WISCONSIN STATE USE BOARD MEETING

July 23, 2015, 10:00 a.m. – 12:00 p.m.

Careers Industries

4811 Washington Ave

Racine, WI

**Opening Business**

Call to Order – The meeting was called to order by Jean Zweifel at 10:02 a.m.

Introductions

Board Members Present:

* Jean Zweifel, Greenco Industries
* Enid Glenn, Department of Workforce Development, Division of Vocational Rehabilitation (Teleconference)
* Helen McCain, Department of Administration (Teleconference)
* Nick George (Teleconference)

Board Staff Present:

* Nadine Malm, Department of Administration

Audience:

* Todd Krukowski, Goodwill Industries
* Candace Sikraji, Careers Industries
* Stacy Quickstad, Careers Industries
* Isobel O’Rourke, Kenosha Achievement Center
* Traci Logothetis, Opportunities, Inc.
* Ken Maciejewski, Jr., Opportunities, Inc.
* Marsha Thomas, Ray-O-Vac
* Shelly Foust, Industries for the Blind - Milwaukee
* Ben Coley, Lakeside Curative Services
* Michael Strong, Beyond Vision
* Jim Kerlin, Beyond Vision
* Egon Muelder, Beyond Vision
* Karl Schmig, Riverfront Activity Center

Teleconference Participants:

* Cheryl Edgington, Department of Administration
* Paul Thornton, Black River Industries
* Randy Klein, Madison Area Rehabilitation Center
* Wanda Kleinschmidt, Lincoln Industries
* Kathy Kaeding, Department of Corrections

Approval of April 9, 2015 Minutes – **Helen motioned, Nick 2nd – Motion approved**

Chairperson Report

* Nothing to report

**Continuing Business**

2014 Annual Report – Nadine indicated the report would be sent to the board the following week as she found some calculation errors and is reviewing to make sure all numbers are correct before sending.

Recertification 2015 – 60 work centers recertified this year which is three less than last year. One of those centers was closed completely and the other two indicated they are placing more of their individuals in the community setting. One work center had submitted paperwork for a new certification, however they are not incorporated in the State of Wisconsin which is a requirement of the program.

Fair Market 2014 – Fair Market was sent out on 07/22/2015 with a due date of 08/14/2015. Nadine stated several had already been returned and was appreciative of the quick submissions. Nadine estimated it would be available after Labor Day for the board to review.

Battery Set-Aside – Ken Maciejewski from Opportunities, Inc. did a PowerPoint presentation (attached to minutes) of the battery program and contract. Ken indicated they were just finishing up the SUB-008 forms and would be sending to me to ensure pricing was within fair market.

Ken indicated they started working on this possible contract in partnership with Ray-O-Vac about 18 months ago. They would be supplying alkaline batteries sizes AAA, AA, C, D and 9 volt.

Batteries would be manufactured in Fennimore, WI and packaged in Madison, WI, at Opportunities, Inc. They currently package approximately 2.5 million batteries per year for another manufacturer and are very experienced with packaging them. The battery would be a Ray-O-Vac Ultra Pro brand. Testing showed they were comparable to other brands and performed at the same or above. Opportunities, Inc. will purchase the batteries from Ray-O-Vac, put 12 in package to shrink wrap, seal and label. There are approximately 20 work steps that will be completed by individuals with disabilities. Shipping will be estimated 3 days USPS. Opportunities estimated savings for the State of Wisconsin is about $19,000 per year for the batteries provided by Opportunities, Inc.

After the presentation, Helen asked Nadine where agencies were currently purchasing batteries from now. Is it the office supplies contract or MRO? Nadine indicated the main spend is from the office supplies contract. Helen then asked if Nadine was working with the contract manager and Staples to let them know this contract was coming. Nadine said yes, the contract manager was aware of it. She also stated she would need to work with Cheryl now on the MRO contract. Helen just wanted to make sure we are working with the contract managers and ensuring the items are blocked on their contracts.

Nadine reiterated Opportunities, Inc. still needed to submit their paperwork which they indicated would be sent by Friday, July 24th. In order to get the contract approved by the board, Nadine requested a phone conference with the Board to review the fair market pricing of the batteries as she thought the office supplies contract end date was either August or September.

