



DeKalb County Government

178 Sams Street
Decatur, GA 30030

Meeting Minutes - Draft

FAB-Finance, Audit & Budget Committee

Commissioner Ted Terry (Chairperson)

Commissioner Michelle Long Spears

Commissioner Chakira Johnson

Tuesday, July 8, 2025

3:30 PM

178 Sam's Street, Decatur, GA 30030
(Multipurpose Room)

Meeting Started At: 4:36

Attendance: Commissioners: T. Terry, M. Long Spears, C. Johnson

Present 3 - Chairperson Ted Terry, Commissioner Michelle Long Spears,
and Commissioner Chakira Johnson

I. MINUTES

2025-0942 Commission District(s): ALL
Minutes for the June 16, 2025 Special Called Finance, Audit, and
Budget Committee

This agenda item was approved

2025-0986 Commission District(s): ALL
Minutes for the June 24, 2025 Finance, Audit, and Budget
Committee

This agenda item was approved

II. DISCUSSION

Procurement Process: Basic Procurement 101 (Vendors, Contractors, Bids)

Presentation provided by CPO Michelle Butler

Q MLS: what is the training timeline again?

Butler: there is a training coming up for 2 hours, and are held on a frequent schedule. Additional information provided.

MLS: I'd like to propose this to the chair; would you be interested in having a part 2 of this presentation after staff has gone through the training and provide you that feedback.

Additional comments provided by Michelle Butler

MLS: are the trainings in person or on zoom?

Butler: they are on zoom. We are reevaluating that process. Additional details provided

MLS: I would encourage you to do an audit of your website, I find it confusing. This is just a suggestion

Butler: the County is in the process of updating the whole website. We have been directed to make sure the information is accurate before the vendor makes changes.

Q CJ: under the evaluation process, is there a standard scoring system or do departments do their own?

Butler: scoring only includes RFPs, it may vary for the RFP but we do follow required standards and scoring

Q CJ: regard LSBE, who monitors participation?

Butler: the program is housed in the purchasing and contracting department.

Q CJ: before the BOC has approved the contract, can you change the scope or does it go back out to bid?

Butler: it has to go back out. If its already advertised a specific way, and then changed it looks poorly.

Q CJ: what about approving the procurement and then coming back to amend the contract?

Butler: you could do that but there are several factors involved. Specifically you want to think about your relationship with your vendors but also public optics.

Q CJ: can you speak about attracting vendors, Specifically the timeline of opening the bid to approval?

Timeline details provided by CPO Butler

Q TT: for LSBE are we using GMSCE?

Butler: that was a previous vendor. We recently stopped using their software

Q TT: as we build it back up internally, are you going to find another vendor?

Response provided by CPO Butler

Q TT: I'm wondering if under a refreshed LSBE program, there could be an opportunity to provide some extra support to them as they acclimate to the system

Butler: we have a local small business ordinance, which requires us to support vendors who are certified. We have worked with Decide DeKalb to provide a month long training to help non certified vendors to get comfortable with the system and become certified. We will be doing another one in October. Additional details provided.

TT: please share that information with Commissioners so we can share it when we get inquiries.

TT: lets continue this discussion later in August. I'd like to hear more about the training program with Decide DeKalb, the ordinance, and feedback from staff after the training.

Butler: the ordinance is under assessment so I will be limited in my feedback because it is in flux.

[Budget Amendments](#) :

TT: We requested at the last meeting Commissioners to provide any additional amendments. COO Williams, if we get a list of amendments by close of the 14th and discuss it with the administration by the 16th, could we actualize them by the 17th at the Special Called meeting?

COO: we can discuss critical needs and see where we could fit the funding, either amending this budget or applying it to FY26.

Meeting Concluded At: 5:24PM
