



Douglas County Board of Commissioners

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.7247 • Fax 770.920.7219

DOUGLAS COUNTY PURCHASING OVERSIGHT COMMITTEE

February 17, 2022

10:00 AM.

Zoom Meeting

MINUTES

MEMBERS PRESENT:

Tarenia Carthan, Chairman
Kelly Robinson, Vice Chair
Frederick Perry, Deputy County Administrator
Tiffany Stewart Stanley, Assistant County Administrator
LaTonya Ammons, Procurement Director

MINUTE TAKER:

Carmen Taff, Buyer/Purchasing Assistant

GUEST ATTENDEES:

Henry Mitchell III, District 1 Commissioner
Ron Roberts, Planning and Zoning Manager
James Worthington, Managing Director of Development and Planning
Allison Duncan, Senior Planner
Roselyn Miller, Finance Director
Kristy Walker, Legislative Aide to District 3 Commissioner
Wendy Caudle, Legislative Aide to District 2 Commissioner
Justine Hayward, Executive Assistant to the County Administrator

CALL TO ORDER:

Chairman, Tarenia Carthan, called the meeting to order at 10:06 AM

APPROVAL OF MINUTES:

1. Previous meeting – November 9, 2021

The minutes were approved as submitted.

PRESENTATIONS

OLD BUSINESS UPDATES:

P-Card update and plan-

- Chairman Carthan moved to old business. This included P-Card Update/Procedure Manual and Plan. Chairman Carthan recognized Roselyn Miller of Finance who then gave the floor to Director Ammons and Justine Hayward.



Douglas County Board of Commissioners

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.7247 • Fax 770.920.7219

- Director Ammons is finalizing P-Card Policies and Procedures. Stated goal is that the policy and procedures line up with current procurement policies. In an effort to quickly execute business on behalf of the County, P-Cards will allow departments to make small purchases less than \$1500 without requiring 3 prior quotes. This is in line with Purchasing guidelines. Training is to be complete and go live by the end of March or first of April.
- Executive Assistant Hayward greeted the Committee and announced significant progress and implementation for the County. We have integrated 1427 GL accounts and 803 will be utilized upon implementation. There are 41 users, 27 card holders and 14 designees. Currently in testing phase by herself and Director Ammons. Training to be completed second week of March. Goal is to have P-Cards delivered out by the end of March.
- Vice Chair Robinson to Director Ammons and Roselyn Miller – Reminds them that the five Commissioners have unique privilege and power in Expense and Operating accounts. And that this needs to align with implementation of P-Cards.
- Roselyn Miller states that individual cards can only be used for the accounts they are tied to.

NEW BUSINESS DISCUSSION:

Media Miracles Contract for Professional Services as a continuation of services from 2021 and to include a component to the ARPA funds allocated

- Chairman Carthan asks that this contract continues and align Media Miracles for all professional services. They are needed in our Communications department for upgrades and protection. Chairman Carthan then yields to Vice Chair Robinson.
- Vice Chair states that there is money allocated for a Formal Literacy Education Program and an additional Grant Program that gives direct to citizens for small businesses. These are also facilitated by Media Miracles. Vice Chair yields.

Punkintown RFQ

- Chairman Carthan reminds the committee that Director Dukes is not present. Moves forward. Punkintown Park Passive Park project has been on hold for 7 years. Chairman requests that as soon as Southeastern Engineering completes and delivers their Project Outline next week, that this RFQ will go out with high priority.

Bill Arp Park and Fair Play Park RFQ

- Chairman Carthan states as a reminder that this is another in a back log of RFQ's that will need to go out and it was brought up at the BOC Meeting Monday by the SPLOST Management Team.

On Demand Contracts RFQ; Example: On Demand DOT

- Chairman Carthan asks that all departments have quick access to people and agencies with qualifications in the needed specialized areas. Short examples are Project Management



Douglas County Board of Commissioners

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.7247 • Fax 770.920.7219

and HR Management. Referred to Miguel Valentin, who has this available to him due to a RFQ that went out two years ago.

Contract Management Software

- Chairman Carthan emphasized the importance of having Contract Management Software in place to streamline all contracts from beginning to end. Director Ammons updated that there is software currently in place and all contracts going forward will be entered using this tool.

Short Term Rental Tracking Software – Planning & Zoning Department

- Ron Roberts and Allison Duncan explained that Short Term Rental Tracking Software is needed and can be utilized in many areas while also being financially beneficial. They updated that only two company's offer the exact specifications necessary and that, of the two, Granicus has been identified as being authorized by the National Cooperative Purchasing Alliance. They ask in full transparency to move forward with them. Director Ammons recognizes that this would be good and that since they are already vetted, this negates the need for 3 quotes. Chairman Carthan then moves to motion that Granicus become the contract for Short Term Rental Tracking Software. This is so moved by Tiffany Stewart-Stanley, motion is seconded by Frederick Perry. The motion carries with a unanimous 5-0 vote.

Contract for Consulting Services for the Comprehensive Plan Update – Planning & Zoning Department

- Ron Roberts and Allison Duncan exhibited slides to demonstrate the use of \$150,000.00 allocated for a Comprehensive Plan Update and that the deadline is October of 2023. Chairman Carthan asks for Administrative Concurrence for the Comp Plan Update RFQ to go out. All agree to move forward.

Adding language to cover contracts over 5 years

- Chairman Carthan requests that Director Ammons research the current Procurement Process language. With an interest that in the future, contracts over 5 years are bid out. Director Ammons updated that this is one of the benefits of the Contract Management Software. Vice Chair Robinson reminds voting members and attendees that SPLOST is a 6-year arrangement, and that language should reflect issues like this.

MISCELLANEOUS:



Douglas County Board of Commissioners

8700 Hospital Drive • Douglasville, GA 30134 • Telephone 770.920.7247 • Fax 770.920.7219

ADJOURN

Meeting adjourned at 10:58 AM

APPROVED: The meeting was conducted via video conference; therefore, signatures were not obtained. Signatures can be obtained once we resume normal operations.

Commissioner, Tarenia Carthan, Chairman

Commissioner, Kelly Robinson Vice Chair

Frederick Perry, Deputy County Administrator

LaTonya Ammons, Procurement Director

Tiffany Stewart Stanley, Assistant County Administrator