



Procurement Standards Board Minutes

December 19, 2024

Members attending Mr. Kevin Crumbo, Chair, Ms. Kim Sansom, Mr. Larry Turnley, Mr. Roger Ligon, Jr

Others present: Ms. Macy Amos, Legal, Mr. Dennis Rowland, Procurement Division, Ms. Jerval Watson, BAO; Ms. Michelle Hernandez Lane, Finance, Mr. Zak Kelley, Procurement Division, Ms. Amber Gardner, Procurement Division

Chairman Kevin Crumbo called the meeting to order.

Mr. Crumbo noted there were no requests for public comment by the public.

Mr. Crumbo entertained an approval of the last meeting's minutes. Ms. Sansom made a motion to approve and Mr. Ligon seconded. They were approved unanimously.

Purchasing Agent Report – Mr. Dennis Rowland

As a result of comments from the previous board meeting regarding information available to the departments about Procurement, a strategy update was given to departments on November 7th. 56 people were in attendance.

CHYM (Choose How You Move) outreach event was held on December 4th in collaboration with NDOT and WeGo. There were over 100 people in attendance. More outreach events will be held in the coming months.

Metro Council approved increase in Delegated Purchase Authority. It will increase from \$25,000 to \$50,000. This is in line with the State of Tennessee and other cities in similar size. This will be effective beginning February 15, 2025.

A working group between Metro council and procurement has met several times. Seven departments have been interviewed about what they would like to see from the Procurement Division. They requested improved project tracking and additional procurement staffing.

Kaizen cycle time has been completed. Buyer standardization Kaizen is in progress.

We are currently fully staffed, however there have been employees out on FMLA and there will be one employee retiring in January. The team is working diligently to stay above water.

Procurement has moved into temporary space in Lindsley Hall. General Services has stated that our permanent space may be ready by August 2025.

Mr. Crumbo stated he will be leaving the Finance Director's position in January. He expressed gratitude to Mr. Rowland for his leadership since he came on board.

Proposed Procurement Regulations Modifications – 4.44.010.02 & 4.44.010.03

Consultants Griffin & Strong stated that our program is not in line with industry standards. It will increase the number of employees allowed to 99. The proposed regulations are the same as the State of Tennessee's program. This will give the opportunity for more vendors to be approved. Mr. Crumbo stated that this is more practical program. The modification was passed unanimously.

Adjournment – Mr. Kevin Crumbo, Chair

The date of the next meeting is March 20, 2025.

Minutes approved on March 20, 2025