| Douglas A. Ducey **Governor** |  | **Andy Tobin**  **Director** |
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|  | ARIZONA DEPARTMENT OF ADMINISTRATION STATE PROCUREMENT OFFICE  100 NORTH FIFTEENTH AVENUE • SUITE 402  PHOENIX, ARIZONA 85007  (602) 542-5511 (main) (602) 542-5508 (fax)  <http://spo.az.gov> |  |

**PUBLIC MEETING NOTICE**

**Agenda**

ARIZONA SET-ASIDE COMMITTEE WILL HOLD A MEETING ON

**Wednesday, July 28, 2021 from 1:30-3:30 PM**

VIA GOOGLE MEET

**Teleconference Information**

‎+1 413-728-2657‬ PIN: 409 940‬#‬‬‬

meet.google.com/ruh-vphz-rmw

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**AGENDA**

1. **CALL TO ORDER** *Chair Beau Lindsey called the meeting to order at 1:32 PM on 7.28.2021*
2. **ROLL CALL**

Beau Lindsey – Chair, State Procurement Office- *Present*

Greg Natvig – Beacon Group, Inc.- *Present*

David Steinmetz – Arizona Industries for the Blind- *Present*

Chris Gustafson – Arizona State Retirement System- *Present*

Kristen Mackey – Department of Economic Security- *Present*

Valarie Erwin – Department of Transportation- *Present*

Gail Fenkell – Arizona Correctional Industries- *Present*

Monica Attridge - Hozhoni Foundation, Inc.- *Present*

1. **APPROVAL OF MINUTES**
   1. 4.28.21 Meeting

*Motion to approve minutes: Chris Gustafson*

*2nd to the motion: Gail Fenkell*

*In Favor: 6 Against: Abstain:*

*Motion carried unanimously*

1. **CONTRACT EXTENSION, PROPOSAL, AND AMENDMENT REVIEWS:**

*If you are a member of the public or an interested party and would like to speak on any of the below items, please send the Chair an email (*[*nick.perrera@azdoa.gov*](mailto:nick.perrera@azdoa.gov)*) prior to the start of the meeting.*

1. **REPORT ON 1% GOAL**
   1. FY21Q4 Report – Beau Lindsey

*April Set-Aside spend was slightly over $1 million, May Set-Aside spend was just over $736,000. Currently averaging out 1.16% on Set-Aside spend; both April and May spend were slightly below 1%.*

*Monica asks a question: is there any definition as to what has been excluded to the touchable spend from each department? Beau answers that we have a list of accounting codes in relation to this topic, and that this can be sent to any person following the meeting. Said accounting codes are high-level, but descriptions are attached.*

*A question was asked regarding what constitutes as touchable spend, and Beau responded by saying that he should be able to share this information alongside item codes.*

**CNAIDS, APAD, and Departments, have come up with these codes, departments shall endeavor to spend 1% on contract goods and services**

**How current CNAIDs spend**

**1% of all the object codes, Adjustments> instructions given to the (Grants, Federal Funding, Competition Impracticable, Exempt from procurement code)**

**Excluded Aid to Individuals with disabilities, Quality Connections, Excluded**

*Kristen asked a question regarding the timeframe of the 1%, and Beau explained that it is being tracked monthly to ensure that this annual goal can be achieved.*

*David asks a question regarding where the numbers are coming from and how we can validate these numbers. Beau explains that if David wants to continue receiving these detailed reports, he can send them out. The reports are detailed through AFIS, and Beau said he can work with the Accounting Department to see if there are discrepancies.*

**Send over the Pivot Sheet that come from the departments and accounting codes**

**Stuff isn't accurate, object codes listed medical but vendors give MRO, Subjective nature of Accounting codes, Band Aid - Office first aid, police supply, the same thing however the subjective nature.**

**We only have so many object codes - have to be classified**

**Practically he wants to know, where to find state spend that matches things he sells: Set Aside Report**

**OPEN BOOKS would be the best, filter by Description, budget, accounting line, 100% of the population of state spend**

1. **FUTURE AGENDA ITEMS** 
   1. Chair will hear requests from members of the committee on issues for future consideration and discussion.
2. **CALL TO THE PUBLIC** 
   1. At this time, the committee will hear comments from the public. Members of the committee may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter or scheduling the matter for future consideration and decision at a later date.
3. **ADJOURNMENT**

*Chair Beau Lindsey adjourned the meeting at 1:46 PM on 7.28.2021*

**NEXT MEETING:** Wednesday, October 27th, 2021 1:30pm-3:30pm

VIA GOOGLE MEET

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APPROVAL OF DRAFT MINUTES: Signature DATE

By: Jill Pernice, Deputy Assistant Director of Operations 10/1/2021

APPROVAL OF FINAL MINUTES: Signature DATE:

By: Name and Title.