

MEETING MINUTES
New York State Procurement Council
September 14, 2016 - 11:00 A.M.
Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

I. Welcome and Introduction

Sean Carroll (OGS) called the meeting to order at 11:09 a.m. Mr. Carroll, the new OGS Chief Procurement Officer, introduced himself and informed the Procurement Council that he was recently appointed as chair of the Council by Commissioner Destito.

II. Approval of Meeting Minutes

Mr. Carroll asked for a motion to approve the Meeting Minutes of the July 14, 2016 Procurement Council. Thomas Hippchen (SUNY) requested that voting tallies be attached to the meeting minutes. Mr. Carroll stated that the meeting minutes recorded all of the votes, but stated that moving forward voting tallies would be included with the minutes. Ron Romano (NYSID) requested that his vote on Page 6 be changed from abstained to recused. Christine McCann (ESD) requested that the OSC attendee be changed to Margaret Becker. The motion to accept the meeting minutes, with the revision to Mr. Romano's vote and the OSC attendee, was passed unanimously.

III. Legislative Update

Kenneth Schultz (OGS) advised the Procurement Council that the amendment to State Finance Law §139-k that had been discussed at the July 14th meeting had been signed into law.

IV. JCOPE Informal Ethics Opinion

Noreen VanDoren (OGS) advised the Procurement Council that the JCOPE findings discussed during the July 14th meeting had been received from JCOPE in a written informal opinion. The opinion again reiterated that any person with a personal interest in the outcome of a vote has to recuse themselves from both the discussion prior to the vote and the vote itself. This applies to voting and non-voting members of the Procurement Council.

V. Update on Preferred Source Working Groups

Christine Irvine (OGS) advised the Procurement Council that since the July 14th meeting OGS had been working internally on the four matters that had been referred to workgroups. A status on each of the four matters were presented in a memo that was distributed to the Procurement Council members.

VI. NYSPSP Request to Remove Restriction on Call Center Services

Carrie Laney (NYSPSP) advised the Procurement Council that it had come to the attention of NYSPSP that when Call Center Services was originally approved by the Procurement Council, the service had been limited to a 40 person call center in Rochester. Thereafter, an application had been made to and approved by the Procurement Council to allow Call Center Services at a 40 person call center in Albany. NYSPSP was requesting that these restrictions be removed so that NYSPSP could provide Call Center Services throughout the State. After much discussion, Mr. Carroll asked for a motion on NYSPSP's request. The motion to approve NYSPSP's request to remove the restrictions on Call Center Services was passed unanimously.

VII. Preferred Source Application – NYSPSP Transcription Services

Ms. Laney asked the Procurement Council to consider NYSPSP's application to provide Transcription Services. She highlighted the fact that 100% of the direct labor would be completed by persons with visual impairments. She also pointed out that ESD and OGS had recommended approval of the application. After much discussion, Mr. Carroll asked for a motion on NYSPSP's application. The motion to approve NYSPSP's application was passed unanimously.

VIII. Preferred Source Application – Corcraft Chemicals/Cleaners

Michael Elmendorf (DOCCS) asked the Procurement Council to consider Corcraft's application to provide certain identified Chemicals/Cleaners. He highlighted the fact that Corcraft is approved to provide Cleaning Products generally, however, Procurement Council approval was required to have certain categories and types of products added to the list of approved items so that Corcraft could make these items available on the e-marketplace catalog. Mr. Elmendorf also pointed out that ESD and OGS had recommended approval of the application. Marybeth Hefner (DOH) asked if NYSID had any comments on the application. Tim Mott (NYSID) stated that NYSID would lose business if this application was approved. Ms. Irvine stated that all of Preferred Sources had to provide proof of approval of their various products before OGS could include those products on the e-marketplace catalog. Mr. Carroll explained that Corcraft was approved to provide Cleaning Products generally on the List of Preferred Source Offerings (the List), however there is no clear definition on what does and does not constitute approved cleaning products. As a result, OGS determined that Procurement Council input was required. The goal is to have one set of standards that applies to all of the Preferred Sources, thus, Corcraft needed Procurement Council approval for the identified items. Ms. Hefner asked why the Procurement Council was being asked to vote on record to approve items that had already been approved. Ms. VanDoren explained that DOCCS was unable to show that all of the individual items requested for submission onto the e-marketplace had been approved by the Procurement Council, most likely because when the List was created in 1996 Cleaning Products was automatically added and since that time, Corcraft had added many different types of products to their preferred source catalog, without first obtaining Procurement Council approval to add those items to the List. . Mr. Carroll asked for a motion on Corcraft's application. A motion to approve Corcraft's application was made. Then a motion to substitute the motion to approve Corcraft's application with a

motion to table Corcraft's application was made and that motion did not pass. A vote was taken on the motion to approve Corcraft's application and this motion was approved unanimously.

