State Of Illinois

**State Use Committee Meeting**

**Minutes**

**February 20, 2015**

Video Conferencing sites:

SIU-C Stratton Bldg. JRTC

Lawson Hall, Room 180 Room 500 ½ Room 9-035

Carbondale Springfield Chicago

**I. Call to Order**

Chairman Loftus called the meeting to order at 1:35 P.M.

**II. Roll Call**

Brynn Henderson conducted roll call.
The following members were present: (Attachment #1 sign in sheet)

 Mitzi Loftus: Stratton Springfield

 Seymour Bryson: SIU-E Carbondale

Richard W. Gloede: Stratton Springfield

Dan Strick: JRTC Chicago

Audrey McCrimon: JRTC Chicago

Chairman Loftus announced that there was a quorum present.

**III. Approval of the December 12, 2014 Meeting Minutes**

Chairman Loftus confirmed the members had reviewed the Minutes and Member McCrimon asked that the minutes reflect her comments about Employment First and minimum wage. Chairman Loftus called for a motion to approve the Minutes as corrected.

Motion to Approve: Member Strick

Second: Member Gloede

Tally of Votes: Members unanimously approved the Minutes as corrected,

**IV. Review of and Vote on Proposed Contracts (Attachment #2 vote sheet)**

Chairman Loftus asked the Committee if everyone had a chance to review the list of contracts that are to be voted on today.

The Committee stated that they did.

Corrie Smith read aloud the contracts for vote.

After the reading of each contract, Chairman Loftus asked if there were any questions from a member or a public member regarding any contract.

After voting on each contract individually, Chairman Loftus called for a motion to approve the list of contracts read aloud by Corrie Smith.

Motion to approve: Member Strick

To second: Member Gloede

Tally of Votes: The contracts were approved with the exception of Member McCrimon who abstained on Chicago Lighthouse / Call Center contract.

There was discussion among members about the Committee approving the multiple year contracts. The State Agencies are the ones that determine the multiple year contracts that fall within the procurement code. Member Bryson suggested that the practice of voting on the contracts and the renewals be written down.

Policy of voting on contracts and their renewals was called for vote.

Policy was approved by the Committee to vote on the proposed contract and include all renewals.

There was further discussion with all Committee members about multiple year contracts. It was suggested that additional information could be added to the request letter to more inform the Committee why it is a multiple year contract. Chairman Loftus stated that she could invite CPO’s office to further clarify the Agencies ability to do multiyear contracts.

**V. New Business**

No new business

**VI. Public** /**Vendor Comments**

No comments by Public or Vendors.

Chairman Loftus announced that CMS has a new Director, Tom Tyrrell. He was invited to meeting today, but was unable to make it. He is scheduled to come to the next meeting.

**VII. Future Meeting Date**

Chairman Loftus stated that the next meeting is scheduled for April 15th at 1:30.

Future scheduled dates:

May 13, 2015

June 10, 2015

**VIII. Adjournment**

Chairman Loftus called for motion to adjourn.

Motion to Approve**:** Member Gloede

Second: Member Strick

Tally of Votes: Members unanimously approved the motion to adjourn.

Chairman Loftus announced the motion to adjourn was approved and adjourned the meeting at 2:10 P.M.

BH