

**OFFICE OF THE ATTORNEY GENERAL**  
**Procurement Policy Compliance and Monitoring Board**

**SPECIAL MEETING MINUTES**

**Thursday, June 25, 2020**

The Procurement Policy and Compliance Monitoring Board met in a special session On **June 25, 2020 via conference call**

**Recording Began**

Karla Schreiber, Chairperson called the meeting to order at 10:05 am.

**Disclaimer Read:**

This PPCM meeting is being conducted pursuant to the provisions of subsection 7(e) of the Open Meetings Act, as recently amended, effective June 12, 2020. The amendments allow an open public meeting to be conducted by audio conference without the physical presence of a quorum of the members, so long as the following conditions are met:

(1) the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster and all or part of the jurisdiction of the public body is covered by the disaster area;

(2) the head of the public body determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster;

(3) all members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony;

(4) for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the public body must make alternative arrangements and provide notice pursuant to this Section of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;

(5) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and

(6) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

(7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Section. Notice shall be given to all members of the public

body, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings.

(8) Each member of the body participating in a meeting by audio or video conference for a meeting held pursuant to this Section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

(9) In addition to the requirements for open meetings under Section 2.06, public bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording.

This meeting is being recorded, as required by subsection 7(9)(e) of the Open Meetings Act.

## **ROLL CALL**

### **Board members present (3):**

Springfield:	Pam Blackorby, present Tad Huskey, present Lisa Kaigh, present
Chicago:	Karla Schreiber, present Jessica O’Leary, absent
Other staff:	Eileen Baumstark-Pratt, Acting SPO Kathy Leiser

---

## **Old Business**

There was no old business at this meeting.

## **New Business**

### **Team Viewer Software**

Eileen Baumstark-Pratt, Acting SPO , the Chief Technology Officer has submitted a request to purchase Teamviewer licenses and Maintenance Support for corporate license seats and maintenance for administrators. This will allow IT staff to assist employees of the agency remotely. This is a Web based service that will help IT provide assistance to employees who need assistance while on the network environment.

A purchase order is being prepared with Softchoice, in the amount of \$7,012.92 from July 1, 2020 through June 30, 2021.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase.

No comments were received.

**Public Comments**

There were no public comments at this meeting.

**Adjournment:**

There being no further business to come before the PPCMB Board, Pam Blackorby moved and Tad Huskey seconded that the meeting adjourn.

The motion carried by the following voice vote.

**Yeas:** Lisa Kaigh, Pam Blackorby and Karla Schreiber

The meeting adjourned at 10:10 am.

**Recording ended.**