



NORTH CAROLINA MILITARY AFFAIRS COMMISSION

Minutes for Executive Steering Group (ESG) Meeting, 1st Quarter, February 5, 2019, Department of Public Instruction/Commerce Building, 4th Floor South, 301 N. Wilmington Street, Raleigh

Members Present

Grier Martin, Chair
Frank Bottorff, Base Sustainability, Chair
Kirk Warner, Quality of Life, Chair
Cresswell Elmore, Economic Development,
Chair (by phone)
Sally-Ann Gupta A/R Sen Brown,
Legislative Affairs Chair

Additional Attendees

Representative George Cleveland, NCMAC
Christopher Hailey, LA for Grier Martin
Whitney Christenson Campbell, Ward and
Smith (ACT)
Meredith Swartz, DOA Purchasing
Kelly Jackson, DMVA

Members Not Present

Senator Harry Brown

OPENING REMARKS: CHAIRMAN GRIER MARTIN

Chairman Grier Martin called the meeting to order at 10:03 am. Chairman Martin welcomed everyone to the Executive Steering Group (ESG) meeting. The Commission had a quorum.

CONSENT MINUTES: CHAIRMAN GRIER MARTIN

Chairman Martin asked a motion to approve the minutes from the 4th quarter committee meeting held on November 6, 2018. Kirk Warner made a motion to approve the minutes and seconded by Frank Bottorff and passed by unanimous vote.

DEPARTMENT OF ADMINISTRATION (DOA), PURCHASING: MEREDITH SWARTZ, PURCHASING OFFICER
Meredith Swartz gave a presentation on DOA Purchasing information to the ESG. She talked about the

DOA purchasing delegations:

Other Purchasing Policies:

- CONTRACT TERM: Standard 3 Years. Any Longer Requires P&C Approval
- Contracts estimated over \$1M must be reviewed by P&C/DIT Legal before posting and before award
- Consultant Service Contract:

Work or tasks performed to investigate assigned problems or projects and to provide counsel, review, analysis or advice by formulating or implementing improvements in programs or services.

****MUST BE APPROVED BY GOVERNOR'S OFFICE**

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Waiver of Competition Procedures:

- Detailed written justification must be provided for **ALL** Waivers of Competition
 - Must be based on one of the conditions listed in 01 NCAC 05B.1401 POLICY
 - > \$5,000 RFQ created by DOA-Purchasing signed by Vendor agreeing to NC Terms and Conditions
 - For Sole Source - Letter from Vendor explaining why they are the only vendor who can provide this good/service
- Sent to P&C for approval required for >\$10,000:
 - Justification Letter from Agency & if Sole Source – Vendor Letter
 - RFQ created by DOA-Purchasing signed by Vendor agreeing to NC Terms and Conditions
- Sent to DIT for approval >\$25,000:
 - Justification Letter from Agency & if Sole Source – Vendor Letter
 - RFQ created by DOA-Purchasing signed by Vendor agreeing to NC Terms and Conditions
 - Exception Request Form (presented to Exception Board, meets Thursdays)

Solicitation Documents:

- **INFORMAL SOLICITATIONS** – Direct solicitation
 - RFQ – Request for Quote:
 - Used when soliciting for non-advertised procurements.
 - Used for Vendor to sign for Waiver of Competition to agree to NC Terms and Conditions.
 - Can be used for seeking competition under \$10K
 - Response can be sent via fax or email
- **FORMAL SOLICITATIONS** – posted to the IPS System (minimum 10 days)
 - IFB – Invitation for Bid:
 - Used when soliciting for good or simple services over \$10K.
 - Award based on lowest cost meeting requirements and specifications.
 - Public bid openings and potential site visits
 - RFP – Request for Proposals:
 - Used when soliciting for complex services over \$10K.
 - Award may be based on evaluation criteria other than cost.
 - Public bid openings and potential site visits

NCMAC Special Delegation:

- **Military Affairs Commission/Members and Payment of Expenses from BRAC Funds S.L. 2017-57 Section 19.1(f)**

Notwithstanding the 30-day time period provided for in this subsection, the Department shall make payment on a contract or grant awarded by the Commission no later than the date payment is due according to the terms of the contract or grant, and Commission shall not be required to request that the Department make the contract or grant payment. The chair may authorize a member of the Commission's Executive Steering Group or another representative to make a request for payment.

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- **§ 143B-1310. Commission established; purpose; transaction of business.**

(a) Establishment. – There is established the North Carolina Military Affairs Commission. The Commission shall be assigned to the Department of Military and Veterans Affairs solely for purposes of G.S. 143B-14(a). As authorized by G.S. 143B-14(b), the Commission shall exercise all its powers, duties, and functions independently. Notwithstanding G.S. 143B-14(d), the Secretary of Military and Veterans Affairs shall not perform any of the Commission's management functions.

