

**PURCHASING & PROCUREMENT  
OVERSIGHT COMMITTEE (PPOC)**

**Meeting Notes**

**Veteran's Conference Room – 1<sup>st</sup> Floor – Ruppert Sargent Building**

**July 15, 2020**

**Call to Order:** Ms. Tammy Waldroup called the meeting to order at 12:34 p.m.

**Members Present:** Tammy Waldroup- Sommer, Theresa Lee, Steve Brown, Chioma Adaku-Griffin, Nina Britton

**Members Absent:** James Gervais, Reginald Woodhouse

Members on Zoom: Reginald Warren, Amy Knight, Dina Reid

**Staff Present:** Sybil Ellsworth, Chuck Rigney, Erica Spencer, Karl Daughtrey, Vize Townsend, and Lin Whitley

**Legal Counsel in Attendance:** Benjamin Naidorf (on zoom)

**Approval of January 12, 2020 – No quorum**

**Old Business:**

**New Business:**

Introductions took place of new members.

City Attorney Ben Naidorf explained the process of adopting an electric meeting policy. He explained what the Code of Virginia states as far as electronic communication. Ben stated that for the October meeting the PPOC would be able to adopt a resolution.

Erica Spencer stated that the Minority Business Plan and eVA Contract Management Database projects were still ongoing. She stated that with COVID-19 it put a slight delay on implementing the system.

Lin Whitley explained what the process was in Procurement to get the information needed and required for the database. She explained that she has a part time employee working on this project. She stated that her team was working to match the information had with what and how the eVA system requires it.

Ms. Chioma Adaku-Griffon asked for an explanation on the new system and how it would be different from the current reporting measures

Ms. Lin Whitley explained that once all the information is entered, it will allow Procurement to house all information in one place as well as other departments to attach supporting information once award is made.

Ms. Erica Spencer stated that the one source data will save time on manual reports and the electronic system links directly with the SBSB system to calculate SWaM spend. She stated that it will allow her to track participation, payments, and all documentation is one place.

Mr. Rigney explained that this system will all Economic Development identify gaps and needs for Ms. Spencer to put together trainings and seminars for the growth of SWaM businesses.

Mr. Tammy Waldroup- Sommer stated from the state buyer standpoint it, the system is easy to use and from a business standpoint it allows her to see exactly what spend is where.

Mr. Daughtrey stated that the goal would be to have this system up and running by the end of the calendar year and that we will continue to work to get all the information put in.

**Announcements:**

**Adjournment:** There being no further business, Ms. Sommer-Waldroup adjourned the meeting at 1:26 p.m.

**Next Meeting: October 21, 2020**

Respectfully submitted,

Erica Spencer  
Minority Business Coordinator

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