

**Charter Review Committee:
Procurement and Purchasing Subcommittee Meeting
March 2nd, 2018
8:30 AM**

Minutes:

Meeting Attendees:

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

Topics Discussed:

- The Subcommittee approved the minutes from the 2/23 meeting.
- The Subcommittee discussed the following topics:
 - How other jurisdictions define “professional services.”
 - Should we be making recommendations through drafting Charter language or by providing a narrative of our recommendations?
 - What should be the minimum requirements for formal advertisements in the Charter?
 - The impact that removing prequalification from the Charter would have on the City.
 - What do City agencies think about the prequalification process?
 - Should using agencies be the ones making recommendations in the case if a tie bid?
- Next Steps were discussed:
 - We will reach out to representatives from the Office of Boards and Commissions, the Department of Public Works, the Department of General Services, and the Law Department to discuss prequalification.
 - We will look to move to a bigger conference room to accommodate our invitees.
 - We will each be prepared to discuss changes to the Charter that we believe to be necessary and why.
 - We will look at the specific minimum requirements for formal

advertisements in other jurisdictions (particularly at the Federal level).

- The meeting was adjourned at 10:03 AM.
- The next meeting is scheduled for **Friday, March 9th from 8:30 AM to 10 AM in Conference Room 1.**

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

Name of public body Procurement and Purchasing Subcommittee Date of Meeting _____

1. ☒ Did you give "reasonable advance notice" and keep a copy or scan of the notice?
2. ☒ Did you make an agenda available when notice was posted, or, 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 minutes in the form of live and archived video or audio streaming?
5. N/A If part of this meeting might be closed to the public, have you first:
 - ☐ Made sure that the public body designated a member to talk about the Act? (eff. 10/1/17)
 - ☐ Made sure that the topic to be discussed falls entirely within the 14 "exceptions" that allow the closed session? (see over page 2)
 - ☐ Given notice of the open meeting to be held right before the closed session so that the presiding officer can hold the required public version of the meeting?
 - ☐ 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 the 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 of the required disclosures? (for a model form with instructions, see <http://www.marylandattorneygeneral.gov/Pages/OpenGov/default.aspx>)
 - ☐ Equipped the presiding officer to limit the closed session to the exceptions and topics cited on the written closing statement?
 - ☐ Arranged for closed-session minutes to be kept and adopted?
 - ☐ Equipped someone in the closed session to keep a record of the 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, disclosed, in the minutes of the next open meeting, the date, time, persons present, and subjects discussed?
6. ☒ Have you arranged for the preparation, the adoption as soon as practicable, online if practicable, of minutes of the open meeting, including any closed sessions, and this form (when required), completed on this date: _____

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