



CRO Set Aside Committee Meeting
Thursday, November 19, 2020 10:00 am
Remote Meeting via Zoom

Meeting Minutes

Committee Members Present:

- Todd Culver, attending remotely from East Lansing, MI
- Genevieve Hayes, attending remotely from Royal Oak, MI
- Justin Caine, attending remotely from Holt, MI
- Dave Ellis, attending remotely from Lansing, MI
- Karsten Bekemeier, attending remotely from East Lansing MI

Guests Present:

- Steve Perdue, Grand Traverse Industries, attending remotely from Traverse City, MI
- Bill Mullens, Navigations, attending remotely from Battle Creek, MI
- Terey DeLisle, Services to Enhance Potential, attending remotely from Newport, MI
- Cheryl Ohman, Lakestate Industries, attending remotely from Escanaba, MI

Recording Secretary:

Laurie Morse-Dell, Incompass Michigan, attending remotely from Okemos, MI

Introductions and Welcome

Todd Culver called the meeting to order, with notice that the meeting will be conducted remotely in its entirety to abide by conditions of the most recent emergency order from MDHHS.

Welcome to new Committee Member, Dave Ellis participating in first meeting of first term.

Review of February 27, 2020 minutes

Meeting minutes were distributed with the agenda.

MOTION: To approve the February 27, 2020 minutes as presented.

CARRIED

Procurement Update: Genevieve

- New buyer for janitorial services, Lisa Spitzley, may attend next meeting to be introduced to CROs.
- Noted that DTMB had been busy purchasing PPE across the state and has now turned attention to procuring dry ice, both related to the COVID-19 pandemic
- Noted that preliminary guidance for open meetings act was being reviewed and then will be distributed, initial review appears to indicate that 2021 meetings will be held in person. Changes to operations manual will be made if needed.



- Noted that new Incompass Michigan office can accommodate socially distanced meetings if necessary.
- Noted that 2020 Annual Report will be published and available soon.
- Question from Steve Perdue: Was Valerie Hiltz assigned to all the product set asides? Genevieve responded that not all CROs have one buyer, it will depend on product/service category

Set Aside Requests: Todd

- No New Requests
- Question from Cheryl Ohman: How to request a set aside and if a contract is on set aside will it be put out for bids
Genevieve responded that a form should be completed to initiate set aside request and can be done 6-12 months prior to contract expiring. Once a contract has been put on set aside priority would be given to CRO proposals.

Public Comments:

- None

Old Business:

- Annual Report Update: Contract expiration dates and available option years have been added for clarity. A draft with corrected dates will be sent to all contract holders. Report will be compiled with narrative and submitted to legislature.
- Todd requested update on Michigan Rehabilitation Services stance on allowable Competitive Integrated Employment placements. Karsten noted no official update, MRS continues to review how other states are proceeding.

New Business:

- Committee members will be sent proposed 2021 dates

Adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Laurie Morse-Dell', written in a cursive style.

Laurie Morse-Dell
Recording Secretary