



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
October 3, 2018**

Debbie Kelly, President, called the meeting to order at 8:37 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Jamie Leeman
- *Cardiff School District – Ruth Monahan Smith
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Kevin Lesko
- *Encinitas Union School District – Sher Hoff
- *Escondido Union High School District – Nick Brizeno
- *Escondido Union School District – Brenda Gachuz
- *Escondido Union School District – Maribel Suarez
- *Fallbrook Union Elementary School District – Kara Allegro
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Debbie Kelly
- *Palomar College – Jenny Akins
- *Poway Unified School District – Janay Greenlee
- *Ramona Unified School District – Doris Fitzpatrick
- *San Marcos Unified School District – Lynne Kotas
- *Valley Center-Pauma Unified School District – Lauren Holt
- *Vista Unified School District – Jose Matavilla

Associate Member District in attendance:

- *Lakeside Union School District – Amey Brown
- *San Diego County Office of Education – Kimberly Castagnola
- *San Diego Unified School District – Najwa Farace

Also in attendance:

- *Global Furniture – Amanda Andrew
- *Hamel Interiors – Darin Shoemaker
- *Hamel Interiors – Isaac Molina
- *Office Depot – Michael Stechel
- *Office Depot – Stephen Estes
- *Virco – Mark Friesz

1. Approval of Agenda (D/A):

Debbie Kelly presented the agenda for the meeting and asked for a motion to approve. Brenda Gachuz moved to approve the agenda as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

2. Welcome Guests (D):

Debbie Kelly welcomed guests and asked that they introduce themselves and the company they represent.

3. Public Comment

There were no requests for public comment.

4. Approve August 1, 2018 Board Meeting Minutes (D/A):

Michelle Johnson presented. Lynne Kotas moved to approve the August 1, 2018 Board Meeting Minutes as presented. Motion seconded by Lauren Holt. Motion carried unanimously.

5. Approve September 5, 2018 Administrative Committee Meeting Minutes (D/A):

Michelle Johnson presented. Sher Hoff moved to approve the September 5, 2018 Administrative Committee Meeting Minutes as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

6. Approve Treasurer's Report for October 3, 2018 (D/A):

Alexis Kohler presented. Michelle Johnson moved to approve the October 3, 2018 Treasurer's Report as presented. Motion seconded by Kara Allegro. Motion carried unanimously.

7. Review of Auditor's Report (D)

This item was tabled.

8. Old Business (D):

Janay Greenlee brought up the CASBO workshop on October 12, 2018. Topics will include EDGAR, bonds, and insurance. The Winter Workshop and Luncheon is scheduled for December 7, 2018 at the San Diego Zoo. Janay also brought up the PeopleSoft Conference that the county was looking for topics to include in the schedule.

9. New Business (D):

Jenny Akins from Palomar College announced the Palomar intended to withdraw from the NCEPC. Another district would need to handle the Print Shop Paper Bid.

10. Upcoming Bid Discussion (D):

- Data Processing Supplies – Gabriella Robles would be requesting usage. Debbie added that items with no usage on bids would be dropped.

11. Suspension of Southwestern College (D/A):

Debbie Kelly presented. Michelle Johnson moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

12. Approve 2018-2019 Bid Assignment List (D/A):

Debbie Kelly presented. Michelle Johnson moved to approve as presented. Motion seconded by Nick Brizeno. After discussion motion was amended by Michelle Johnson and seconded by Nick Brizeno. Lynne Kotas suggested that catalog bids be flagged so users know they do not meet competitive bid requirements. Motion carried unanimously.

13. Approve Award Audio Visual Equipment and Supplies Bid (D/A):

Debbie Kelly presented. Kara Allegro moved to approve as presented. Motion seconded by Doris Fitzpatrick. Motion carried unanimously.

14. Approve Award Print Shop Paper Bid (D/A):

Jenny Akins presented. Nick Brizeno moved to approve as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

15. Approve Award LCD Projector Lamps Bid (D/A):

Kara Allegro presented on behalf of Cajon Valley School District. Janay Greenlee moved to approve as presented. Motion seconded by Lynne Kotas. Motion carried unanimously.

16. Approve Amendment #4 CNS Paper Bid (D/A):

Lauren Holt presented. Sher Hoff moved to approve the amendment as presented. Motion seconded by Brenda Gachuz. Motion carried unanimously.

17. Approve Amendment #4 Custodial Supplies Bid (D/A):

Debbie Kelly presented. Lynne Kotas moved to approve the amendment as presented. Motion seconded by Doris Fitzpatrick. Motion carried unanimously.

18. Approve Amendment #3 Printers (Computer) Bid (D/A):

This item was tabled.

19. Approve Amendment #4 Xerographic Paper Bid (D/A):

Kara Allegro presented. Sher Hoff moved to approve the amendment as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

20. Approve Amendment #3 Furniture & Equipment Bid (D/A):

Janay Greenlee presented requesting president's approval upon receipt of all documentation and ratify this amendment at the December meeting. Michelle Johnson moved to approve as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

21. Acclamations (D):

Sher Hoff thanked Palomar College for their administration of the Print Shop Paper Bid.

22. Round Table Discussion (D):

- Michelle Johnson brought up the discussion from a recent Nutrition Directors meeting regarding the possibility of adding a grocery or frozen bid to the NCEPC. Discussion with group.
- Lauren Holt brought up an issue with the CNS Paper Bid. Discussion with group.
- Kevin Lesko inquired about the Xerographic Paper Bid. Discussion with group.
- Michelle Johnson inquired about district-wide security cameras.
- Debbie Kelly brought up CUPCCAA. Discussion with group.

23. Adjournment (D/A):

Moved: Sher Hoff

Seconded: Janay Greenlee

Motion carried unanimously

Time: 9:40 a.m.