

WISCONSIN STATE USE BOARD MEETING

Thursday November 20, 2025

Held via Microsoft Teams

- i. Call to Order by Chairperson Tracy Nelson at 10:09
- ii. Introductions
 - a. Board Members Present:
 - i. Tracy Nelson (Chairperson)
 - ii. Richard Rydecki - DOA
 - iii. Andrzej Walz-Chojnacki - DWD
 - iv. Shawna Anderson – Embark Supported Employment
 - v. Nickolas George – DVR
 - b. Board Members Absent
 - i. N/A
 - c. Others Present:
 - i. Nathan Wardinski – DOA
 - ii. Nadine Malm – DOA
 - iii. Leann McGowan – DOT
 - iv. Randy Klein – Green Co Industries
 - v. Susan Osteen – Diverse Options
 - vi. Jessica Potter- DOA
 - vii. Bill Oliva – Kapur & Associates
 - viii. Alice Salli – DOC
 - ix. Jolene Wheeler – Northwoods of Wisconsin, Inc.
 - x. Patty Clark – Handishop Industries
 - xi. Cara Connors – DOA
 - xii. Rob Buettner – Beyond Vision
 - xiii. Tami Weber – Black River Industries
 - xiv. Michael Snodgrass – Lakeside Curative Services
 - xv. Maureen Parkes – Headwaters, Inc.
- iii. Discussion and approval of Wisconsin State Use Board Meeting Minutes of Thursday, July 10, 2025. [Chairperson Tracy Nelson]

- a. Nick motioned to approve.
 - b. Shawna seconded the motion.
 - c. No discussion, motion carried.

- iv. Introduction of new RAM/SWEF Contract Management Vendor [Ms. Nadine Malm]
 - a. Leann reports transition to Kapor has been successful.
 - b. Bill provided background on Kapor and vendor contacts.

- v. State Use Program Subcommittee Update – [Chairperson Tracy Nelson]
 - a. Tracy: Law revision committee did not go forward with revisions to state statute
 - b. Cara provided background. Will need volunteers to review drafts of bills and talk to legislators about sponsoring bills.
 - c. Shawna, Richard, and Andrzej volunteered. Nadine will organize meetings.

- vi. 2025 Annual Review of Fair Market Pricing of State Use Contracts [Ms. Nadine Malm]
 - a. Nadine provided details of contracts and pricing.
 - b. Nick moved to approve prices.
 - c. Richard seconded the motion.
 - d. No discussion, motion carried.

- vii. 2025 State Use Program Annual Report [Ms. Nadine Malm]
 - a. Nadine: Annual report submitted to the board. Nadine provided details, price increases, wages increase, number of individuals decrease. Approved report will be posted to State Use website.
 - b. Nick motioned to approve.
 - c. Shawna seconded.
 - d. No discussion, motion carried.

- viii. Mops Contract – Product Additions [Ms. Nadine Malm]
 - a. Nadine: Pricing meet fair market. Due to delay, request prices go into effect tomorrow.
 - b. Nick motioned to approve.

- c. Andrzej second
- ix. No discussion, motion carried. Tracy abstained.
- x. Contract Cancellation – Hand Sanitizer, Stands and Wipes [Ms. Nadine Malm]
 - a. Nadine: Vendor request to cancel due to low sales. Cancelled Nov. 1. Items can be purchased through existing office supply contracts.
- xi. Set Aside Extension for Drug Testing Kits [Ms. Nadine Malm]
 - a. Nadine: Waiting for information from DOC.
 - b. Kathy Kaeding from DOC indicated information is forthcoming.
- xii. New Set Aside Request for Microfiber Cleaning Cloths [Ms. Nadine Malm]
 - a. Nadine: Items are already available in catalog. Set aside needed for development of contract.
 - b. Nick motioned to approve.
 - c. Shawna seconded the motion.
 - d. No discussion, motion carried. Tracy abstained.
- xiii. SUPRA Conference – Anaheim, CA (01/27-01/30/2026) [Ms. Nadine Malm]
 - a. Nadine previewed sessions available. Estimated total is about \$2000. Waiting for approval to attend.
 - b. Nick motioned to approve.
 - c. Andrzej seconded.
 - d. No discussion, motion passed.
- xiv. Product Ideas/Opportunities (Standing Agenda Item) [Ms. Nadine Malm]
 - a. Nadine summarized new opportunities.
- xv. Public Comment
 - a. None.
- xvi. Future Meetings Review
 - a. February 12, 2026, 10:00 a.m.

- b. April 9, 2026, 10:00 a.m.
- c. July 9, 2026, 10:00 a.m.
- d. October 8, 2026, 10:00 a.m.

xvii. Adjourn at 10:53

- a. Nick motioned.
- b. Shawna seconded.
- c. No discussion, motion passed.

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