

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

Special PPCMB Board Meeting Minutes

Wednesday, May 31, 2023

**** Began Recording****

Karla Schreiber, Chairperson, called the meeting to order at 2:01 p.m., and made a prefatory statement that the regularly scheduled meeting was being conducted pursuant to the PPCMB's Remote Attendance Policy, as posted on the website of the Office of the Attorney General.

Roll Call

Board Members Springfield:

Tad Huskey- Absent
Lisa Kaigh – Absent
Pam Blackorby – Present via telephone

Board Members Chicago:

Karla Schreiber – Present via telephone
Jessica O’Leary – Present via telephone

Non-Board Members Chicago:

Kathy Tedesco- Present via telephone
Eileen Baumstark-Pratt- Present via telephone

(note: JRTC was closed due to sprinkler maintenance, everyone was remote)

A quorum of the PPCMB was in attendance.

Review of meeting minutes from May 17, 2023 Monthly Meeting

Karla Schreiber asked the Board if there were any comments, questions or concerns regarding the draft minutes of the Board's monthly meeting, held on May 17, 2023. No comments, questions or concerns were received from the Board. Karla Schreiber asked that the minutes of this meeting be approved as presented. Pam Blackorby so moved and Jessica O’Leary seconded the motion. A roll call vote of the Board members was taken, and “yes” votes were received from Karla Schreiber, Jessica O’Leary and Pam Blackorby. The motion to approve the minutes passed unanimously.

Old Business

There was no Old Business to come before the Board.

New Business

Agenda item 1: FY2024 Purchase of Intenational Recruitment Services

Eileen Baumstark-Pratt, Acting SPO stated that the attorney recruiter had submitted a request to secure recruitment and identify staffing for Attorney positions and some clerical positions.

A contract will be entered into with Robert Half International for the sum of \$350,000.00 for the period of time from June 1, 2023 to August 17, 2023.

Karla Schreiber asked Eileen Baumstark-Pratt to read the contract terms again to clarify the months from June to August, 2023, were correct. Eileen verified the dates and stated if more time is needed, we will look at the staffing and contract on August 18, 2023.

Karla Schreiber asked if there were any other comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Agenda item 2: FY2024 Copy Paper Purchase

Eileen Baumstark-Pratt, Acting SPO stated that Office Services will need to purchase copy paper throughout FY 2024, anticipating purchasing two types of paper, 20 and 60 pound paper.

Two purchase orders will be prepared through Midland, the CMS awarded vendor not to exceed \$191,008.00.

Karla Schreiber asked if there were any comments or questions regarding the documentation for this purchase. No comments or questions were received from the Board.

Public Comments

Karla Schreiber asked if any members of the public were present at the telephonic meeting and wished to make a public comment. No public comments were received.

Karla Schreiber called for a motion to adjourn the meeting. Pam Blackorby so moved and Jessica O'Leary seconded the motion.

A roll call vote of the Board was taken to adjourn the meeting, and "yes" votes were received from Karla Schreiber, Jessica O'Leary and Pam Blackorby. The motion to adjourn passed unanimously.

The meeting adjourned at 2:09 pm.

*Recording ended**