WISCONSIN STATE USE BOARD MEETING

April 18, 2013, 10:00 a.m. – 12:00 p.m.

Department of Agriculture, Trade, and Consumer Protection (DATCP)

2811 Agriculture Drive

Madison, WI 53718

**Opening Business**

Call to Order

The meeting was called to order by Jean Zweifel

Introductions

Board Members Present:

* Jean Zweifel, Greenco Industries
* Marie Danforth, Department of Health Services
* Mike Casey, Public Member
* Helen McCain, Department of Administration
* Nick George, Midwest Food Processors Association

Board Staff Present:

* Nadine Malm, Department of Administration
* John Gibson, Department of Administration
* Pam Viner, Department of Administration

Audience:

* Nancy Rupp, Kenosha Achievement Center
* Ken Maciejewski, Opportunities Inc
* Matt Childress, Rehabilitation for Wisconsin
* Susan Davis, Rehabilitation for Wisconsin
* Todd Krukowski, Goodwill Industries of SE Wisconsin
* Ryan Hoffman, Beyond Vision
* Jeff Martinelli, Industries for the Blind
* Ben Coley, Lakeside Curative Services
* Bob Kargl, DASH Medical
* Brian Cimler, DASH Medical

Teleconference Participants:

* Mary Beth Popchock, Lakeside Curative
* Gary Goodsell, Careers Industries
* Paul Thornton, Black River Industries
* Scott Noreuil, Department of Corrections

Approval of January 29, 2013 Minutes.

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

Chairperson Report

* Nothing to report

**Continuing Business**

Update on Drug Testing Kits – Have specs from DOC, so Greenco can move forward. Greenco’s goal is for 100% of labor to be performed by clients.

90 day extension on set aside.

**Helen motioned, Marie 2nd and approved (1 abstain)**

Update on Hand Sanitizers and Dispensing Systems – Jeff Martinelli spoke for Industries for the Blind, who can do assembling, packaging, and labeling. They can’t begin work in May because the current State contract doesn’t end until August. The Board will need to look at pricing in July.

90 day extension on set aside.

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

Fair Market 2012 – Nadine now has all of the Work Centers’ submissions, but some weren’t done correctly. Jean and Nadine are disappointed with the time this has taken. We will work on making the process easier for Work Centers next year.

Annual Report 2012 – Nadine is still waiting for 10-15 Work Center submissions. Under the current Fiscal Year submission schedule, it is nearly impossible to get Annual Reports done in time, so it is suggested to switch to Calendar Year. Board members remembered discussing this in the past, so some research will be done into historical discussions on this subject.

Recertifications/New Certifications – Just sent out; due back on April 26th. There will be at least one new Work Center certified this year.

**New Business**

Toothpaste – Greenco had to change suppliers, and needed a price increase. They do still meet fair market pricing standards. DOC is unhappy, but has been cooperative and receptive to explanations. Greenco has been keeping customers supplied throughout the process.

Set Aside for Paper Products (Disposable) – Ryan Hoffman spoke on behalf of Beyond Vision. Current mandatory contract is up for renewal in March 2014. Beyond Vision can acquire a paper cutting machine and raw materials, and is confident that they can fulfill all needs of the contract, with some help from a sister company for online ordering.

90 day set aside.

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

Shipping – The State cannot offer its contracts nor do a bid for the work centers, but it would be smart for the work centers to get together and acquire a shipping discount through consortium. A survey should be sent out to gauge interest and measure potential volume.

E-Procurement readiness – State is moving toward e-catalogs. Survey to be created in the next few months to gauge work center capabilities. Per Helen, we need to be wary of alienating smaller vendors who don’t do business online.

**Old/Other Business**

Disposable Gloves – Lakeside Curative’s prices have decreased to better fit fair market pricing.

VendorNet Renewals – Vendors are purged every 18 months, so renewal notices are sent out every 12 months. Work centers need to respond to these renewal notices to stay in the system.

Quarterly Board Meeting Location – July 11, 2013 meeting will take place at East Shore Industries in Algoma, WI. Next year, we’ll meet in the Northern or Southern portion of Wisconsin.

New Email Address for State Use Program – Official emails will now come from DOADEOSBOPPrograms@wisconsin.gov.

Work Center Staffing Updates – If a sales rep or executive is hired into or leaves a work center, please remember that DOA staff need to be informed to keep an updated contact list.

Procurement Manual Updates – PRO-K will soon be looked at and gradually updated.

SUPRA Conference – Handout and email versions of the Products & Services booklet were distributed. Nadine called out drug testing kits and security guard services as avenues for work.

Public Comment

* The Pennsylvania State Use Program generates a newsletter as well as an online catalog.
* Mike Casey presented an article regarding eight “A-Teams” across the State of Wisconsin, grassroots advocacy groups who fight for the rights of people with disabilities.
* Followup to researching Peter Barca and roots of the State Use Program has not happened yet.

Future Meetings:

* Thursday, July 11, 2013, 10am – 12pm, East Shore Industries
* Thursday, October 10, 2013, 10am – 12pm, DATCP

Adjournment

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