

WISCONSIN STATE USE BOARD MEETING  
February 21, 2019, 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 10:08 a.m.

Introductions

Board Members Present:

- Jean Zweifel, Chairman - Teleconference
- Nick George, MFPA
- Amy Grotzke, Department of Workforce Development
- Jim Langdon, Department of Administration
- Bill Smith, NFIB

Board Staff Present:

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

Audience:

- Ken Maciejewski, Opportunities Inc.

Teleconference Participants:

- Alan Wartella, Algoma Mop Manufacturers/ East Shore Industries
- Randy Klein, Greenco Industries

**Discussion and approval of Wisconsin State Use Board meeting minutes from Thursday, September 13, 2018.** Jim made a motion to amend the agenda to also include consideration of the October 18, 2018 minutes. Nick 2nd – Motion approved. This approval is for both September 13, 2018 and October 18, 2018 minutes. Discussion - Amy indicated the date on the October meeting minutes needed to be changed from 2021 to 2018. Jim made a motion to approve, Nick 2nd - Motion approved.

**Update – Disposal and Recycling of Mixed Electronic Surplus** – Nadine Malm - Nadine had a discussion with the MARC Center, and they decided to let the set aside lapse. They are reevaluating the E-recycling disposal services because the company they were working with is going out of business.

**2018 Fair Market Pricing** – Nadine Malm – Nadine is waiting for quotes from current contractors on floor pads, mops, writing pads, brushes and brooms. Once the quotes are in she will be able to complete and send out. Board member, Jim Langdon asked how the new process that was implemented in 2018 is going. Nadine responded saying that it was going pretty good with the exception a few items that are very specific, such as DNA Buccal Swab kits.

**2018 Annual Report** – Nadine Malm – The report is finished and is under review. Once the review is completed the report will be sent out to the board and be approved at the next meeting. There was discussion on when the report is to be completed.

**Price Increase Request – Mops** – Nadine Malm – East Shore Industries has the mop contract and has submitted a price increase request based on raw material price and shipping increases. They have provided documentation from their raw material suppliers and UPS. They have not had an increase since 2013. The increases vary but average about 5%. The Procurement Manual contains a process on what to do when we receive a price increase. Cheryl recommends that we follow that process. Nadine is doing a fair market and will get it out to the board before April 2019. A teleconference call meeting could be set up to vote on the increase. Whenever there is a teleconference phone call meeting, the public can always attend physically or by calling in. This teleconference call will be posted on public notices and the State Use Board site.

**SUPRA update** – Nadine Malm - Nadine attended the conference from January 30, 2019 - February 1, 2019. There was continual discussion on the 14C and government affairs.

The keynote speaker was a member from the shoe company, Zappos. The speaker talked about how they run their business to include getting the right type of personnel and the expectations of their employees. They have 10 core items:

- Deliver WOW through service (deliver more than expected)
- Embrace and drive change
- Creating fun and a little weirdness
- Be adventurous creating and open-minded
- Pursue growth and learning
- Build open and honest relationships with communication
- Build a positive team and family spiriting a positive team
- Do more with less
- Be passionate and determined
- Be humble

A second session called “Salesforce; Leveraging Data for Sales and Marketing”. This is mainly for states have that have a non-profit organization that oversees their CRP’s. Work centers are charged fees to be in this program. A fieldtrip was offered to view ‘Opportunity Village.’ This is one of the biggest work centers in Nevada on over 24 acres. They offer many programs to choose from. If anyone is interested, contact Nadine and she will get more information.

A third session called ‘Products and Services’. There hasn’t been much change from the prior year except for a product called ‘Shur-Tite Drivable Delineator’ Kit. A delineator is a reflector pole that is on the side of the road. In Pennsylvania they have flexible delineators so when snow plows go through, they do not break. This could possibly be an idea for a work center. Al Wartella of East Shore Industries asked for more information on this product. Board member, Jim Langdon asked if we could get this product from the Pennsylvania program to look at in a future meeting. Al Wartella would also like a sample of the product. The other products and services were items that we are already doing or would likely not be a good fit for our State.

**New Product Ideas/Opportunities (Standing Agenda Item)** – Nadine Malm - At this time, there are no product ideas or opportunities to discuss. When asked about how Nadine becomes aware of new opportunities she responded that the procedure is as follows:

- Whenever there is a solicitation over \$50,000, an agency is required to complete a Procurement Plan. The Procurement Plans are sent to both Nadine and the Supplier Diversity program. Nadine checks the product/service requested in the procurement plan against the work center 'Products and Services' list and she contacts the work centers to let them know that an opportunity is coming up. She lets them know the NIGP code listed on the Procurement plan, so they can make sure it is updated on their information on the eSupplier site. The agency is also notified that there is a work center who can provide these services and may be pursuing a solicitation.

There was some discussion on whether work centers could sell products to agencies in neighboring states.

**Public Comment** – No public comment.

Future Meetings Review:

- a. April 11, 2019, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection
- b. July 17, 2019, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection
- c. October 10, 2019, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection

**Adjournment** – Nick motioned, Amy 2<sup>nd</sup> – Motion carried.