



NORTH COUNTY EDUCATIONAL PURCHASING CONSORTIUM
BOARD MEETING MINUTES

October 4, 2017

Debbie Kelly, President, called the meeting to order at 8:40 a.m.

Pledge of Allegiance

Member Districts in attendance:

- *Bonsall Unified School District – Alexis Kohler
- *Carlsbad Unified School District – Michelle Johnson
- *Del Mar Union School District – Brenda Gachuz
- *Escondido Union School District – Sheri Walden
- *Escondido Union School District – Gabriela Robles
- *Escondido Union School District – Vicki Howe
- *Fallbrook Union High School District – Silvia McCook
- *Mira Costa Community College District – BB Boynton
- *Oceanside Unified School District – Debbie Kelly
- *Oceanside Unified School District – Laura Medina
- *Palomar College – Teresa Wacker
- *Ramona Unified School District – Doris Fitzpatrick
- *San Dieguito Union High School District – Doug Gilbert
- *San Marcos Unified School District – Lynne Kotas
- *San Marcos Unified School District – Nick Brizeno
- *San Marcos Unified School District – Susan Wallace
- *San Pasqual Union School District – Ginny Robinson
- *Solana Beach Union School District – Taylor Quillen
- *Valley Center/Pauma Unified School District – Lauren Holt
- *Vista Unified School District – Diana Johnson

Associate Member District in attendance:

- *Cajon Valley Union School District – Teri Svacina
- *Coronado Unified School District – Daniel Poli
- *San Diego Unified School District – Julio Gomez

Also in attendance:

- *Office Depot – Michael Stechel
- *Commerce Bank – Scott Tobias
- *Virco – Marc Friesz

1. Approval of Agenda (D/A):

Debbie Kelly asked that agenda item #13 be moved up in order for Laura Medina to present Agenda items #13 and #16 earlier, as she had to leave the meeting early. Brenda Gachuz moved to approve the agenda as presented. Motion seconded by Diana Johnson. Motion carried unanimously.

2. Welcome Guests (D):

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

3. (Agenda item #13) Approve Award of Audio Visual Bid (D/A):

Laura Medina presented. One vendor was deemed non-responsive. Doug Gilbert moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

4. (Agenda item #16) Approve Amendment #5 Custodial Supplies Bid (D/A):

Laura Medina presented. Lynne Kotas moved to approve the amendment as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

5. (Agenda item #3) Approve August 2, 2017 Board Meeting Minutes (D/A):

Julio Gomez noted a correction to item #9 to “copy paper” instead of “office supplies”. Doug Gilbert noted a correction to item #5 to “August” instead of “April”. Lynne Kotas moved to approve the August 2, 2017 Board Meeting Minutes as presented. Motion seconded by Debbie Kelly. Motion carried unanimously.

6. (Agenda item #4) Approve September 7, 2017 Administrative Committee Meeting Minutes (D/A):

Debbie Kelly moved to approve the September 7, 2017 Administrative Committee Meeting Minutes as presented. Motion seconded by Silvia McCook. Motion carried unanimously.

7. (Agenda item #5) Approve Treasurer’s Report for October 4, 2017 (D/A):

Alexis Kohler presented. Deposits of dues would be made that day. There were no real changes to report. Brenda Gachuz moved to approve the October 4, 2017 Treasurer’s Report as presented. Michelle Johnson seconded. Motion carried unanimously.

8. (Agenda item #6) Approve Auditor’s Report

Doug Gilbert presented the three year audit report through June of 2017. There were no abnormalities and it was sent to the county. Silvia McCook moved to approve the Auditor’s Report as presented. Alexis Kohler seconded. Motion carried unanimously.

9. (Agenda item #7) Old Business (D):

- Training: Brenda, Guiselle, Sharon, and Janay had a good combination of trainings: October 20, 2017 CASBO Fall Classic to include CNS procedures, RFP development, Sales Tax Use; and the November 15, 2017 Edgar Workshop on Federal procurement procedures. Plans include a January workshop on Buyer Basics and in March Records Retention.

10. (Agenda item #8) New Business (D):

- Guiselle Carreon mentioned there were issues with payments regarding George Couros.

11. (Agenda item #9) December 2017 Holiday Brunch (D)

Doug Gilbert discussed the holiday brunch to be held on December 13 in Escondido Center for the Arts, in Salons 4 and 5. Cost is \$20.50 per person. He also stated that while the discount on annual membership dues still applies for bid administrators, the discount for bid sponsors no longer applies. Doug asked that all bid administrators notify their vendors of the brunch

12. (Agenda item #10) Public Works Contract under \$15,000/\$45,000 (D/A)

Debbie Kelly reported that the attorney reviewed the contract several months ago. Guiselle sent changes she made. Debbie compared them and found only three spots with minor changes. Guiselle did have the

attorneys then look at it again and add DIR language and new claims language to template. Debbie will send out updated template and note the changes. It will be on website under Forms.

13. (Agenda item #11) Upcoming Bid Discussion (D)

Data Processing Bid – Escondido Union High: Estimated usage sheets will be sent out next week, and will be asking for certifications from vendors. Guiselle mentioned if any CNS departments are using any of the NCEPC bids, all federal requirements must be met.

14. (Agenda item #12) Approve Award of LCD Lamp Bid (D/A):

Teri Svacina presented. While OEM branded lamps on bid, districts are reporting that vendors are not sending OEM. The vendors all signed certifications. She spoke with each manufacturer and got samples. She found that only 2 could confirm that OEM branded lamps were being supplied. It is up to districts to check the boxes. Epson has gold sticker. Hitachi has a silver sticker stating Hitachi. Debbie Kelly moved to award bid as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

15. (Agenda item #14) Approve Award of Print Shop Paper Bid (D/A):

Teresa Wacker presented. Lynne Kotas moved to approve the amendment as presented. Motion seconded by Doug Gilbert. Motion carried unanimously.

16. (Agenda item #15) Approve Amendment #2 of Computer Printer Bid (D/A):

Doug Gilbert presented. Six printers were discontinued and there are six replacements offered at the same price. Debbie Kelly moved to approve the amendment as presented. Motion seconded by Alexis Kohler. Motion carried unanimously.

17. Approve Amendment #3 CNS Paper Bid (D/A):

Guiselle Carreon presented. Doug Gilbert moved to approve the amendment as presented. Motion seconded by Michelle Johnson. Motion carried unanimously.

18. Acclamations (D):

Lynne Kotas thanked Michelle Johnson for the first minutes from meetings as secretary. Debbie Kelly thanked all board members. Guiselle Carreon thanked everyone who helped with the training discussions. Teresa Wacker thanked everyone who provided usage for the paper bid.

19. Round Table Discussion (D):

- Debbie Kelly excused the vendors because the round table discussion may prove to be lengthy.
- Debbie reviewed the bylaws and felt that there were issues regarding the Brown Act that we were not following and should likely commence doing i.e: A) Member districts must post agenda in their own districts 72 hours in advance of board meeting. B) Treasurer must notify members of dues by July 1; C) The secretary shall receive dues and then give to treasurer as soon as possible. There was a discussion about obtaining a debit card and what protocol and procedures may look like. Debbie said she would look into it.
- Another topic of discussion was the possibility of obtaining an Error and Omissions policy that would cover board members.
- Debbie also brought up the fact that members should be careful when discussing topics regarding agenda items with each other or via emails outside of the board meeting. These are outside of the public forum and in violation of the Brown Act.
- The problem with CNS bids and Gold Star violating contract terms came up. Guiselle reminded everyone that districts must follow emergency procedures and notify the county if they are going to make purchases outside of the bid contracts. She will see if the county will issue a general letter that might authorize districts to go outside of bids since this problem was widespread throughout the county affecting most districts.
- Lynne Kotas asked what other districts were doing to verify that vendors have not been debarred. Also how they were handling student privacy laws. Does purchasing verify this or is the technology director responsible for this. Varied by district.

- Discussion regarding issues with soap and the dispensers used by the different districts. Debbie Kelly reminded districts that if they were having problems with products they should speak to the bid administrator.

20. Adjournment (D/A):

Alexis Kohler moved to adjourn meeting at 10:45 a.m. Seconded by Brenda Gachuz. Motion carried unanimously.