

## Meeting Minutes for University City Sweatfree Purchasing Advisory Board

March 29<sup>th</sup>, 2011

City Hall, 7:00 pm

*Those present: Susan Armstrong, Emily Miller, Jerry Hochsztein, Ann Marie Schutzius, Jim Adams*

### Corrections for the affidavit:

- discussion of whether affidavit should be preceded by the word ‘sworn’ – decided to leave it the way it is and without a notary requirement
  - Definitions section: define vendor or contractor and then use only that one word throughout
  - Part III Enforcement and Contractor Compliance:
    - “To ensure contractor compliance with the labor standards specified in the City of University City’s Code of Contract, the City of University City *may conduct its own investigation or engage the services of an independent, third party monitoring agency and or the Sweatfree Purchasing Consortium.*”
    - add internet link to the Consortium’s website
    - “If the Contractor is unable to become fully compliant, the City entity may refuse an award or terminate the contract in accordance with the contract terms *and/or remove said contractor from the list of companies invited to submit bids.*”
  - Part IV Code of Conduct:
    - (A) Compliance With All Laws: include link to the International Labor Organization’s website
    - (I) Termination: change “federal” to “local”
  - On the last page, include “if available and if not, by what date” (or something to that extent) in the addendum information requirements so as to encourage vendors not to lie if they do not have all the information but still encourage them to find it out
  - Include a check box (or something to that extent) for vendors to acknowledge that they have investigated the working conditions of their manufacturers
- a draft of the affidavit has been sent to Mr. Mulligan (City Attorney)
- board will ask Janet and Danella if the restrictions/requirements placed on vendors are reasonable
- need to find out the timeline for procurement so that the affidavit gets sent out with the invitations to bid
- Jerry to send to emails to Janet Watson: the first to find out the timeline and the second to invite her to our next meeting

### Website update

- Emily will be submitting information to Brandon Drake (Administrative Analyst of UCity) who will be creating a webpage for the board
- Emily has bios for Jerry, Ann Marie and herself but needs them from Jim and Susan
- Emily will be emailing Joyce Pumm to get a copy of the resolution which will be posted on the website

- Susan will be emailing Emily a summary of the board's activities for the website as well as a mention of Sweatfree.org as a link will be placed on the website
- Jerry is in the process of contacting people to take Jim's place on the board
- Emily is working with Marilyn from IFCLA to find her replacement as she leaves in May

**Next meeting: April 12<sup>th</sup>, 7 pm** (earlier if necessary to comply with affidavit timeline)