

WISCONSIN STATE USE BOARD MEETING  
November 6, 2020, 1:30 p.m.  
Via SKYPE

Call to Order – The meeting was called to order by Jean Zweifel at 1:32 p.m.

Board Members on Teleconference:

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

Board Staff on Teleconference:

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

Teleconference Participants:

- Alan Wartella, East Shore Industries
- Tracey Nelson, East Shore Industries
- Robyn DeVries, MARC West
- Jason Fry, Opportunities Inc.
- Lisa Davidson, DSPN
- Shane Jones, Beyond Vision
- Linda Klein, Beyond Vision
- Pat Karlin, DSPN (Roadside Facilities)
- Mike Snodgrass, Lakeside Curative
- Sara Bass, Pathways of WI
- Tammy Weber, Black River Industries

**Discussion and approval of special Wisconsin State Use Board Meeting Minutes of Monday, June 22, 2020** – Jim Langdon moved to approve, Amy Grotzke 2<sup>nd</sup>. There was no discussion. Motion carried.

**Discussion and approval of special Wisconsin State Use Board Meeting Minutes of Friday, July 31, 2020** – Jim Langdon moved to approve, Nick George 2<sup>nd</sup>. There was no discussion. Motion carried.

**Discussion and approval of special Wisconsin State Use Board Meeting Minutes of Wednesday, September 16, 2020** – Jim moved to approve, Nick George 2<sup>nd</sup>. There was no discussion. Motion carried.

**2020 Annual Review of Fair Market Pricing (Ms. Nadine Malm)** – Nadine gave an overview of the fair market pricing which was sent to the Board. We have 48 work centers that are certified in the state.

- 21 work centers have no State of Wisconsin contracts.

- There were no work centers with no contracts awarded within the last year.
- 9 work centers have 13 contracts under \$5,000 with an estimated total value \$40,725.93.
- 11 work centers submitted executive summaries for 26 contracts with an estimated value of \$842,872.60.
- 18 work centers have 28 RAM & SWEF contracts with an estimated total value of \$6,541,202.75.
- 6 work centers submitted for comparability documentation for 8 contracts.

The Fair Marketing pricing for work centers included:

1. Beyond Vision – 4 items that were outside of fair market pricing for the floor pads and have agreed to lower their prices.
2. Black River Industries – They are within fair market on all items.
3. Diverse Options – They had one-line item on their socks which was outside of fair market but have agreed to lower their price.
4. East Shore Industries - They are within fair market on all items.
5. Lincoln Industries - They are within fair market on all items.
6. Opportunities Inc. - They had one-line item that was outside of fair market but have agreed to lower their price.

***Any items that were out of fair market pricing will be updated and effective on Monday, November 9, 2020.*** A motion to accept the changes in the fair market pricing was made by Nick George, 2<sup>nd</sup> by Jim Langdon. Motion carried.

**2020 Annual Report (Ms. Nadine Malm)** – Nadine gave an overview of the annual report which was sent out to the Board.

- In the Executive Summary, FY16, sales of state use contracts via WisBuy have increased from \$907,898 to \$1,747,582 in FY2019. Sales continued to increase in FY20 as WisBuy was \$2,432,371. This is an increase of 39.2% for purchases from FY19 to FY20 through WisBuy.
- The accomplishments such as the State Use trends have been different. Spend has gone down. Work centers have left the program. If anyone is interested in viewing this presentation contact Nadine.
- The yearly fair market review, the annual report and recertification documents were uploaded to DocuSign for work centers to submit all information including an electronic signature. This provides a more efficient process to obtain needed and required information.
- Policy issues are still being looked at.
- There has been a couple of contract cancellations and set aside requests.
- The board approved several price increases for State Use contracts.
- The State of Wisconsin, Bureau of Procurement requested an emergency procurement waiver from the Department of Administration's Secretary's office to waive the 75% labor requirement as work centers were not allowing clients to enter the facilities due to the unforeseen outbreak of COVID-19.

- State Use contracts have provided job opportunities for 593 Wisconsin clients with disabilities. They worked over 183,027.33 hours and earned \$1,459,345.62 in wages. The hourly wage increased to \$7.97 an hour.
- Total State Use purchases have decreased to \$17,771,825.94 or 14.73% in FY19. A lot of this came because a work center renegotiated an agency contract that they held for food services.

A motion to approve the 2020 Annual report was made by Jim Langdon, 2<sup>nd</sup> by Amy Grotzke. Motion carried.

**Price Increase for Mops – East Shore Industries (Ms. Nadine Malm)** – An excel spreadsheet was sent to the board to view the increase in mops based on raw materials. Fair market was completed. A motion to increase the price for mops effective December 1, 2020 was made by Nick, 2<sup>nd</sup> by Jim. Motion carried.

**Price Increase for Non-Sterile Disposable Gloves – Lakeside Curative Services (Ms. Nadine Malm)** – An excel spreadsheet was sent to the board to view the disposable gloves increase. There are 8 glove increases. Fair market was completed. A motion to increase the Non-sterile disposable gloves effective November 1, 2020 was made by Bill, 2<sup>nd</sup> by Jim. Motion carried.

**Extension request for Hand Sanitizer and Sanitizing Wipes set-aside (Ms. Nadine Malm)** – Opportunities Inc. has the set aside and has had several discussions with Nadine. They are looking for an extension to keep working on it and having it completed by the January 2021 meeting. A motion to grant the extension for the set aside to the January 2021 meeting was made by Jim, 2<sup>nd</sup> by Nick. Motion carried.

**Extension request for Brushes and Brooms set-aside (Ms. Nadine Malm)** – East Shore Industries/Algoma Mops holds the set aside for the brushes and brooms. They are looking for an extension to keep working on it by the January 2021 meeting. A motion to grant the extension for the set aside to the January 2021 meeting was made by Amy, 2<sup>nd</sup> by Nick. Motion carried.

**Product Ideas/Opportunities (Standing Agenda Item) (Ms. Nadine Malm)** – At this time, Nadine has not found anything out there except huge janitorial contracts and some items that we do not have work centers in these areas.

**Public Comment** – Board member, Jim Langdon recently accepted a position at the UW Systems Administration. This will probably be his last State Use meeting. Secretary Brennan is working through the details on who will replace him. Jim stated that it has been a privilege to work on the State Use board. He thanked each board member individually.

#### **Future Meetings Review**

- January 14, 2021, at 10:00 a.m. – will be held via Skype
- April 8, 2021, at 10:00 a.m. – Dept. of Agriculture, Trade and Consumer Protection
- July 8, 2021, at 10:00 a.m. – Dept. of Agriculture, Trade and Consumer Protection

d. October 14, 2021, at 10:00 a.m. – Dept. of Agriculture, Trade and Consumer Protection

**Adjourn** – Motion was made to adjourn by Nick, 2<sup>nd</sup> by Bill. Motion carried.