Current and Past NCMAC Projects:

- NC4ME Military Employment Summits – Waiver (RFQ) approved by P&C.
- Lobbying Services – RFP in the Evaluation Stage. 2/5/19 Presentations with top 2 Vendors
- NC Military Foundation Cluster Analysis – Waiver (RFQ) Consulting Service. 1/9/19 submitted to Governor's Office for pre-solicitation review.
- NCMAC Strategic Planning Facilitator – Drafting scope of work for RFQ. Estimated under \$10K will be approved in-house by DOA.

Chairman Martin told Meredith that he appreciated all the work that she and her staff had provided the NCMAC. Their expertise and knowledge were greatly appreciated. Frank Bottorff asked if we could share this presentation with the Full NCMAC. Kelly Jackson said that she had worked with Meredith Swartz about encumbering the Memorandums of Understanding (MOU) that the NCMAC has. No further discussion.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS (DMVA) UPDATE: SECRETARY LARRY HALL
Secretary Hall was not able to attend the meeting so there was no update from DMVA.

QUALITY OF LIFE (QOL) COMMITTEE: KIRK WARNER

Kirk Warner said that the QOL had a meeting on January 22 and it was a great meeting with approximate 20 attendees. We had a briefing from Paul Berry from NC Serves. There are 4 networks in the state and they function as a community-based coordinated network of services and care for our nation's Military-Connected members and their families. They are adding more staff so that when we are working with organizations across the state we have one entry point. Chairman Martin said that his office referenced consultants to this group. Rep Cleveland said that they follow up with individuals to ensure they are being taken care of. We had a follow up of the presentation from our Military Liaison Officers (MLO's) for K-12 education. We are looking at the Purple Star program and where that need to reside. We talked about the need for another Superintendents meeting and the Resolution that was signed in support of the DPI request. We also talked about the briefing from Susan Barbitta and Senate Bill 761. I need to reach out to Susan to get an update and see if there is still a need for funding for a second session. We also talked about the MIC3 legislation. Doug Taggart had received some input on the matter from Ms. Leanne Winner. Chairman Martin said that he would draft up the bill to take the requirement for an attorney out of the bill. The information also needs to be sent to Sally- Ann Gupta and Rep Cleveland. Sally-Ann Gupta will ensure that Senator Brown in briefed on this matter. The QOL committee requests that the USO Resiliency and NCServes has 15 minutes on the Full NCMAC agenda.

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LEGISLATIVE AFFAIRS COMMITTEE: SALLY-ANN GUPTA

Sally-Ann Gupta said that the Legislative Affairs committee did not meet this quarter. The Legislators did have a Ceremonial Kick off for this Session. The Legislators are now in the business cycle. She has briefed Senator Brown on the 2 Resolutions supported by the NCMAC. Kelly Jackson asked if she should email the 2 Resolutions of Support to the Legislators? Chairman Martin said to also email it to Clerks for the House and Senate. Sally-Ann Gupta said that they should go to the Legislators in the highly military areas. No further discussion.

ECONOMIC DEVELOPMENT COMMITTEE: CRESSWELL ELMORE

Cresswell Elmore said that they had an Economic Development meeting on Jan 31. We had an update from Jamie Norment for Marine Corps Air Station (MCAS) and Fleet Readiness Cent East (FRC East). It was a Regional Approach to Economic Development in that area. We also heard from Chris Chung and Brad Helton, Economic Development Partnership for North Carolina (EDPNC). Brad Helton left his position with EDPNC on 1 Feb 2019. They will be interviewing to replace him. A team from the Economic Development Committee (Cresswell Elmore, Frank Bottorff and David Hayden) will work with EDPNC to file that vacancy. Chris Chung has sent Cresswell Elmore a summary report from EDPNC. No further discussion.

BASE SUSTAINABILITY AND COMMUNITY AFFAIRS COMMITTEE: FRANK BOTTORFF

Frank Bottorff said that the Base Sustainability and Community Affairs Committee did not meeting this quarter due to lack of agenda items. No further discussion.

BYLAWS TASK FORCE (TF): KIRK WARNER

Kirk Warner said that there was nothing new on the bylaws. Chairman Martin said that he had been informed that the Governor had made selections for the vacant NCMAC positions but not all of them had been notified. He will go back to see if everyone has been notified. He had told the Governor's office that it would be helpful for the new members to be at the next meeting if possible. Frank Bottorff said that we are struggling with a shortage of members for the committees.

FINANCE AND BUDGET TASK FORCE: FRANK BOTTORFF

Frank Bottorff said that the NCMAC had submitted their budget for 2019-2020 through the DMVA for \$2 Million for 2 years. We did modify the distribution to increase the Community Grant funding to \$400,000 and need to get the legislation changed for the Community Grants. He will have an updated Finance spreadsheet for the NCMAC meeting on February 19. There were some questions about the request that we had submitted. The budget office asked what we have obligated and what we responded with was what we have obligated and what we have planned to be obligated through the end of the fiscal year. Kelly Jackson said that Mark Bondo, OSBM was the individual that asked the question. They also asked the NCMAC to consolidate their 3 budget request sheets into one form which we did. No further discussion.

