

WISCONSIN STATE USE BOARD MEETING

Thursday, October 12, 2003, at 9:00 a.m.

Held via Microsoft Teams

- I. The State Use Board meeting was called to order by Chairperson Tracy Nelson at 9:10 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: [check spelling of names]
 - i. Jessica Potter, Department of Administration
 - ii. Alice Salli, DOC
 - iii. Mac Johnston, Indianhead Enterprises
 - iv. Stephanie Squires, Handishop Industries
 - v. Randy Klein, Greenco Industries
 - vi. Mike Snodgrass, Lakeside Curative
 - vii. Ashby Rawstern, Embark Supported Employment
 - viii. Amber Fallos, Black River Industries
 - ix. Travis Kunz, Curative Care Network
 - x. Lisa Davidson, Disability Services Provider Network
 - xi. Niki Steele, Aptiv
 - xii. Tammy Weber, Black River Industries
- III. Discussion and approval of Wisconsin State Use Board Meeting Minutes of Thursday, July 13, 2023.
 - a. Motion to approve by Amy Grotzke.
 - b. Seconded by Bill Smith.
 - c. Approved unanimously.
- IV. Set Aside for Work Boots and Oxford Shoes [Ms. Nadine Malm]
 - a. DOC is requesting an extension for the set aside for this contract. They are expecting to have this contract in place by January 2024.
 - b. Motion to approve by Nickolas George.
 - c. Seconded by Bill Smith.

d. Approved unanimously.

V. 2023 Fair Market Review [Ms. Nadine Malm]

a. The Fair Market Review was completed.

- i. 18 work centers have no contracts.
- ii. Five work centers have six contracts under \$5,000 with an estimated value of \$16,909.00.
- iii. 11 work centers submitted executive summaries for 28 contracts with an estimated value of \$842,895.00.
- iv. 27 RAM and SWEF contracts held by 19 work centers have an estimated value of \$9,633,842.00.
- v. Three WC had 4 contracts outside fair market when the analysis was completed:
 1. Black River Industries (DOC Uniforms) – 2 of 8 items outside fair market and agreed to meet fair market price for both.
 2. Black River Industries (Spices and Seasonings) – 3 of 10 items outside fair market but agreed to meet fair market price for all.
 3. Opportunities, Inc. (Hand Sanitizer, Wipes, Dispensers and Stands) – 1 item outside fair market and agreed to meet the fair market price.
 4. Diverse Options (Hygiene Kits) – 2 items outside fair market. Diverse Options indicated they cannot meet the fair market pricing for either kit (CIP #1 and CIP #3).

DOC requested the Board allow Diverse Options to continue selling both kits at their current prices. DOC has a need for the kits but does not have staff time or space to assemble and warehouse them.

- a. Motion to approve by Nickolas George.
- b. Seconded by Amy Grotzke.
- c. Approved unanimously.

vi. Vote to approve the 2023 Fair Market Review report as presented.

1. Motion to approve by Bill Smith.
2. Seconded by Nickolas George.
3. Approved unanimously.

VI. 2023 Annual Report [Ms. Nadine Malm]

a. Highlights from the Annual Report:

- i. A subcommittee was formed to review and propose recommendations for changes to the State Use Law and is currently ongoing.
- ii. Nadine indicated the total spend for State Use contracts on WISBuy was \$716,061 dollars. The decrease of over \$400,000 was largely due to the number of price decreases from the non-sterile glove contract.
- iii. 27 of 45 work centers employed 499 Wisconsin citizens with disabilities to work on State Use contracts and did business with the State of Wisconsin totaling over \$13.4 million dollars.
- iv. The average hourly wage earned by individuals with disabilities in FY23 was \$11.33, an increase of 25.5% from FY22.

- v. Price increases and decreases were approved for various contracts.
- vi. A Department of Corrections contract for footwear was cancelled by the work center. Another center requested a set aside for the possible contract opportunity.
- vii. Vote to approve the report will be postponed and will be completed through email; one of the graphs isn't viewable. Once that has been approved, the report will be posted to the State Use Program website.

VII. State Use Program Subcommittee [Ms. Tracy Nelson]

- a. Tracy noted that the subcommittee met to discuss the recommendation from the last meeting that hadn't yet been approved.
- b. The subcommittee now recommends adding an additional position to the State Use Board for a Member at Large.
 - i. Motion to approve by Nickolas George.
 - ii. Seconded by Bill Smith.
 - iii. Approved unanimously.

VIII. SUPRA Conference – New Orleans, LA, January 23-26, 2024 [Ms. Nadine Malm]

- a. Nadine is requesting permission from the Board to attend the 2024 SUPRA conference in New Orleans. She provided an overview of the topics to be discussed at the conference and discussed the benefits of attending the conference.
- b. Estimated cost is \$1,250.00.
- c. Motion to approve by Amy Grotzke.
- d. Seconded by Nickolas George.
- e. Approved unanimously.

IX. Product Ideas/Opportunities (Standing Agenda Item) [Ms. Nadine Malm]

- a. Nadine shared that there have been no additional opportunities to share with work centers at this time.

X. Public Comment

- a. Lisa Davidson asked if the recommendations that were advanced to the Board and approved could be shared. Nadine shared that the information was included in the minutes from the last meeting, which would be posted publicly after this meeting.
 - i. Tracy Nelson reviewed the next steps for the subcommittee and noted that the legislature would need to approve the recommendations and change statute before any changes would take effect.

XI. Future Meetings Review

- a. January 4, 2024 at 10:00 a.m.
 - i. Nadine proposed moving the January meeting to February 8, 2024, at 10:00 a.m. so that she could provide the SUPRA Conference report at the meeting.
 - 1. Motion to approve by Nickolas George.
 - 2. Seconded by Bill Smith.
 - 3. Approved unanimously.
- b. April 4, 2024, at 10:00 a.m.

c. July 11, 2024, at 10:00 a.m.

d. October 3, 2024, at 10:00 a.m.

XII. Adjourned by Chairperson Tracy Nelson at 9:40 a.m.