



**NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES
February 6, 2019**

Debbie Kelly, President, called the meeting to order at 8:31 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Cardiff Union School District – Ruth Monahan-Smith
- *Carlsbad Unified School District – Ellen Fritz
- *Del Mar Union School District – Kevin Lesko
- *Encinitas Union School District – Sher Hoff
- *Escondido Union High School District – Nick Brizeno
- *Escondido Union High School District – Gabriela Robles
- *Escondido Union School District – Brenda Gachuz
- *Fallbrook Union High School District – Leea Powell
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Laura Medina
- *Poway Unified School District – Janay Greenlee
- *San Dieguito Union High School District – Debbie Kelly
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *San Pasqual Union School District – Ginny Robinson
- *Solana Beach Union School District – Jonathan Meraz
- *Valley Center/Pauma Unified School District – Lauren Holt
- *Vista Unified School District – Jose Mata-villa

Associate Member District in attendance:

- *San Diego County Office of Education – Kimberly Castagnola
- *San Diego County Office of Education – Ashlee Venice
- *San Diego Unified School District – Julio Gomez
- *San Diego Unified School District – Francis Iverson

Also in attendance:

- *Amazon Toner – Marc Guzman
- *Arey Jones – Kahla Fortin
- *Office Depot – Michael Stechel
- *Virco – Mark Friesz
- *Virco – Josh Naemunaez

1. Approval of Agenda (D/A):

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

2. Welcome Guests (D):

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

3. Public Comment (D):

There were no requests for public comment.

4. Approve December 12, 2018 Board Meeting Minutes (D/A):

Debbie Kelly presented. Alex Kohler moved to approve the December 12, 2018 Board Meeting Minutes as presented. Motion seconded by Lauren Holt. Motion carried unanimously.

5. Approve January 9, 2019 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly presented. Sher Hoff moved to approve the January 9, 2019 Administrative Committee Meeting Minutes as presented. Motion seconded by Laura Medina. Motion carried unanimously.

6. Approve Treasurer's Report for February 6, 2019 (D/A):

Alexis Kohler presented. Doug Gilbert moved to approve the February 6, 2019 Treasurer's Report as presented. Sher Hoff seconded. Motion carried unanimously.

7. Old Business (D):

- Brenda Gachuz spoke about the CASBO training tomorrow; and that she should have time to look at more trainings for the consortium.

8. New Business (D):

- No new business items were brought up.

9. Upcoming Bid Discussion (D)

- Printers, Computer: Doug Gilbert asked to be notified if there were new items to add, new models, or any changes. Lynne Kotas asked why DVBE was part of this bid. Doug explained in detail
- Computers, High End: Jose Mata-villa from Vista mentioned that this bid would be extended.

10. Approve Award of Data Processing Supplies Bid (D/A):

Nick Brizeno presented. Doug Gilbert asked about the necessity of a bid bond. Jose Gomez asked if remanufactured toners were compliant, and Nick responded that they were. Alexis Kohler moved to approve as presented. Motion seconded by Janay Greenlee. Motion carried unanimously.

11. Ratify Amendment #3 Furniture and Equipment Bid (D/A):

Janay Greenlee presented this amendment that was brought back from the December meeting. Nick Brizeno moved to ratify amendment as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

12. Approve Amendment #2 Audio Visual Equipment and Supplies Bid (D/A):

Laura Medina presented. Lynne Kotas moved to approve as presented with removal of line items. Motion seconded by Janay Greenlee. Motion carried unanimously.

13. Approve Amendment #1 Custodial Supplies Bid (D/A):

Laura Medina presented. Brenda Gachuz moved to approve the amendment as presented. Motion seconded by Nick Brizeno. Motion carried unanimously.

14. Approve Amendment #1 PE Supplies Bid (D/A):

Sher Hoff presented. Nick Brizeno moved to approve. Motion seconded by Janay Greenlee. Motion carried unanimously.

15. Approve Amendment #8 CNS Paper Products Bid (D/A):

Lauren Holt presented the amendment. Doug Gilbert asked about amendments of this type and making changes after the bid is complete, and holding vendors accountable to their mistakes. Debbie stated that this topic would be picked up at round table. Janay Greenlee moved to approve as presented. Motion seconded by Sher Hoff. Motion carried unanimously.

16. Approve Amendment #2 Computer Printer Bid (D/A):

Doug Gilbert presented. Nick Brizeno moved to approve. Motion seconded by Janay Greenlee. Motion carried unanimously.

17. Acclamations (D):

Nick Brizeno thanked Gabriella Guerrero for handling the Data Processing Supplies Bid.

Lynne Kotas thanked Gabriella Guerrero for sending out the Purchase Edge points.

18. Round Table Discussion (D):

- Doug Gilbert brought up discussion regarding holding bidders accountable. Janay explained bid process and time that vendors have to come back and bring up errors or issues with the bid within 10 days of award. Lynne mentioned that giving vendors a little time is fine as we are partners, but vendors should not wait much longer. Janay mentioned that using the intent to award letter helps with this problem.
- Brenda asked who uses Quality Bidders for pre-qualification; and if anyone had policies or requirements in place for same. Sher Hoff said she would send out what she used.
- Debbie Kelly discussed going electronic for Board meetings.
- Nick Brizeno discussed Amazon toner and that they will be looking at this vendor. It is a remanufactured toner and they will review and share out information.
- Alexis Kohler asked that anyone thinking of being on the Board to please notify the Board.
- Lynne Kotas discussed student incentives.
- Lynne Kotas discussed the yellow pencil on the bid. It has been a problem for sharpening, and the lead keeps falling out.

19. Adjournment (D/A):

Moved: Janay Greenlee

Seconded: Sher Hoff

Motion carried unanimously

Time: 9:43 a.m.