NEW BUSINESS: CHAIRMAN MARTIN

Chairman Martin asked if there was any new business. Kirk Warner said that he was working on the facilitator for he Strategic planning event. Kelly Jackson has developed a Scope of Work (SOW). Kirk

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Warner has received a couple of names of individuals or firms that we can talk to about facilitating this event. We have a pool of candidate for this event. The SOW has 4 phases for this event. We are targeting the May 15, 2019 Full NCMAC meeting for the full participation of the Commission. We plan to get the Request for Proposal (RFP) out this month. Our funding estimate for this is under \$10K. Frank Bottorff said that the important item to get completed is the final SOW. Once we put this out for bid it will be the lowest bidder that meets the State requirements. Kirk Warner said that it is important that these firms are familiar with the military and have experience and knowledge with the military in NC.

Chairman Martin talked about the presentation for the Joint Oversight Committee on General Government. Kelly Jackson said that she had been working on a report for the meeting and that her understanding was that they did not need to present this report. Rep Cleveland said that we need to read the legislation and that is says that you will report to the Joint Oversight Committee, but you may not have to present your report. Chairman Martin asked if Kelly Jackson had been in with the Committees staff on this matter. Kelly Jackson said that she had not communicated with them but was working through the Legislative Liaison for DMVA. Rep Cleveland asked that the DMVA Legislative Liaison contact his office. Chairman Martin asked that Kelly Jackson communicate with Rep Cleveland.

AGENDA FOR FULL NCMAC:

DMVA Update	Sec Larry Hall (15)	
Committee Updates	Committee Chairpersons (10 each/40)	
Task Force Updates	Task Force Chairpersons (10 each/20))	
NCCC Update	Bill Meier (10)	
DC Update	James McCleskey (10)	ESG
USO and NCSERVES	Kelli Willoughby and Paul Berry (15)	QOL Committee
NC Arts Council	Vicki Vitello (10)	QOL Committee
Strategic Plan	Kirk Warner (10)	ESG
New Member	Chairman Martin (10 for Introductions)	ESG
Sen Tillis' office Rep	Rep (10)	
Lobby Contract	Frank Bottorff (30)	

Chairman Martin said that we may have some new members attend this meeting and he would like time for them to introduce themselves to the Commission. Frank Bottorff said that there was a program developed that was a NCMAC 101 presentation. This would be something that we need to give to everyone at the May meeting or later.

Chairman Martin asked each member to give him ideas to make the NCMAC meeting better. Kirk Warner said that he thought the guest speakers were very informative for the entire Commission and we need to continue that practice. Frank Bottorff said that we need to get back to basic's like the NCMAC 101. We have not done a good job in keeping the members informed on items like Readiness and Environment Protection Integration (REPI) and other Base Sustainability agenda items. Also, the different land management items that we are involved in to protection the land around military installations. Kirk Warner would like to get a report from the Federal Government to see what is going on that affects us and how we can anticipate that. We don't have a lobbying company supporting us at this time and that report could be helpful. Sally-Ann Gupta proposed reaching out to Senator Tillis'

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office to see if they could give us an update for the next meeting. Chairman Martin said that his could be done yearly if that is what we wanted to ask for. Rep Cleveland said that this was a good idea and should be done quarterly. Frank Bottorff said that this is a good idea and we can build on that relationship. Chairman Martin said that we will reach out for the May meeting and then after we get the lobbying group on board we can relook how we need that to work. Chairman Martin said that he would reach out to Senator Tillis' office to see if someone can give a presentation at the Feb meeting for 10 minutes. He will reach out to the Military Assistant from DC to call into our meeting. Whitney Christenson Campbell said that she thought inviting the NC Arts Council was a positive idea and members will be surprised on how relevant their content is. She also mentioned the NCMAC priorities and that in prior meetings the priorities were discussed or mentioned so everyone knew what the priorities of the NCMAC were. It was a good way to open the meeting and kept people focused on the priorities. Rep Cleveland recommended that we have follow up on Guest Speakers. Can we do a 2-minute update periodically from speakers whether we have given them financial support or not. There are many interesting subjects that we talk about at a meeting and it would be good to received update on those subjects. It does not have to be a presentation, it could be something written that is given to the members. Frank Bottorff said that we need updates from the organizations that we support financially. Frank Bottorff said that NC4ME should be semi-annually, Sentinel Landscape quarterly and EDPNC quarterly. Chairman Martin said that the goal is to stay committee driven but not over burden the Full NCMAC. I would like the Committee Chairmen to think about a schedule for this process. Sally-Ann Gupta said that the Legislative Committee does not have any group that would be a part of this schedule.

ADJOURNMENT: Chairman Martin adjourn the meeting at 11:36.