

WISCONSIN STATE USE BOARD MEETING
June 22, 2020, 1:00 p.m. – 2:30 p.m.
Via SKYPE

Opening Business

Call to Order – The meeting was called to order by Jean Zweifel at 1:04 p.m.

Board Members Present:

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

Board Staff Present:

- Andrew Shuck, Department of Administration
- Nadine Malm, Department of Administration
- Terri Hagstrom, Department of Administration

Teleconference Participants:

- Ashby Rawstern, Superior Vocations
- Alan Wortella, East Shore Industries/Algoma Mops
- Tracy Nelson, East Shore Industries/Algoma Mops
- Tammy Weber, Black River Industries
- Amber Fallos, Black River Industries
- Chris Weyker, Kenosha Achievement Center
- Travis Kunz, Curative Care Network
- Randy Klein, Greenco
- Donna Reinerio, Highline Corporation
- Lisa Davidson, DSPN
- Michelle Sczygelski, North Central Healthcare/Lincoln Industries
- Toni Kellner, North Central Healthcare/Lincoln Industries
- Jolene Wheeler, Northwoods, Inc.
- Charlene Orsted, Department of Corrections
- Cheryl Stapleton, Department of Corrections
- Randy Morrow, Sunshine House
- Ken Maciejewski, Opportunities Inc.
- Mike Snodgrass, Lakeside Curative

Discussion and approval of Wisconsin State Use Board meeting minutes from Thursday, February 6, 2019. No discussion. Nick motioned, Amy 2nd – Motion carried.

2020 Recertifications/New Certifications – Nadine Malm – In 2019, there were 52 work centers that were certified. During the period, one of the work centers voluntarily removed themselves. In 2020, 48 work centers recertified. One work center did not renew their license with Department of Workforce Development and the other two centers indicated that they would not be pursuing any state contracts. All three of the work centers did not have any state contracts. No new recertifications were received.

Certifications will be done differently this year as they will be going out electronically. Chairman of the Board, Jean Zweifel will sign the certificates and Nadine will email work centers their signed certificate.

Board member, Nick George asked if the 48 work centers was the same number as in the past or was it a low number with Nadine replying saying that the number keeps going lower, year after year. When she started in 2012 there were 65 work centers.

2020 Annual Review of Fair Market Pricing – Nadine Malm – The document was updated and tested by our training officer. Nadine plans to send it out the week of July 6, 2020 via DocuSign. It will be due back during the first week of August.

2020 Annual Report – Nadine Malm – Nadine is in the process of finishing up the updates. Prior to going out, it will be tested by our training officer. Nadine plans to send it out the week of July 27, 2020, via DocuSign. It will be due back mid to late August.

Price Increase Request for NS Disposable Gloves – Lakeside Curative – Nadine Malm – We had a price increase request from Lakeside Curative on May 29, 2020 for their Non-Sterile Disposable gloves. The pandemic has caused the demand for the gloves to skyrocket worldwide. Lakeside Curative's cost began to rise in January/February 2020 and exploded during the pandemic (March, April and May). They have held prices until now but cannot absorb the new costs. A spreadsheet was sent out by Nadine where it shows they have met fair market pricing. Nadine was informed earlier today that no gloves can be sent out until the price increase has gone through. Mike Snodgrass from Lakeside Curative was unable to speak due to audio trouble. A motion to approve the new pricing for Non-Sterile Disposable gloves effective June 23, 2020 was made by Nick and 2nd by Bill. Motion carried.

Price Increase Request for Spices & Seasonings – Black River Industries – Nadine Malm – A request from Black River Industries for a price increase on spices and seasonings was made on May 29, 2020. They were looking for the increase to begin on June 1, 2020. The increase was due to the cost from their supplier. Nadine did the fair pricing using market pricing and was unable to find any active contracts that were not currently in a solicitation process. The spreadsheet shows that there were three different items that were outside of fair market pricing. Black River Industries contacted Nadine via email and agreed to lower their pricing on the three items. These include:

- Celery Salt (36 oz.) was \$10.58-lowering price to \$9.58
- Onion Salt (36 oz.) was \$10.12-lowering price to \$8.06
- Onion Salt (11 lbs.) was \$49.46-lowering price to \$39.38

All three items have beat the fair market pricing and now all items are at or below fair market pricing. Board member, Bill Smith remarked that a couple of the items have quite a large variance from the fair market price and wondered if there was a reason for that. Nadine responded by acknowledging that these are market prices and she was not able to get into any state contracts to look at pricing. The ones that are available are under a solicitation process, meaning they are rebidding it. The pricing is across the board. Amber Fallos of Black River Industries responded saying that there is a big variance - depending on where or what country you purchase the spices from and the cost for transportation to ship them. The prices fluctuate constantly. They have been able to keep the price steady since March 2018.