Charlotte Davis (OSC) made a motion to table the next two agenda items until the next scheduled meeting. The motion to table the next two agenda items was unanimously approved.

XII. Open Council Discussion

David Russo (OMH) requested that memos be provided to members sooner. Mr. Romano requested that public comments be put on the agenda for the next meeting. Mr. Carroll stated that he would look into both requests.

Mr. Carroll announced that there would be a business process change and that OGS acting as staff to the Procurement Council would no longer produce paper copies of meeting materials posted to the website one week prior to the meeting.

XIII. Closing

Mr. Carroll said the next meeting will be held on February 8, 2017 and the motion to end the meeting was passed unanimously.

The meeting concluded at approximately 1:59 p.m.

Members in attendance:

Sean Carroll – OGS	Christine McCann – ESD	David Russo – OMH
Alexandra Greene – ESD	Lisa Brooks – AG&MKTS	Steven Kasarda
Charlotte Davis – OSC	John Behrle – DOCCS	Sonia Lindell
Lisa Davis – OPWDD	Thomas Hippchen – SUNY	Ronald Romano
Jerry Minot-Scheuermann – DOB	Marybeth Hefner – DOH	Ronald Tascarella
	Kim Szady – ITS	

Also in attendance:

Kenneth Schultz – OGS	Carrie Laney – NYSPSP	Michael Elmendorf –
Noreen VanDoren – OGS	Timothy Mott – NYSID	DOCCS
Christine Irvine – OGS		

Members not in attendance:

Lisa Davis – OPWDD	Robert Drummond	Richard St. Paul
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**New York State Procurement Council
Voting Record**

Meeting Date: September 14, 2016

Question, Motion, OR Issue: Accept the July 14, 2016 Meeting Minutes with the requested edits

MEMBER	ACTION		VOTE		
	MOTION	2ND	AYE	NAY	ABSTAIN
OGS Sean Carroll (Kenneth Schultz) (Christine Irvine)					
Executive Chamber/Chief Diversity Officer Rose Rodriquez (Alexandra Greene)			X		
OSC Margaret Becker (Charlotte Davis) (Donna Blake)			X		
DOB Anne Bink (Jerry Minot-Scheuermann)			X		
ESD Vacant (Christine McCann)			X		
AGENCY REPRESENTATIVES					
Agriculture & Markets Phil Giltner (Lisa Brooks)			X		
DOCCS John (JP) Behrle (Michael Elmendorf)			X		
SUNY Thomas Hippchen (Michelle Feathers)	X		X		
OPWDD Lisa Davis (John F. Smith) (Nanette Ferri)			X		
DOH Marybeth Hefner (Vacant)			X		
ITS Andrew Bechard (Theresa Papa) (John Cody) (Kim Szady)			X		
OMH David Russo (Vacant)			X		
LEGISLATIVE APPOINTEES					
Robert Drummond					
Steven Kasarda		X	X		
Sonia Lindell			X		
Ronald Romano (NYSID)			X		
Richard St. Paul					
Ronald Tascarella (NYSPSP)			X		

**New York State Procurement Council
Voting Record**

Meeting Date: September 14, 2016
 Question, Motion, OR Issue: Remove limitations on Call Center Services

MEMBER	ACTION		VOTE		
	MOTION	2ND	AYE	NAY	ABSTAIN
OGS Sean Carroll (Kenneth Schultz) (Christine Irvine)					
Executive Chamber/Chief Diversity Officer Rose Rodriquez (Alexandra Greene)			X		
OSC Margaret Becker (Charlotte Davis) (Donna Blake)			X		
DOB Anne Bink (Jerry Minot-Scheuermann)	X		X		
ESD Vacant (Christine McCann)			X		
AGENCY REPRESENTATIVES					
Agriculture & Markets Phil Giltner (Lisa Brooks)			X		
DOCCS John (JP) Behrle (Michael Elmendorf)			X		
SUNY Thomas Hippchen (Michelle Feathers)			X		
OPWDD Lisa Davis (John F. Smith) (Nanette Ferri)			X		
DOH Marybeth Hefner (Vacant)			X		
ITS Andrew Bechard (Theresa Papa) (John Cody) (Kim Szady)			X		
OMH David Russo (Vacant)			X		
LEGISLATIVE APPOINTEES					
Robert Drummond					
Steven Kasarda			X		
Sonia Lindell		X	X		
Ronald Romano (NYSID)			X		
Richard St. Paul					
Ronald Tascarella (NYSPSP)					recuse

