemented for the 2008 bond referendum. Dr. Ross stated that once FGG is in place his team could take the applicable process portions of the bond referendum document to create an FGG-R that would be shared with the board.

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The committee discussed that there is no need to meet until we have resulted from the detailed procurement audit. That audit should be completed by 5/31/22 and the board officers are hoping for an interim report for the 5/9 meeting. As such, we agreed to hold our next meeting Wednesday, June 1 pending receipt of recommendations from the audit.

Trustee Gardner made a motion to adjourn seconded by Trustee Hammond. The motion passed unanimously, and the meeting adjourned at 5:05 P.M.