WISCONSIN STATE USE BOARD MEETING

October 11, 2012 10:00 a.m. – 12:00 p.m.

Riverfront Activity Center

3000 South Avenue

La Crosse, WI 54601

**Opening Business**

Call to Order

The meeting was called to order by Jean Zweifel

Introductions

Board Members Present:

* Jean Zweifel, Greenco Industries
* Mike Casey, Public Member
* Marie Danforth, DHS
* Helen McCain, Department of Administration (attended via teleconference)
* Bill Smith, Small Business (attended via teleconference)

Board Staff Present:

* Nadine Malm, Department of Administration
* John Gibson, Department of Administration
* Pam Viner, Department of Administration (attended via teleconference)

Audience:

* Mary Kessens, Riverfront
* Toby Johnson, Superior Vocations Center
* Tom Packard, RFW
* Matt Childress, RFW
* Susan Davis, RFW
* Thomas Cook, RFW
* Jon Joles, L.E. Phillips Career Development Center

Teleconference Participants:

* Paul Thornton, Black River Industries
* Gary Goodsell, Careers Industries
* Todd Krukowski, Goodwill Industries of SE Wisconsin
* Ron Opicka, East Shore Industries
* Traci Logethetis, Opportunities Inc
* Ken Maciejewski, Opportunities Inc
* Scott Butcher, DOC
* Amy Golackson, Kandu Industries

Approval of July 12, 2012 Minutes – contingent on minor changes to attendance list.

**Bill motioned, Helen 2nd and approved**

Chairperson Report

* Nothing to report

**Continuing Business**

Extension request for Set Aside for Drug Testing Kits (Initial set aside was approved via email vote in April 2012, 90 day extension was approved 07/12/2012) – Requesting one more extension due to some delays obtaining correct specifications from DOC. DOC is updating their policies and procedures, which may change their specifications within the next year. No specific timeframe has been received from DOC.

Tabled until next meeting, when a status update will be presented.

**Helen motioned, Bill 2nd and approved**

**New Business**

Wiscraft name change – Now “Beyond Vision”. Still under the Wiscraft organizational name due to statutes. New website is www.beyond-vision.org.

Diversified Services Inc – DOC’s supplier is having trouble getting appropriate quantities of Olive Green T-shirts, so the contract has been cancelled. DOC has already found a different supplier.

Commercial Cleaning/Janitorial Services contract cancellations – Riverfront Activity Center and Pathways of Wisconsin both shut down janitorial services. Riverfront’s Eau Claire janitorial site has been picked up by Chippewa River Industries. Riverfront’s reason for cancelling these contracts was a lack of success from the business model perspective.

Site Visits – Nadine made visits to Opportunities Inc. (Madison), Careers Industries (Racine), and Beyond Vision (Milwaukee). She thinks some set-aside requests will appear at the next meeting.

SUPRA Conference – January 23-25, 2013, Tampa, Florida. Nadine wants to attend.

**Marie motioned, Bill 2nd and approved**

Simplified Bids – for procurement opportunities under $50,000, 3 vendors need to be contacted. The Procurement Manual specifies that work centers are to be targeted in such procurements, but in practice they often aren’t included. This may need to be brought up at IPC and/or SAPC.

Fair Market – two years of reports need to be done. Paperwork expected to be sent out before November. The subcommittee had come up with some changes to make to the forms.

Annual Report – still behind, but expected to be sent out before November.

**Other Business**

Public Comment

* Presentation of RFW’s rest area maintenance survey results. Reflected a general shrinkage of the program. The more capable workers are finding community employment outside the work center.
* RFW is launching a new website: midwestworks.org

Future Meetings:

* Thursday, January 10, 2013, 10am – 12pm, DATCP
* Thursday, April 18, 2013, 10am – 12pm, DATCP
* Thursday, July 11, 2013, 10am – 12pm, DATCP
* Thursday, October 10, 2013, 10am – 12pm, DATCP

Adjournment

**Marie motioned, Michael 2nd and approved**