

**FINAL**  
**New York State Procurement Council Meeting | Minutes of the Meeting**  
November 5th, 2020 | 11:30 a.m.  
Meeting Room 6 | North Concourse | Empire State Plaza | Albany, NY

**Call to Order**

**Welcome and Introductions**

Sean Carroll, New York State Office of General Services (“OGS”) Chief Procurement Officer (“CPO”) and acting Chair of the New York State Procurement Council (“Procurement Council”) as the designee of the Commissioner of General Services, called the meeting to order.

Mr. Carroll noted that consistent with Executive Order 202.1, dated March 12, 2020, which suspended Article 7 of the Public Officers Law, various members of the Procurement Council were attending the meeting by conference call and the meeting was webcast and recorded to allow the public to view or listen to the meeting.

**Old Business**

**Meeting Minutes:** Mr. Carroll called for a motion to adopt the minutes of the September 29, 2020 meeting. The motion passed by a vote of 15-0-1. John T. Evers, The Business Council of New York State, Inc, abstained from the vote due to his absence from the September 29, 2020 meeting.

**Rules Workgroup Update:** Mr. Carroll reported that the Rules Workgroup continues to review comments received on the draft Rules document. Mr. Carroll reported that despite the absence of the revised rules the Procurement Council continues to make good progress during the Council meetings.

**Presentation – Overview of Workers Compensation and Disability Requirements:** Walter Peretti, Workers Compensation Board (WCB), gave a presentation on navigating the New York State Workers Compensation and Disability rules and regulations.

**Legislative Update:** Marc Hiller, OGS, reported that the suspension of State Finance Law Sections §112 and §163, as provided in Executive Order 202, dated March 7, 2020, continues in effect until December 3, 2020.

**Approval of Preferred Source Designation Applications Under OGS Standing Authority:** Sean Hume, OGS, reported that as of November 4, 2020, OGS had not approved any new items for addition to the Preferred Source List under its standing authority since the last report given on September 29, 2020.

**NYSID Report on Mail Fulfillment:** Sean Hume stated that NYSID filed the required report and the report has been posted to the Procurement Council Website.

Jaclyn A. Brillling asked a question regarding the report. Mr. Carroll requested Maureen O’Brien, NYSID, provide a response to the question. At the request of the acting Chair, Maureen O’Brien responded to the question.

**New Business and Open Council Discussion:**

Mr. Carroll called for New Business and Open Council discussion at the same time. Mr. Carroll encouraged the Procurement Council Members to inform OGS staff of any Procurement-based topics that Council Members would like to see presentations on during future Procurement Council meetings.

Dennis Quinn, ITS, asked if the Procurement Guidelines that were last updated in 2014 would be revisited. Mr. Carroll responded that a workgroup is working on updating the Guidelines, and that OGS staff is currently reviewing the input received by the workgroup to identify what would be a policy recommendation and what would be educational/training. Mr. Carroll will provide an update to the Procurement Council when that review is complete.

Jaclyn A. Brillling offered to join the Rules Workgroup to work on the appendices to the draft Rules.

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Tom Hippchen, SUNY, asked whether the Procurement Council could recommend changes to statutes that come up during Procurement Council discussions of procurement topics, and if so how that could be done. Mr. Carroll responded that the Procurement Council does have the authority to make such a recommendation, and Mr. Carroll as the acting Chair on behalf of the Commissioner of General Services would be the party to bring such a recommendation from the Procurement Council to the Commissioner of General Services for consideration. Mr. Carroll stated that any Procurement Council member who wished to propose such a recommendation would have to submit it in advance of a Procurement Council meeting, so that it could be included on the meeting agenda for the Procurement Council's discussion and vote if needed.

