

**Draft Minutes of the Meeting  
New York State Procurement Council  
January 25, 2011 - 1:00 P.M.  
Meeting Room 6  
North Concourse  
Empire State Plaza  
Albany, NY**

**I. Call to Order**

Anne Phillips, Chair of the State Procurement Council, called the meeting to order and thanked everyone for attending. Ms. Phillips acknowledged the dedicated service and recent passing of Stewart Kidder, voting member representing DOCS and member of the Council since its inception in 1995. Ms. Phillips noted the attendance of DOCS alternate representative Nanette Ferri and the expected DOCS appointment of Michael Hurt. Also joining the Council for the first time was Yrthya Dinzey-Flores, Chief Diversity Officer for New York State.

Ms. Phillips reminded Council that the meetings are no longer being webcast live in an effort to save resources; however, in keeping with the requirements of making state government more transparent, a recording of the meeting would be available on the OGS website approximately two business days following each meeting, along with a draft copy of meeting minutes. Finalized minutes will be posted following adoption by the Council at each subsequent meeting.

**II. Minutes of Meetings**

Ms. Phillips called for a motion to adopt the draft minutes from the November 4, 2011 meeting ([Attachment 1](#) – Minutes of the Meeting). The motion passed unanimously.

**III. New Business**

Code of Conduct: Ms. Phillips directed the Council members' attention to the Code of Conduct for the State Procurement Council ([Attachment 2](#) – Code of Conduct) adopted in July of 2004, noting that this Code of Conduct represents the standards by which the members operate. Questions about the Code of Conduct, a copy of which was provided to Council Members, can be directed to Ms. Phillips at (518) 473-3933 or [procurement.council@ogs.state.ny.us](mailto:procurement.council@ogs.state.ny.us).

Strategic Sourcing: Ms. Phillips introduced members of Accenture, a consulting firm under contract with New York State to conduct a study on Strategic Sourcing. John Traylor, representing Division of Budget (DOB), provided a project overview, indicating that it was part of a four-part study of New York State operations, that includes: Real Estate Portfolio; Information Technology Services; Customer Services; and Procurement. Accenture was engaged to conduct the Procurement portion of the project. The goal is to benchmark New York against both private and public sector practices and identify opportunities to make operational changes to improve efficiency and provide more value to the taxpayer. Thus far 18 state agencies and other organizations involved with procurement have been interviewed by Accenture. Members of the Accenture project team provided a project overview advising that a draft of the study is expected to be released within the next few months.

Minority Women Business Enterprise (MWBE) Legislation / Regulations: Ms. Phillips introduced Yrthya Dinzey-Flores, the Governor's Chief Diversity Officer. The MWBE legislation adopted in Fall 2010 created the Chief Diversity Officer position. Ms. Dinzey-Flores stated that she has been working closely with Steven Cohen, Deputy Commissioner of Empire State Development (ESD), and Das Velez, ESD's new Executive Director for the Division of Minority and Women Business Development (DMWBD) to study and prepare additional guidance materials for the regulations and legislation. She will also be working closely with Alfonso David, the Deputy Secretary for Civil Rights. During the next quarter, in addition to rolling out the operational aspects of this program, Ms. Dinzey-Flores anticipates working across all areas to achieve the Governor's goal of 20% M/WBE participation in State business. On January 21, 2011 all agencies were advised that the

submission date for submitting annual goals is March 21, 2011. The agencies were provided with a template for creation of the annual goal plan, a link to the regulations and a link to the Disparity Study. ESD is also evaluating possible development of training for businesses and agencies to assist in achieving the goals of this legislation. It is anticipated additional discussions on this program will occur at future meetings of the Council with guidance being offered as needed.

Ms. Dinzey-Flores took questions from the Council members on various topics related to the MWBE requirements.

2011 NYS Purchasing Forum: Don Greene (OGS) stated that the New York State Purchasing Forum is scheduled for May 18 and 19, 2011, at the Empire State Plaza in Albany, subject to final approval by the Division of the Budget. The Purchasing Forum, a joint effort of OGS and OSC, is a two day program that provides training for purchasing professionals. Presently, 15 classes are scheduled for the Purchasing Forum, including training on the new MWBE Regulations. A pilot will be conducted this year using a prerecorded training format offered on a continuous loop to provide additional training for attendees.

**IV. Open Council Discussion**

There was no open Council discussion.

**V. Closure**

The next meeting of the Procurement Council is tentatively scheduled for March 23, 2011. An agenda will be circulated in advance of the meeting and posted on the website. There being no further business, the meeting was adjourned.

**NEXT MEETING**

Wednesday, March 23, 2011 @ 11:00 A.M.

Meeting Rooms 2 and 3 - North Concourse Level, Empire State Plaza

Attachments

**Members in Attendance on January 25, 2011**

Steven Cohen	Mary McGinty
Robert Coyner	Rashida Mendes
Yrthya Dinzey-Flores	Gerard Minot-Scheurmann
Nanette Ferri	Anne G. Phillips
James Haggerty	Lucy Roberson
Richard Healey	David Russo
Marybeth Hefner	Richard St. Paul
Thomas Hippchen	Gregory Weston

**Also in Attendance:**

Donna Cosgrove	Don Greene
Lisa Fox	Eileen McCarthy (for Ron Romano)

**Members Absent:**

Edul Ahmad	
Margaret Becker	Ron Romano

**NYS PROCUREMENT COUNCIL  
VOTING RECORD**

Meeting Date:

**January 25, 2011**

QUESTION, MOTION OR ISSUE:

November 4, 2010 Meeting Minutes

<u>MEMBER</u>	<u>VOTE</u>			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
<b>COMMISSIONER OF GENERAL SERVICES</b> Anne G. Phillips (Noreen VanDoren) (Don Greene)	x			
<b>CHIEF DIVERSITY OFFICER</b> Yrthya A. Dinzey-Flores	x			
<b>OFFICE OF THE STATE COMPTROLLER</b> Margaret Becker (Charlotte Breeyear)				x
<b>DIRECTOR OF THE BUDGET</b> Susan Knapp (Gerard Minot-Scheurmann) (Lorraine King)	x			
<b>COMMISSIONER OF ECONOMIC DEVELOPMENT</b> Steven Cohen (Nancy Fisher)	x			
<b>AGENCY REPRESENTATIVES:</b>				
Robert Haggerty – Ag. & Mkts. (Lucy Roberson) (Carol Casale)	x			
To be Named – Corrections (Nanette Ferri)	x			
Thomas Hippchen - SUNY (Kellie Dupuis)	x			
John Smith - OMRDD (Robert Coyner)	x			
Marybeth Hefner - DOH (Frederick J. Genier)	x			
Catherine Durand – OFT (Mary McGinty)	x			
David Russo – OMH (David Milstein) (Marc Kleinhenz)	x			
<b>AT LARGE MEMBERS:</b>				
Richard Healey	x			
James Haggerty	x			
Rashida Mendes	x			
Richard St. Paul	x			
Gregory Weston	x			
<b>NON-VOTING</b>				
Edul Ahmad				
Ron Romano				