

**Charter Review Committee:  
Procurement and Purchasing Subcommittee Meeting  
February 23<sup>rd</sup>, 2018  
8:30 AM**

**Minutes:**

**Meeting Attendees:**

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

**Topics Discussed:**

- The previous week's minutes were amended to reflect that we were only considering removing "some" and not "most" of the Procurement Section from the Charter to the Regulations.
- The Subcommittee reviewed best practices research that was prepared by our research team.
- The Subcommittee discussed the following topics:
  - Why it is necessary to keep the Procurement Section in the Charter.
  - What methods of advertising we could use to replace the newspaper requirement.
  - Whether the City's prequalification procedures acts as an impediment to the bidding process for M/WBEs and whether this topic should be in the Charter to begin with.
  - How should we define "professional services?"
  - The purpose of the sections on agreements and local, small, and disadvantaged business enterprise programs.
- Next Steps were discussed:
  - Erin will prepare preliminary language for a revised advertisement section.
  - Michael will prepare a brief write-up on the effect of removing prequalification from the Charter.
  - The research team will look into how other jurisdictions define professional services in a government setting and whether they should be excluded from the process.
- The meeting was adjourned at 10:00 AM.
- The next meeting is scheduled for **Friday, March 2<sup>nd</sup> 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: 2/23/18

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. NA 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.*