



Procurement Standards Board Minutes

June 12, 2025

Members attending: Ms. Jenneen Reed, Ms. Kim Sansom, Mr. Larry Turnley, Mr. Roger Ligon, Jr, Ms. Shannone Raybon

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

Chair Reed called the meeting to order.

Chair Reed stated that Roger Ligon has been reappointed by Metro Council. She also welcomed Ms. Monique Odom, Director of Parks, to the board. She was appointed by the Mayor to replace Dr. Croom who retired.

Ms. Reed noted there were no requests for public comment by the public.

Ms. Reed entertained an approval of the last meeting's minutes. They were approved unanimously.

Purchasing Agent Report – Mr. Dennis Rowland

The purchasing department has been experiencing a high volume this quarter. The Kaizen team is focusing on a 180 day solicitation target. The buyer standardization Kaizen team is developing training for all buyers.

The department delegated purchasing has been increased from \$25,000 to \$50,000.

BAO led the Titan EBO audit function and goal setting activities. This has been a tremendous amount of work, would like to thank Amber, Jeremy and Christopher for their hard work.

With our new department organization alignment, we are having improved communications with departments. We also implemented an automated weekly email to departments for tracking, this resulted from the Metro council working group.

We have a new training concept called Precision Procurement Training. When departments have a specific need or new employees who need specific training, we will provide that. The more departments are training the smoother and faster the procurement process will be. We also have a new training tool, ART – adoption readiness tool, which we will be rolling out.

BAO implemented an improved EBO assignment process. BAO also led presentations at the American Contract Compliance Association (ACCA) annual conference this summer.

Choose How You Move – we’ve had 4 outreach events, another scheduled in June.

I would like to congratulate Christopher Wood and Christina Alexander on achieving their Certified County Finance Officer (CCFO) certification.

Our permanent space should be ready on August 22nd.

Ms. Raybon asked about CHYM meetings, can we be notified? Our events are included in monthly email.

Disparity Study – Mr. Christopher Wood

Study is available for public view on Nashville.gov. Study is required every 5 years.

Current processes were commended:

- Project by project goal setting
- Small business reserve program
- Increase in staffing and resources
- Improvements in Oracle data and tracking
- Better forecasting of procurement opportunities
- Strategic use of commodity codes

We will come to the board at a future meeting with an implementation plan for the recommendations from this disparity study.

Adjournment – Ms. Jenneen Reed, Chair

The date of the next meeting is September 18, 2025.

Minutes approved: September 18, 2025