The board agreed to a conference call to review the fair market pricing.

Writing Instruments – Nadine stated the writing instruments contract was now available through WISBuy. End users can search for them, but a notification from the WISBuy team to agencies still needed to be sent. Nadine was told by the KIT Section they hoped to have that completed by the end of the week.

WISBuy Update – Scrubber pads have been updated on WISBuy and are available. The next contract will be the batteries once approved.

Scrubber Pads, Price Increases – There were two items that were tabled at the last board meeting as the pricing did not include the shipping charges and could not be compared for fair market pricing. Beyond Vision did update the paperwork to include shipping. The 14” x 20” Scotch Brite Surface Prep Pad pricing ($140.75) submitted by Beyond Vision was within fair market. The 14” x 20” Blue Autoscrubber Pad did not meet fair market pricing. Beyond Vision submitted pricing of $71.63 and fair market price was $69.67. Beyond Vision agreed to drop their price to $69.67 to comply with fair market pricing. **Nick motioned, Helen seconded. Motion approved.**

**New Business**

Scrubber Pad Contract Additions – Beyond Vision is looking at a possibility of adding a “better/best” option to the contract. Ryan Hoffman could not attend to present this option. Nadine indicated she had received the pricing from Ryan and was hoping to teleconference with him the same day as the batteries contract discussion.

Helen asked what was precipitated the request. Was it customer demand, looking for other options, what was the reason. Nadine stated Jim Kerlin, CEO of Beyond Vision was in attendance and could provide that information. Beyond Vision’s scrubber pad contract has always been a 3M product offered, but the industry has changed and come out with some other products at a lesser cost. Beyond Vision is proposing offering a “better/best” option by adding a lower cost pad to the contract if the board approves. They would still have the 3M products and propose the lower cost alternative. Jim indicated this was not out of state user demand, but awareness of their commercial customers and sister agencies located around the U.S. who supply to the federal government. The sister agencies now offer a better/best approach to the federal government. Jean stated this could be discussed during the conference call.

Mop Contract, Price Increases – Tracy Nelson, CEO of Eastshore Industries/Algoma Mops, requested price increases. There has been no increase in mop prices since 2009. All price increases submitted are within fair market pricing. Nadine indicated the increases would be effective August 1, 2015. Jean asked for a motion to approve the price increases. **Enid motioned, Nick seconded. Motion approved.**

SUPRA Conference and ACCSES Summit 2016 - Nadine is requesting to attend the SUPRA Conference and ACCSES Summit in New Orleans, LA. ACCSES has scheduled their summit two days before SUPRA so more members can attend. They will be providing information on federal legislation regarding CMS and changes with State Use Program around the nation. Nadine stated it was on the agenda because it was scheduled during the same time the January board meeting was scheduled. Jean asked for a motion to approve Nadine attending the conference and summit. **Nick motioned, Enid seconded. Motion approved.**

Nadine stated she would look at rescheduling the January 2016 meeting to February to be held at DATCP. Jean asked if Nadine was going to send the new meeting date. Nadine indicated she would have all meeting dates for 2016 at the upcoming October board meeting.

**Old/Other Business**

No old business.

**Public Comment**

Jim Kerlin asked Nadine if she felt it would be beneficial for participating non-profits to attend the SUPRA conference. Nadine said based on attending both last year, she saw more work centers or community rehabilitation programs at the ACCSES summit. Nadine added the SUPRA conference you see mainly coordinators or directors of the state programs. Nadine said she did not see many centers at the SUPRA conference as she did at the ACCSES summit.

Adjournment – Nick **motioned, Helen 2nd and approved.**  Meeting adjourned at 10:37 A.M.

Future Meetings:

* Thursday, October 8, 2015 10am – 12pm, DATCP
* Thursday, February 11, 2016 10am – 12pm, DATCP
* Thursday, April 14, 2016 10am – 12pm, DATCP
* Thursday, July 7, 2016 10am – 12pm, DATCP
* Thursday, October 13, 2016 10am – 12pm, DATCP