

## FINAL

# New York State Procurement Council Meeting | Minutes of the Meeting

November 3, 2021 | 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 Acting Commissioner of General Services, called the meeting to order.

Mr. Carroll noted that under the suspension of the Open Meetings Law that consistent with Part E of chapter 417 of the Laws of 2021, 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 22, 2021 meeting. The motion passed unanimously.

**Rules Workgroup Update:** Mr. Carroll reported that there would be a voting item under New Business pertaining to the Implementation of Rules Workgroup document for submission to the Council.

### Legislative Update

Marc Hiller, OGS, reported that there were no legislative updates.

### Approval of Preferred Source Designation Applications Under OGS Standing Authority

Sean Hume, OGS, reported that as of November 2, 2021, OGS has not approved any items for addition to the Preferred Source List under its standing authority since the last report given on September 22, 2021. Mr. Hume reported that the Procurement Council received NYSID’s report of mail fulfillment on October 21, 2021. A copy of that report has been distributed to the Council members and has been posted to the Procurement Council website.

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#### New Business

**Implementation of Rules Workgroup document for submission to the Procurement Council:** Mr. Carroll reported that the Rules Workgroup was established by the Chair and was added to the agenda by the Chair. The purpose was to ensure that all business that appears in front of the Council should be presented in advance to provide Council members with an opportunity to review materials in advance of the Council meeting.

Mr. Carroll commented on the document entitled Procurement Council Rules Draft 1-14-20. Mr. Carroll stated that agendas and materials are specifically to address that all business is presented in advance. Mr. Carroll stated that the Rules Workgroup document recommends that material be finalized 10 days out from the Procurement Council meeting.

Jaclyn Brilling recommended amending language for "Discussion Rules, Section IV, (a)(iii)" such that presentations will be limited to 7 minutes however, the Chair may grant extensions of time as appropriate upon 14 days advance request from the presenter. Mr. Carroll made the motion to amend the motion. The motion to amend the motion was passed. The Procurement Council voted to pass the Rules, as amended.

#### Open Council Discussion

Mr. Carroll asked the Procurement Council if they had any topics to discuss. No topics were raised.

#### Meeting Closure

Procurement Council Members voted unanimously to adjourn the meeting at 12:47 p.m.

#### Next Meeting

Wednesday January 26, 2022

Alternate date – February 3, 2022

#### Also in Attendance

Marc Hiller - OGS

Ian MacCallum - OGS

**Webcast Location:** <https://ogs.ny.gov/event/nys-procurement-council-meeting-november-3-2021>

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New York State Procurement Council Meeting November 3, 2021 Meeting Room 6   North Concourse   Empire State Plaza   Albany, NY <b>Procurement Council Member Attendance at the November 3, 2021 Meeting</b>							
MEMBER TYPE	ORGANIZATION	ROLE	NAME	IN ATTENDANCE			NOT IN ATTENDANCE
				IN PERSON	REMOTE	LATE	
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	Paul Guenette	X			
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby		X		
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet	X			
Agency Representative	Office of Mental Health (OMH)	Primary	Paul Murray				X
Agency Representative	Office of Mental Health (OMH)	Alternate 1	Bill Gwynn	X			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Primary	Lisa Davis				X
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco		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			
<b>TOTALS</b>				<b>15</b>			<b>7</b>

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New York State Procurement Council Meeting November 3, 2021 Meeting Room 6   North Concourse   Empire State Plaza   Albany, NY <b>Motion to Approve the Meeting Minutes for the September 22, 2021 Meeting</b>									
MEMBER TYPE	ORGANIZATION	ROLE	NAME	ACTION		VOTE			
				Motion	2nd	Aye	Nay	Abstain (A) Recusal (R)	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	Paul Guenette		x	x			
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby			x			
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet			x			
Agency Representative	Office of Mental Health (OMH)	Alternate 1	Bill Gwynn			x			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco			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. Brilling, Attorney at Law	Primary	Jaclyn A. Brilling	x		x			
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll			x			
			<b>TOTALS</b>			15	0	0	0

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New York State Procurement Council Meeting November 3, 2021 Meeting Room 6   North Concourse   Empire State Plaza   Albany, NY <b>Motion to Amend the Proposed Rules</b>									
MEMBER TYPE	ORGANIZATION	ROLE	NAME	ACTION		VOTE			
				Motion	2nd	Aye	Nay	Abstain (A) Recusal (R)	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					A	
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	Paul Guenette			x			
Agency Representative	Department of Health (DOH)	Primary	Andrew Ruby			x			
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet			x			
Agency Representative	Office of Mental Health (OMH)	Alternate 1	Bill Gwynn			x			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco			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			
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll					A	
			<b>TOTALS</b>			13	0	2	0

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New York State Procurement Council Meeting November 3, 2021 Meeting Room 6   North Concourse   Empire State Plaza   Albany, NY <b>Motion to Approve the Proposed Rules</b>									
MEMBER TYPE	ORGANIZATION	ROLE	NAME	ACTION		VOTE			
				Motion	2nd	Aye	Nay	Abstain (A) Recusal (R)	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	Paul Guenette			x			
Agency Representative	Department of Health (DOH)	Primary	*Sue Mantica for Andrew Ruby			x			
Agency Representative	Information Technology Services (ITS)	Primary	Elaine Blanchet			x			
Agency Representative	Office of Mental Health (OMH)	Alternate 1	Bill Gwynn			x			
Agency Representative	Office for People with Developmental Disabilities (OPWDD)	Alternate 1	Deborah Grieco						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. Brilling, Attorney at Law	Primary	Jaclyn A. Brilling			x			
Ex-Officio	Office of General Services (OGS)	Council Chair	Sean Carroll					A	
			<b>TOTALS</b>			12		1	2