

FINAL
New York State Procurement Council Meeting | Minutes of the Meeting
September 14, 2022 | 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 (“OGS”), called the meeting to order.

Mr. Carroll introduced new Council member Elizabeth Lusskin, ESD.

Mr. Carroll acknowledged the presence of OGS Commissioner Jeanette Moy and OGS Deputy Commissioner Moses Kanya.

Old Business

Meeting Minutes: The Council approved the minutes of the April 26, 2022 meeting as presented.

Procurement Council Guidelines Update: Mr. Carroll reported that a draft of the revised Procurement Council Guidelines will be provided to the Council for discussion at either the November or January meeting.

Presentation – New Credit Cards

Roz Yezzi, OGS BSC, gave a presentation on the transition of the statewide credit card program from Citibank to JP Morgan.

Legislative Update

Marc Hiller, OGS, had no legislative updates to report.

Approval of Preferred Source Designation Applications Under OGS Standing Authority

Sean Hume, OGS, reported that as of September 13, 2022, OGS has not approved any new items under OGS’s standing authority since the last report given on April 26, 2022.

Mr. Hume reported that the Procurement Council received NYSID’s report of mail fulfillment on September 2, 2022. A copy of that report has been distributed to the Council members and has been posted to the Procurement Council website.

Mr. Hume reported that OGS has received twenty (20) Single Source Annual reports for 2021-22.

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New Business

New York State Preferred Source Program for New Yorkers who are Blind (NYSPSP) Application to offer Temporary Personnel – Office Services: Chris Burke, NYSPSP, presented on NYSPSP’s application to offer temporary personnel office services.

Sean Hume, OGS, presented on OGS’s recommended approval of the application.

Christine McCann, ESD, presented ESD’s opinion that ESD’s review and approval was not required because this service was already on the list of approved offerings for New York State Industries for the Disabled, Inc, (“NYSID”) and as a result ESD took the position that ESD’s approval was not necessary for this particular application.

After questions, the Council voted to approve the application.

Videoconferencing by Public Bodies: Tyler Feane, OGS Counsel’s Office, presented on Section 103-A of the Public Officers Law, Videoconferencing by public bodies, and presented a resolution authorizing remote participation by members of the Procurement Council under extraordinary circumstances as provided in Section 103-A. After discussion and questions, the Procurement Council voted to approve the resolution.

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 to adjourn the meeting.

Next Meeting

Wednesday November 9, 2022

Alternate date: November 16, 2022

Also in Attendance

Marc Hiller – OGS

Tyler Feane - OGS

Ian MacCallum - OGS

Sean Hume - OGS

Webcast Location: [NYS Procurement Council Meeting: September 14, 2022 | Office of General Services](#)

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| Procurement Council Member Attendance at the September 14, 2022 Meeting | | | | | |
|--|---|---------------|---------------------|---------------|-------------------|
| TYPE | ORGANIZATION | ROLE | NAME | IN ATTENDANCE | 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 | Chief Diversity Officer (CDO) | Alternate 2 | Many Tadesse | | X |
| Ex-Officio | Empire State Development (ESD) | Primary | Elizabeth Lusskin | | X |
| Ex-Officio | Empire State Development (ESD) | Alternate 1 | Martha Otero | | X |
| Ex-Officio | Empire State Development (ESD) | Alternate 2 | Christine McCann | X | |
| Agency Representative | Department of Agriculture & Markets (Ag & Mkts) | 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 | Department of Health (DOH) | Alternate 1 | Sue Mantica | 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 for People with Developmental Disabilities (OPWDD) | Primary | Marc Kleinhenz | 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 | |
| TOTAL | | | | 14 | |

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| Motion to Approve the Meeting Minutes for the April 26, 2022 Meeting | | | | | | | |
|---|---|---------------|---------------------|---------------|------------|------------|------------|
| TYPE | ORGANIZATION | ROLE | NAME | MOTION | 2ND | AYE | NAY |
| 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 | Empire State Development (ESD) | Alternate 2 | Christine McCann | | | X | |
| Agency Representative | Department of Corrections & Community Supervision (DOCCS) | Primary | Paul Guenette | | | X | |
| Agency Representative | Department of Health (DOH) | Alternate 1 | Sue Mantica | | | 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 for People with Developmental Disabilities (OPWDD) | Primary | Marc Kleinhenz | | | X | |
| Agency Representative | State University of New York (SUNY) | Primary | Thomas Hippchen | | | X | |
| Legislative Appointee | Local Government Representative | Primary | Shawn Cullinane | | X | X | |
| Legislative Appointee | Optimized Diversity Solutions, LLC | Primary | Carra Wallace | | | 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 | | X | |
| Ex-Officio | Office of General Services (OGS) | Council Chair | Sean Carroll | | | X | |
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| Motion to Approve NYSPSP Application to offer Temporary Personnel – Office Services | | | | | | | | |
|--|---|---------------|---------------------|---------------|------------|------------|------------|----------------|
| TYPE | ORGANIZATION | ROLE | NAME | MOTION | 2ND | AYE | NAY | ABSTAIN |
| 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 | Empire State Development (ESD) | Alternate 2 | Christine McCann | | | X | | |
| Agency Representative | Department of Corrections & Community Supervision (DOCCS) | Primary | Paul Guenette | | | X | | |
| Agency Representative | Department of Health (DOH) | Alternate 1 | Sue Mantica | | | X | | |
| Agency Representative | Information Technology Services (ITS) | Primary | Elaine Blanchet | | | X | | |
| Agency Representative | Office of Mental Health (OMH) | Primary | Paul Murray | X | | X | | |
| Agency Representative | Office for People with Developmental Disabilities (OPWDD) | Primary | Marc Kleinhenz | | | 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 | Interagency Council of Developmental Disability Agencies, Inc | Primary | Winifred Schiff | | | X | | |
| Legislative Appointee | Jaclyn A. Brillling, Attorney at Law | Primary | Jaclyn A. Brillling | | X | X | | |
| Ex-Officio | Office of General Services (OGS) | Council Chair | Sean Carroll | | | | | X |
| | | | | 1 | 1 | 13 | 0 | 1 |

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| Motion to Approve Resolution Authorizing Videoconferencing by Public Bodies Under Public Officers Law § 103-A | | | | | | | | |
|--|---|---------------|---------------------|---------------|------------|------------|------------|----------------|
| TYPE | ORGANIZATION | ROLE | NAME | MOTION | 2ND | AYE | NAY | ABSTAIN |
| 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 | Empire State Development (ESD) | Alternate 2 | Christine McCann | | | X | | |
| Agency Representative | Department of Corrections & Community Supervision (DOCCS) | Primary | Paul Guenette | | | X | | |
| Agency Representative | Department of Health (DOH) | Alternate 1 | Sue Mantica | | | X | | |
| Agency Representative | Information Technology Services (ITS) | Primary | Elaine Blanchet | X | | X | | |
| Agency Representative | Office of Mental Health (OMH) | Primary | Paul Murray | | | X | | |
| Agency Representative | Office for People with Developmental Disabilities (OPWDD) | Primary | Marc Kleinhenz | | | 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 | X | | |
| Legislative Appointee | Interagency Council of Developmental Disability Agencies, Inc | Primary | Winifred Schiff | | | X | | |
| Legislative Appointee | Jaclyn A. Brillong, Attorney at Law | Primary | Jaclyn A. Brillong | | | X | | |
| Ex-Officio | Office of General Services (OGS) | Council Chair | Sean Carroll | | | | | X |
| | | | | 1 | 1 | 13 | 0 | 1 |