

WISCONSIN STATE USE BOARD MEETING
October 12, 2017, 10:00 a.m. – 12:00 p.m.
Department of Agriculture, Trade and Consumer Protection
2811 Agriculture Drive
Madison, WI

Opening Business

Call to Order – The meeting was called to order by Jean Zweifel at 10:04 a.m.

Introductions

Board Members Present:

- Jean Zweifel, Greenco Industries
- Jim Langdon, Department of Administration, Teleconference
- Nick George, MFPA, Teleconference

Board Staff Present:

- Nadine Malm, Department of Administration
- Cheryl Edgington, Department of Administration
- Terri Hagstrom, Department of Administration

Audience:

- Mike Marean, Department of Administration
- Stacy Quicksand, Careers Industries
- Candace Sikraji, Careers Industries
- Isobel O'Rourke, KAC Inc.
- Susan Davis, RFW, Inc.

Teleconference Participants:

- Randy Klein, MARC
- Amy Newman, Shawano County Lakewood Industries
- Jim Taray, Superior Vocations Center
- Wanda Kleinschmidt, Lakeland Industries - Lakeland County
- Pam Ross, Opportunity Development Centers, Wisconsin Rapids (Central WI)
- Karl Schmig, Opportunity Inc.
- Ken Maciejewski, Jr., Opportunities, Inc.

Discussion and approval of Wisconsin State Use Board meeting minutes from Thursday, July 13, 2017 –
Nick made a motion, Jim 2nd – Motion approved.

Spices and Seasonings Bid Update – Nadine Malm – The Request for Bid was sent out to the work centers that showed interest in wanting to receive the document. The responses are due November 14, 2017 and the round of questions they can ask are due October 18, 2017. There will be more information at the meeting in February 2018.

Can Liner Contract Price Increase – Nadine Malm – The RFI was completed with 10 respondents, with only 8 being accepted because 2 of the responses didn't meet specifications. Abstract was shared with Careers Industries to show items that did not meet fair market pricing. Stacy from Careers Industries spoke saying she did not have any authority to make any decisions as Joe Greene (Executive Director) is out of the office till the week of October 16th. A meeting to keep the conversation moving will be scheduled with the State Bureau of Procurement and Careers Industries by the end of October 2017. Tabled.

Set Aside Request Update for Disposal and Recycling of Mixed Electronic Surplus – Nadine Malm/Randy Klein – Randy from the Madison Area Rehab Center is asking for an extension of his set aside. He spoke via Teleconference saying they completed their initial, internal audit for certification. They plan on having their final audit completed by the end of this year. Nadine and Randy met to talk about who the current vendors are. They have reached out to one of the vendors to discuss some pricing. They would like to find out why they downstream instead of having a partnership. They have added a truck for pickup. Two of the three facilities added security, video recording systems. After the certification they will consider broadcasting a little more into the world of DNR. A motion to give the extension was made by Nick and Jim 2nd – Motion approved.

2017 Fair Market Pricing – Nadine Malm – All fair market paperwork has been submitted. Nadine is reviewing and will send to the Board by the end of October 2017 for their review. Approval of fair market pricing will be included on the February 2018 agenda.

2017 Annual Report – Nadine Malm - There are a couple missing work center's annual reports which are being gathered with a draft report sent to the Board at the beginning of December 2017. Approval of the annual report will be included on the February 2018 agenda.

SUPRA Conference – St. Petersburg, FL, January 24-26-2018 – Nadine Malm –SUPRA in St. Petersburg, FL. The only information that has been received are the dates of the SUPRA conference. The past conference registration fees have not changed in all the years Nadine has attended. Estimated cost for the conference is \$1,100.00. A motion to allow Nadine to attend the SUPRA conference was made by Nick and 2nd by Jim - Motion approved.

WISBuy Presentation – Mr. Mike Marean, Department of Administration – Mike is the Section Chief for the KIT (Knowledge Management, Improvement & Training) section. Mike did an overview of WISBuy which is our online shopping and ordering website for contracts that serve the need of state agencies and municipalities. UW system and UW campuses may use WISBuy, however they have a version of WISBUY called "Shop@UW". WISBuy was created to provide operational efficiencies through consistent work flow processes with the goal to reduce long-term business costs associated with procuring products. WISBuy went live in 2014. A handout was available for those present. If there are additional questions, please reach out to Mike.

Public Comment

There was discussion about the Governor's Committee for People with Disabilities meeting where a lot of information was shared about the State Use Program.

Adjournment – Nick made a motion to adjourn meeting and Jim 2nd the motion - Motion approved.

Future Meetings Review:

- a. February 8, 2018, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection
- b. April 12, 2018, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection
- c. July 12, 2018, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection
- d. October 11, 2018, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection