

WISCONSIN STATE USE BOARD MEETING

Thursday, January 13, 2022, at 10:00 a.m.

Held via Microsoft Teams

- I. The State Use Board meeting was called to order by Chairperson Tracy Nelson at 10:00 a.m..
- II. Introductions
 - a. Board members present:
 - i. Tracy Nelson, East Shore/Algoma Mops; Private Business representative; Chairperson
 - ii. Nickolas George, MFPA; Public representative
 - iii. Bill Smith, NFIB; Small Business representative
 - iv. Amy Grotzke, Department of Workforce Development; Vocational Rehabilitation representative
 - v. Jana Steinmetz, Department of Administration; Department of Administration representative
 - b. Board members absent:
 - i. *Vacant; Work Center representative*
 - ii. *Vacant; Mental Health representative*
 - iii. *Vacant; Other representative*
 - c. Board staff present:
 - i. Nadine Malm, Department of Administration
 - d. Others present:
 - i. Jessica Potter, Department of Administration
 - ii. Jason Frey, Opportunities Inc.
 - iii. Mary Jo Mattke, Opportunities Inc.
 - iv. Cathy Froelich, Opportunities Inc.
 - v. Mike Snodgrass, Lakeside Curative Services
 - vi. Tammy River, Black River Industries
 - vii. Ashby Rawstern, Embark Supported Employment
 - viii. Barb LeDuc, Opportunities Inc.
 - ix. Kathy Meisner, DSPN
 - x. Julie Strenn, Opportunity Development Center
- III. Discussion and approval of Wisconsin State Use Board Meeting Minutes of Thursday, October 22, 2021.
 - a. Motion to approve by Nickolas George.
 - b. Seconded by Amy Grotzke.
 - c. No discussion was had regarding the minutes.
 - d. Approved unanimously.
- IV. Tentative – DWD/DVR Update [Ms. Amy Grotzke, Board Member]
 - a. Amy said there was no DWD/DVR update this time. We expect to have an update at the next meeting.
- V. Approval of Contract for Hand Sanitizer and Sanitizing Wipes [Ms. Nadine Malm]

- a. Nadine shared that Opportunities Inc. met all pricing except for the one-gallon size, but they have agreed to meet fair market price for that item as well (\$40.18). We are looking for approval to start this new contract on March 1, 2022.
 - i. Motion to approve by Bill Smith.
 - ii. Seconded by Nickolas George.
 - iii. Approved unanimously.
- VI. Non-Sterile Disposable Gloves Contract – Price Decrease (01/10/2022) [Ms. Nadine Malm]
 - a. Nadine informed the Board that there was a price decrease submitted by Lakeside Curative. Currently there are 11 gloves on contract, with 10 of those having had increases during the past year. Those 10 that had been increased will now be decreased. The pricing will be input on Sunday, January 16, 2022, and will begin on January 17, 2022. No approvals are needed for price decreases.
 - b. It was also noted by Nadine that Lakeside has been consistent with their price decreases, as reflected by the market.
- VII. Set Aside Extension for Computer Monitor Privacy Screens – Beyond Vision [Ms. Nadine Malm]
 - a. Nadine discussed the set aside computer monitor privacy screens. It is within Nadine’s power to extend the set aside for 90-days and any further extensions will need to be approved by the Board. Nadine will be extending the set aside until the next Board meeting.
- VIII. Recertification 2022/New Certifications [Ms. Nadine Malm]
 - a. Nadine let the Board know that she will be sending out the certification/recertification letters to work centers in the near future. These certification letters are regarding the 14(c) certification.
 - b. Nadine informed the Board that Aptiv has notified her that they are considering not renewing their 14(c) certification. Nadine will be following up with them to confirm as they hold a contract for the assembly of DNA kits as well as a rest site maintenance contract.
- IX. Product Ideas/Opportunities (Standing Agenda Item) [Ms. Nadine Malm]
 - a. Aptiv held the contract for DNA kits. Since they are no longer planning on continuing with the assembly of these kits, DOJ is interested in seeking the service of another work center that could assemble the DNA kits.
- X. Public Comment
 - a. Jessica Potter, Section Chief with the State Bureau of Procurement, shared that Terri Hagstrom retired at the end of December and will no longer be staff to the Board. Jessica will take over the responsibility for taking minutes for the Board.
 - b. Jason Frey from Opportunities Inc. shared that he was thankful to Nadine and the Board for helping to get their contract approved.
- XI. Future Meetings Review
 - a. April 14, 2022, at 10:00 a.m. (note that this was originally noted as 4/7/22 on the agenda, but the correct date is 4/14/22)
 - b. July 14, 2022, at 10:00 a.m.
 - c. October 13, 2022, at 10:00 a.m.
- XII. Adjourned by Chairperson Tracy Nelson at 10:16 a.m..