**Meeting Closure:** Procurement Council Members voted unanimously to adjourn the meeting at 12:18 p.m.

**Next Meeting**

Wednesday January 27, 2021

Alternate date – Wednesday February 3, 2021

**Also in Attendance**

Marc Hiller - OGS

Noreen VanDoren - OGS

**Webcast Location:** <https://ogs.ny.gov/event/nys-procurement-council-meeting-november-5-2020>

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New York State Procurement Council Meeting November 5th, 2020 Meeting Room 6   North Concourse   Empire State Plaza   Albany, NY <b>Procurement Council Member Attendance at the November 5th, 2020 Meeting</b>						
Member Type	Organization	Role	Name	ATTENDANCE		
				In Attendance In Person	Remote	Not in Attendance
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll	x		
Ex-Officio	Office of the State Comptroller (OSC)	Primary	Patricia Warrington		x	
Ex-Officio	Division of the Budget (DOB)	Primary	Jason DiGianni		x	
Ex-Officio	Chief Diversity Officer (CDO)	Primary	Julissa Gutierrez			x
Ex-Officio	Chief Diversity Officer (CDO)	Alternate 1	Dwight Flynn		x	
Ex-Officio	Empire State Development (ESD)	Primary	Pravina Raghavan			x
Ex-Officio	Empire State Development (ESD)	Alternate 1	Christine McCann		x	
Agency Representative	Department of Agriculture & Markets (DAM)	Primary	Lisa Brooks		x	
Agency Representative	Department of Corrections & Community Supervision (DOCCS)	Primary	John Behrle		x	
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby		x	
Agency Representative	Information Technology Services (ITS)	Primary	Dennis Quinn	x		
Agency Representative	Office of Mental Health (OMH)	Primary	Daniel Clark		x	
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Primary	Lisa Davis		x	
Agency Representative	State University of New York (SUNY)	Primary	Thomas Hippchen		x	
Governor's Appointee	Cornell University College of Agriculture & Life Sciences	Primary	Julie M. Suarez			x
Legislative Appointee	Local Government Representative	Primary	Shawn Cullinane		x	
Legislative Appointee	Optimized Diversity Solutions, LLC	Primary	Carra Wallace		x	
Legislative Appointee	The Kasarda Law Group, LLC	Primary	Steven Kasarda			x
Legislative Appointee	Interagency Council of Developmental Disability Agencies, Inc	Primary	Winifred Schiff			x
Legislative Appointee	Jaclyn A. Brillling, Attorney at Law	Primary	Jaclyn A. Brillling	x		
Legislative Appointee	The Business Council of New York State, Inc	Primary	John T. Evers, PhD	x		
<b>TOTALS</b>					<b>16</b>	<b>5</b>
				Including Chair		

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New York State Procurement Council Meeting November 5th, 2020 Meeting Room 6   North Concourse   Empire State Plaza   Albany, NY <b>Motion to Approve the Meeting Minutes for the September 29, 2020 Meeting</b>										
Member Type	Organization	Role	Name	ACTION		VOTE				
				Motion	2 <sup>nd</sup>	Aye	Nay	Abstain	Recuse	Absent for Vote
Ex-Officio	Office of the State Comptroller (OSC)	Primary	Patricia Warrington			x				
Ex-Officio	Division of the Budget (DOB)	Primary	Jason DiGianni			x				
Ex-Officio	Chief Diversity Officer (CDO)	Alternate 1	Dwight Flynn			x				
Ex-Officio	Empire State Development (ESD)	Alternate 1	Christine McCann			x				
Agency Representative	Department of Agriculture & Markets (DAM)	Primary	Lisa Brooks			x				
Agency Representative	Department of Corrections & Community Supervision (DOCCS)	Primary	John Behrle			x				
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby			x				
Agency Representative	Information Technology Services (ITS)	Primary	Dennis Quinn		x	x				
Agency Representative	Office of Mental Health (OMH)	Primary	Daniel Clark			x				
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Primary	Lisa Davis			x				
Agency Representative	State University of New York (SUNY)	Primary	Thomas Hippchen			x				
Legislative Appointee	Local Government Representative	Primary	Shawn Cullinane			x				
Legislative Appointee	Optimized Diversity Solutions, LLC	Primary	Carra Wallace			x				
Legislative Appointee	Jaclyn A. Brillling, Attorney at Law	Primary	Jaclyn A. Brillling	x		x				
Legislative Appointee	The Business Council of New York State, Inc	Primary	John T. Evers, PhD					x		
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll			x				
<b>TOTALS</b>						<b>15</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>