

**Charter Review Committee:
Procurement and Purchasing Subcommittee Meeting
February 16th, 2018
8:00 AM**

Minutes:

Meeting Attendees:

- | | |
|------------------------------|--------------------------|
| • Ernst Valery | • Dominic Lamartina |
| • Harriette Taylor | • Michael Schrock |
| • Navin Dass | • Elena DiPietro |
| • Thomas Hickey (Call-In) | • Erin Sher Smyth |
| • Theo Ngongang | • Laetitia Griffin |
| • Jacob Wittenberg (Call-In) | • Becca Scharf (Call-In) |

Topics Discussed:

- Erin gave a basic overview of procurement in the City and the technology the City uses in the process.
- The Subcommittee discussed the following topics:
 - The requirement that formal advertising requires publishing in two newspapers.
 - Allowing for electronic bids for contracts that are for \$50,000 and above.
 - Whether we should move some of the Charter sections on procurement to the City's draft Procurement Regulations to allow more flexibility.
 - What is the public's perception of how well the City's procurement process functions?
 - Should the Charter deal with the issue of prequalification?
 - How should we deal with professional services in the Charter?
 - Is there anything we can do regarding non-compliance with M/WBE goals?
- Next Steps were discussed:
 - The Subcommittee agreed to change our meeting start time to 8:30 AM.
 - We were asked to think of ways that we can empower the procurement process for the next meeting.
 - We were asked to think of ways to deal with the issues discussed above.
 - Our research team will review the Procurement sections in Charters from similar cities/counties.
- The meeting was adjourned at 9:43 AM.
- The next meeting is scheduled for **Friday, February 23rd from 8:30 AM to 10 AM in Conference Room 3.**

COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT *

Name of public body Procurement and Purchasing Subcommittee Date of Meeting: 2/16/18

1. ☒ Did you give "reasonable advance notice" and keep a copy or screenshot?
2. ☒ Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. ☒ Did you make arrangements for the public to attend?
4. ☒ Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. ☒ If part of this meeting might be closed to the public, have you first:
 - ☐ Made sure that the public body designated a member to take training in the Act? (eff. 10/1/17)
 - ☐ Made sure that the topic to be discussed falls entirely within one or more of the 14 "exceptions" that allow the closed session? (see over for the list)
 - ☐ Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - ☐ Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes? (eff. 10/1/17)
 - ☐ Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - ☐ Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - ☐ Arranged for closed-session minutes to be kept and adopted as sealed?
 - ☐ Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - ☐ For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. ☒ Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*