A motion to approve the corrected work center prices effective June 23, 2020 was made by Jim and 2nd by Nick. Motion carried.

Extension request for Brushes and Brooms set-aside – Nadine Malm – This is the set-aside issued in July 2019. The board needs to approve the extension. East Shore Industries is working on the catalog that they were given in a spreadsheet. The spreadsheet had over 800 items from the past five years to look at. Alan Wortella, from East Shore Industries/Algoma Mops was trying to speak but was breaking up. Tracy Nelson then spoke saying that Alan is working on the list to get it down to a more manageable size. A motion to extend the set-aside to Algoma Mops for a 90-day extension was made by Nick and 2nd by Bill. Motion carried.

Extension request for Writing Instruments set-aside – Nadine Malm – Algoma Mops is looking at splitting this out into two different contracts. Nadine was unable to decipher the reports she received from Algoma Mops. The person who is currently working on them along with the supplier is getting better spend information for Algoma to work with. A motion to extend the set-aside to Algoma Mops for a 90-day extension on Writing Instruments was made by Nick and 2nd by Amy. Motion carried.

New Set-Aside Request for Hand Sanitizer – Opportunities Inc. – Nadine Malm – Ken Maciejewski from Opportunities Inc., spoke that early in the Pandemic they started seeing the demand for hand sanitizer and decided to do some internal research for themselves. Opportunities Inc. has decided to pursue a potential set-aside for more research time as the State has a need for it and they would like the opportunity to look at it. Board member, Jim Langdon questioned Nadine if this would be an exclusive set-aside for hand sanitizer and sanitizing wipes to supply all state agencies and campuses. Nadine responded that this would be set up as an Enterprise State Use contract out of Department of Administration (DOA). She has sent a request to the three contract managers at DOA for their spend information to include FY2019 and additionally for FY2020 (up to the current date). Jim would welcome a work center to have this contract but whatever is approved he wants to make sure the work center has the capacity to fulfill the entire enterprise, not just state agencies which include large institutions and state hospitals but the university system by buying these products in high quantities. A motion for a set-aside for hand sanitizer for Opportunities Inc. was made by Nick and 2nd by Bill. Motion carried.

New Set-Aside Request for Sanitizing Wipes – Opportunities Inc. – Nadine Malm – No discussion. A motion for a set-aside for sanitizing wipes for Opportunities Inc was made by Nick and 2nd by Bill. Motion carried.

Product Ideas/Opportunities – Nadine Malm – Nadine is not aware of any product ideas or opportunities. She continues to check the eSupplier website on Fridays. There were several janitorial contracts out on eSupplier and the work centers that should have been contacted were contacted. Otherwise they were in areas where they had no work centers.

Chairman, Jean Zweifel spoke saying she thinks that the sanitizing is something well worth getting into. There could be people in the area to co-op with that are making it but don't have the ability to package it. The repackaging would be big.

Public Comment – Nadine thanked the audience for bearing through everything that is going on. She was glad we could make this meeting work via Skype.

Board member, Bill Smith mentioned that the 90 day set asides will come up before our October meeting. Nadine will coordinate and get back to them.

Chery Stapleton from Department of Corrections (DOC) mentioned that she worked to help secure the alternative care facility at the State Fair. The sanitizer came in bulk, but they could not get bottles (with squirt tops) for the hand sanitizer which was a problem that Opportunities Inc. will want to look at.

Future Meetings Review:

- a. October 8, 2020, at 10:00 a.m.-Department of Agriculture, Trade and Consumer Protection

Adjournment – Nick motioned, Jim 2nd – Motion carried.