

## WISCONSIN STATE USE BOARD MEETING

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

Held via Microsoft Teams

- I. The State Use Board meeting was called to order by Chairperson Tracy Nelson at 10:04 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. Alison Hoffman, Lakeside Curative Services
    - iii. Angela Vukusich, Highline Corp.
    - iv. Jolene Wheeler, Northwoods Inc. of Wisconsin
    - v. Shelby Kapitanski, DOC
    - vi. Leslie Ann Larson, Endeavors Adult Development Center Inc.
    - vii. Mike Snodgrass, Lakeside Curative Services
    - viii. Shawna Anderson, Embark Supported Employment
    - ix. Susan Osteen, Diverse Options
    - x. Patty Clark, Handishop Industries
    - xi. Randy Klein, GreenCo Industries
    - xii. Tammy Webber, Black River Ind.
- III. Discussion and approval of Wisconsin State Use Board Meeting Minutes of Thursday, April 18, 2024.
  - a. Motion to approve by Amy Grotzke.
  - b. Seconded by Nickolas George.
  - c. Approved unanimously.
- IV. 2024 Recertification for State Use Program [Ms. Nadine Malm]
  - a. Nadine sent the recertification documents to 40 work centers in early July. New certification documents were sent to an additional 5 potential work centers.
- V. 2024 Annual Review of Fair Market Pricing of State Use Contracts [Ms. Nadine Malm]
  - a. Nadine will send out documents to all work centers at the end of July. If your work center has multiple contracts, please notify Nadine so she can send paperwork for each contract.
- VI. 2024 Annual Report Information [Ms. Nadine Malm]
  - a. In early August, Nadine will send out documents in preparation for the annual report.

- VII. Floor Pads Price Increase Request – Beyond Vision [Ms. Nadine Malm]
- a. Beyond Vision submitted a price increase request for 21 total items. 11 items met fair market. 10 items were outside of fair market. Of those, Beyond Vision did not agree to lower the price for two items, and requested those items be removed from contract.
  - b. They have removed all beige colored pads because they cannot source that product any longer. 11” pads have been removed from the contract due to non-use by State agencies. Beyond Vision has met or agreed to the fair market price for 19 items. If approved, all price increases will go into effect on July 13, 2024.
  - c. Motion to approve price increases.
    - i. Motion to approve by Nickolas George.
    - ii. Seconded by Jana Steinmetz.
    - iii. Approved unanimously.
  - d. Motion to remove 11” pads from the contract.
    - i. Motion to approve by Amy Grotzke.
    - ii. Second, by Bill Smith.
    - iii. Approved unanimously.
- VIII. State Use Program Subcommittee [Chairperson Tracy Nelson]
- a. The subcommittee continues to meet to discuss updating the statute to be more in line with current terms used. The subcommittee needs to discuss how to educate the legislators and support them championing the issue.
- IX. WISBuy eMarketplace Update [Ms. Jessica Potter]
- a. WISBuy has been decommissioned and is no longer in use. A resource guide was created, featuring contracts that had been available through WISBuy, including several work center contracts. This guide will continue to be updated for the near future and is available online.
- X. Product Ideas/Opportunities (Standing Agenda Item) [Ms. Nadine Malm]
- a. DMA posted a janitorial bid, but unfortunately, it’s in a location where no work centers are available to assist.
  - b. DOT State Patrol posted an RFB for ACU Clothes with Boonie Cap – Due date 06/20/2024. One work center notified of the solicitation.
  - c. DOT State Patrol posted another RFB for Battle Dress Uniforms (BDUs) due 07/18/2024. One work center was notified of the solicitation.
  - d. DHS released a simplified bid for shredding services in the Milwaukee area. Due date is 07/10/2024. One work center was notified.
  - e. DOC posted an RFB for Records Digitizing and Scanning due 08/22/2024. One work center was notified.
- XI. Public Comment
- a. No public comments.
- XII. Future Meetings Review
- a. October 3, 2024, at 10:00 a.m.
- XIII. Adjourned by Chairperson Tracy Nelson at 10:29 a.m.