

Vermont Web Portal Board Meeting
October 22, 2024
Dewey Building at National Life Group in Montpelier
1 National Life Dr. Dewey Building Room 206

Present Board Members:

- Dawn Carrillo
- Jacob Durell
- Lauren Hibbert
- James Lipinski
- Elle O'Casey
- Andrew Campbell
- Sean Brown
- Michael Smith

State Web Services: Maggie Wilson

Call to Order

James Lipinski called the meeting to order. Public comments were foregone as no members of the public were present.

Approval of Request for Proposals

The Web Portal Board discussed approving the Request for Proposals (RFP) for statewide web services. Sean Brown made a motion at 10:04 a.m. to approve the RFP, which was distributed for review the previous week. Elle O'Casey seconded the motion. The Board voted unanimously at 10:05 a.m. to approve moving the RFP to the procurement advisory team (PAT).

Delegation of Representative

The Board discussed delegating a member of the Board to approve minor changes to the RFP after business office and PAT review. Sean Brown made a motion to delegate James Lipinski as the representative of the Board. James will have the authority to use his discretion to approve minor changes to the RFP without previous Board review. Dawn Carrillo seconded the motion. The Board approved James Lipinski's delegation unanimously.

Conclusion

Dawn Carrillo motioned to adjourn the meeting at 10:26 a.m. and Elle O'Casey seconded the motion. The Board adjourned after briefly discussing the next meeting, which will be scheduled at a later date.