**New York State Procurement Council
Voting Record**

Meeting Date: September 14, 2016
 Question, Motion, OR Issue: Approve NYSPSP's Application for Transcription Services

MEMBER	ACTION		VOTE		
	MOTION	2ND	AYE	NAY	ABSTAIN
OGS Sean Carroll (Kenneth Schultz) (Christine Irvine)					
Executive Chamber/Chief Diversity Officer Rose Rodriquez (Alexandra Greene)			X		
OSC Margaret Becker (Charlotte Davis) (Donna Blake)			X		
DOB Anne Bink (Jerry Minot-Scheuermann)		X	X		
ESD Vacant (Christine McCann)			X		
AGENCY REPRESENTATIVES					
Agriculture & Markets Phil Giltner (Lisa Brooks)			X		
DOCCS John (JP) Behrle (Michael Elmendorf)			X		
SUNY Thomas Hippchen (Michelle Feathers)			X		
OPWDD Lisa Davis (John F. Smith) (Nanette Ferri)			X		
DOH Marybeth Hefner (Vacant)	X		X		
ITS Andrew Bechard (Theresa Papa) (John Cody) (Kim Szady)			X		
OMH David Russo (Vacant)			X		
LEGISLATIVE APPOINTEES					
Robert Drummond					
Steven Kasarda			X		
Sonia Lindell			X		
Ronald Romano (NYSID)					recuse
Richard St. Paul					
Ronald Tascarella (NYSPSP)					recuse

**New York State Procurement Council
Voting Record**

Meeting Date: September 14, 2016
Question, Motion, OR Issue: Table Corcraft's Application for Chemicals/Cleaners

MEMBER	ACTION		VOTE		
	MOTION	2ND	AYE	NAY	ABSTAIN
OGS Sean Carroll (Kenneth Schultz) (Christine Irvine)					
Executive Chamber/Chief Diversity Officer Rose Rodriguez (Alexandra Greene)				X	
OSC Margaret Becker (Charlotte Davis) (Donna Blake)				X	
DOB Anne Bink (Jerry Minot-Scheuermann)				X	
ESD Vacant (Christine McCann)				X	
AGENCY REPRESENTATIVES					
Agriculture & Markets Phil Giltner (Lisa Brooks)				X	
DOCCS John (JP) Behrle (Michael Elmendorf)				X	
SUNY Thomas Hippchen (Michelle Feathers)				X	
OPWDD Lisa Davis (John F. Smith) (Nanette Ferri)			X		
DOH Marybeth Hefner (Vacant)		X	X		
ITS Andrew Bechard (Theresa Papa) (John Cody) (Kim Szady)				X	
OMH David Russo (Vacant)	X		X		
LEGISLATIVE APPOINTEES					
Robert Drummond					
Steven Kasarda				X	
Sonia Lindell				X	
Ronald Romano (NYSID)					recuse
Richard St. Paul					
Ronald Tascarella (NYSPSP)					absent

**New York State Procurement Council
Voting Record**

Meeting Date: September 14, 2016

Question, Motion, OR Issue: Approve Corcraft's Application for Chemicals/Cleaners

MEMBER	ACTION		VOTE		
	MOTION	2ND	AYE	NAY	ABSTAIN
OGS Sean Carroll (Kenneth Schultz) (Christine Irvine)					
Executive Chamber/Chief Diversity Officer Rose Rodriquez (Alexandra Greene)			X		
OSC Margaret Becker (Charlotte Davis) (Donna Blake)	X		X		
DOB Anne Bink (Jerry Minot-Scheuermann)		X	X		
ESD Vacant (Christine McCann)			X		
AGENCY REPRESENTATIVES					
Agriculture & Markets Phil Giltner (Lisa Brooks)			X		
DOCCS John (JP) Behrle (Michael Elmendorf)			X		
SUNY Thomas Hippchen (Michelle Feathers)			X		
OPWDD Lisa Davis (John F. Smith) (Nanette Ferri)			X		
DOH Marybeth Hefner (Vacant)			X		
ITS Andrew Bechard (Theresa Papa) (John Cody) (Kim Szady)			X		
OMH David Russo (Vacant)			X		
LEGISLATIVE APPOINTEES					
Robert Drummond					
Steven Kasarda			X		
Sonia Lindell			X		
Ronald Romano (NYSID)					recuse
Richard St. Paul					
Ronald Tascarella (NYSPSP)					absent