**WISCONSIN STATE USE BOARD MEETING**

Thursday, October 10, 2024, at 9:00 a.m.

Held via Microsoft Teams

1. The State Use Board meeting was called to order by Chairperson Tracy Nelson at 9:04 a.m.
2. Introductions
   1. Board members present:
      1. Tracy Nelson, East Shore/Algoma Mops; Private Business representative; Chairperson
      2. Nickolas George, MFPA; Public representative
      3. Bill Smith, NFIB; Small Business representative
      4. Amy Grotzke, Department of Workforce Development; Vocational Rehabilitation representative
      5. Jana Steinmetz, Department of Administration; Department of Administration representative
   2. Board members absent:
      1. *Vacant; Work Center representative*
      2. *Vacant; Mental Health representative*
      3. *Vacant; Other representative*
   3. Board staff present:
      1. Nadine Malm, Department of Administration
   4. Others present:
      1. Jessica Potter, Department of Administration
      2. Tammy Weber, Black River Industries
      3. Leslie Ann Larson, Endeavors Adult Development Center
      4. Jolene Wheeler, Northwoods of WI, Inc.
      5. Stephanie Squires, Handishop Industries
      6. Shawna Anderson, Embark Supported Employment
      7. Michael Snodgrass, Lakeside Curative Services
      8. Rob Buettner, Beyond Vision
      9. Alice Salli, DOC
      10. Jim Zache, DSPN
      11. Susan Osteen, Diverse Options
      12. Cara Connors, DOA
      13. Jason Frey, Opportunities, Inc.
      14. Sarah Bass, Pathways of Wisconsin, Inc.
3. Discussion and approval of Wisconsin State Use Board Meeting Minutes of Thursday, July 11, 2024.
   1. Motion to approve by Nickolas George.
   2. Seconded by Amy Grotzke.
   3. Approved unanimously.
4. 2024 Recertification for State Use Program [Ms. Nadine Malm]
   1. Recertification for 2024 was completed in July. 39 work centers were certified to participate. The number of participants is lower than 2023 due to centers not applying for the Department of Workforce Development license. Certificates were signed by the Board Chair and emailed to the work centers.
5. 2024 Annual Review of Fair Market Pricing of State Use Contracts [Ms. Nadine Malm]
   1. Nadine provided a summary of the completed annual fair market pricing review.
      1. 12 work centers indicated they held no State contracts.
      2. One new contract was awarded within the last year valued at $3,600.00.
      3. Five work centers reported five contracts under $5,000.00 with an estimated value of $14,555.00.
      4. 12 work centers submitted executive summaries for 29 contracts with an estimated value of $842,895.00.
      5. 19 RAM and SWEF contracts held by 25 work centers have an estimated value of $9,932,098.00.
      6. Five WC had 6 contracts outside fair market when the analysis was completed:
         1. Beyond Vision (Floor Pads) – 2 of 10 items outside fair market and agreed to meet fair market price for both.
         2. Black River Industries (Spices and Seasonings) – 5 of 10 items outside fair market but agreed to meet fair market price for all.
         3. Diverse Options (Hygiene Kits) – 1 item outside fair market and agreed to meet the fair market pricing.
         4. Lakeside Curative Services (Non-Sterile Disposable Gloves) – 4 items outside fair market and agreed to beat the fair market pricing.
         5. Opportunities, Inc. (Alkaline Batteries) – 1 item outside fair market and agreed to meet the fair market price.
         6. Opportunities, Inc. (Hand Sanitizer, Wipes, Dispensers and Stands) – 1 item outside fair market and agreed to meet the fair market price.
      7. If approved by the Board, all price decreases will be effective Monday, October 14, 2024.
      8. Motion to approve by Bill Smith.
      9. Seconded by Nickolas George.
      10. Approved unanimously.
6. 2024 Annual Report Information [Ms. Nadine Malm]
   1. Highlights form the Annual Report:
      1. Nadine mentioned WISBuy, the State’s online marketplace, was decommissioned in June 2024. The final total of truncated FY24 spend on State Use contracts was $743,829 dollars and was an increase of $27,768 over the full FY23 period.
      2. The subcommittee continued to meet during FY24 who created and prepared a document regarding the recommendations. The Department of Administration Legislative Liaison is assisting the subcommittee with the process of initiating the recommendations.
      3. The Department of Corrections negotiated a new State Use contract for Work Boots and Oxford Shoes which began in February 2024.
      4. In FY24, 27 of 39 work centers employed 440 Wisconsin citizens with disabilities to work on State Use contracts and did business with the State of Wisconsin totaling over $14.3 million dollars.
      5. The average hourly wage earned by individuals with disabilities in FY24 was $11.67, an increase of 3% from FY23.
      6. Addition of new products approved by the State Use Board in FY24.
      7. Motion to approve by Nickolas George.
      8. Seconded by Amy Grotzke.
      9. Approved unanimously.
7. State Use Program Subcommittee Report [Ms. Tracy Nelson]
   1. The subcommittee has not met since the last Board meeting. We expect to be able to resume progress after the election in November.
8. SUPRA Conference (January 28-31, 2025) – Fort Lauderdale, FL [Ms. Nadine Malm]
   1. Nadine is requesting permission from the Board to attend the 2025 SUPRA conference in Fort Lauderdale. She informed the Board that a complete agenda has not been received yet, but was able to provide an overview of the topics she knew were going to be discussed.
   2. Estimated cost for the conference is $1,750.00.
      1. Motion to approve by Nickolas George.
      2. Seconded by Amy Grotzke.
      3. Approved unanimously.
9. Product Ideas/Opportunities (Standing Agenda Item) [Ms. Nadine Malm]
   1. None at this time. Nadine mentioned work centers should make sure to register on the eSupplier website to be notified when a possible bid opportunity is available.
10. Retirement of Board Member Amy Grotzke [Chairperson Tracy Nelson]
    1. Chairperson Tracy Nelson announced the retirement of Board Member Amy Grotzke and thanked her for her commitment, expertise and guidance to the Board related to the Division of Vocational Rehabilitation policies and how they related to the State Use Program.
    2. Amy thanked the Board and expressed her appreciation and honor to be a part of the program.
    3. Tracy inquired about whether the Board will be able to have a quorum for the next meeting. Amy indicated a replacement for her position has been identified and are working on submitting the paperwork for the new appointment.
    4. It was mentioned no new appointments would be completed before the election. However, Cara Connors indicated she will be working with the Governor’s office on Board appointments to ensure we are able to have quorum in February 2025.
11. Public Comment
    1. Chairperson Tracy Nelson discussed a meeting earlier this year with Lisa Davidson, CEO, Disability Services Providers Network (DSPN), Lisa Biggica, President of the State Use PRograms Association (SUPRA), Nadine and Tracy of doing a presentation about State Use Programs on a State and National level at the upcoming DSPN conference. However, there were staff changes, so it was put on hold.

Tracy indicated there is still an opportunity to collaborate with DSPN and Lisa Biggica by participating in a webinar. With it being close to the holidays, this would most likely be after the first of the year.

* 1. Nadine mentioned Lisa may be busy in January finalizing items for the SUPRA conference later that month so the webinar may be pushed until February.
  2. Tracy will follow up with DSPN.

1. Future Meetings Review
   1. February 13, 2025, 10:00 a.m.
   2. April 10, 2025, 10:00 a.m.
   3. July 10, 2025, 10:00 a.m.
   4. October 9, 2025, 10:00 a.m.
2. Adjourned by Chairperson Tracy Nelson at 9:39 a.m.