



GEORGIA STATE USE COUNCIL

SHAWN PURSLEY
EXECUTIVE DIRECTOR

WANDA WARREN
CHAIR

Thursday, January 23rd-10:00 AM
Zoom Meeting

MINUTES

COUNCIL MEMBERS' PRESENT

Ms., Wanda Warren, Chair
Mr. Christopher Valley, Vice Chair
Mr. Ross Barrineau, DOC
Mr. Demetrius Taylor, DHS
Ms. Kerri Hammond
Mr. William Dew
Mr. Rick Hooper
Mr. Marty Owens
Ms. Lyndsey Rudder

COUNCIL MEMBERS ABSENT

Mr. Ross Barrineau, DOC
Mr. Allen Morgan, DBHDD
Mr. William Dews, DCA
Mr. Jay Mitchell
Ms. Dorothy Cochran

STAFF

Mr. Shawn Pursley, GEPS Executive Director
Ms. Caitlin Hyatt, GATES CEO
Ms. Christina Zolomy, GATES/GEPS

GUESTS

Mr. Andrew Barrett, New Ventures
Mr. Stephen Mock Peak Performance
Ms. Amy Steele, New Ventures
Mr. Dan Regenstein, DOAS
Ms. Sheri Coleman, SEGA
Mr. S Dover, Dover Solutions
Ms. Betti Rosszer Figueroa
Ms. Emily Hirst, DOAS
Ms. Regina Quick DHS
Ms. Beth Anders, TNC
Mr. Clarence Ingram, DOAS
Mr. Joel Prawucki, ESMGA
Ms. McCall Ginsberg, DOAS
Mr. Joe Paolini, BDI
Ms. Veronica Rohrlack, BDI
Ms. Shamicka Demery, BDI

Adoption of Agenda

Mr. Shawn Pursley conducted a roll call to account for everyone attending and noted a quorum was present. Madam Chair Wanda Warren called the meeting to order at 10:04 a.m. and welcomed all members and guests.

Madam Chair called for any exceptions to the agenda, and the following was stated by staff: concerning the following issues to be tentatively scheduled for further discussion and addressed at the June meeting:

- A. Financial Reports, GEPS staff
- B. Comparative Sales by Category & Customer
- C. Quarterly Employment Report/ Sales by CRP
- D. GEPS Web Site
- E. Update on Service Contract Award Status
- F. State Use Operational Plan UPDATE

With no further objections, the modified agenda was accepted by the Council.

The Sept 26th 2024 minutes were discussed. With no questions or objections, the minutes were approved by the Council.

Financial Report

Mr. Shawn Pursley reviewed The Finance Committee previously reviewed the September, October, and November reports, so this report focuses on December, which is the most recent report. Overall, GEPS had an EOM Net Loss of \$-996 and a YTD Net Gain of \$128,983, taking a closer look at that EOM breakdown: Revenue EOM December was \$301,632, which is \$1,183,170 (or 80%) lower than budget projections. After considering the Cost of Sales EOM of \$279,064, Net Revenue was \$22,568, which was \$76,436 (or 77%) lower than budget projections. EOM December expenses were \$23,565, or \$994 (4%) under budget, ending the month with the above-mentioned Net Revenue figure of \$-996. That is \$75,441 less than the projected Net Revenue gain of \$74,445. Taking a closer look at the YTD breakdown: Revenue from sales YTD was \$5,147,357, which is \$1,558,903 (or 43%) above budget projections. After considering the Cost of Sales YTD, of \$4,849,355, Net Revenue was \$298,003 which is \$60,286 (or 25%) over budget projections. YTD expenses were \$169,020, bringing the YTD Net Revenue to the previously mentioned Net Gain of \$128,983. That is \$52,342 (or 68%) greater than the projected Net Revenue of \$76,641. The Balance Sheet shows total Net Assets increased to \$635,310 as of the end of December. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$4,748,607 and 100% of these payments were all made in 7 days or less.

If there are no further comments to add to the report, then the report shall be submitted with a recommendation for approval by the Council.

Comparative Sales by Category Report

FY25 July - November in comparison with the same period last fiscal year and shows that Product Sales were up 100%. This is most notably contributed to by the sizeable COVID testing orders we received this year.

The Service Contract Sales were down -22% from FY24. Overall, GEPS Total Sales were up 95% from FY24. The breakdown of Product Sales shows that Other (H) represents the items with the largest percentage (at 70%) of those sales (with a large portion of that being COVID Testing Kits). For Service Contracts, below that, Custodial still represents the largest percentage of those sales at 79%. The graphic breakdown of Product Sales comparing FY25 against FY24 with "Other" or COVID Testing Kits showing the most dramatic, single category change as a significant increase in sales in that category. The breakdown of Service Sales comparing FY25 against FY24 with Custodial contracts having a decrease in sales of -25%. The sales for the various customers we served during FY25.

Quarterly Employment Reports

Mr. Shawn Pursley continued by reviewing the Quarterly Employment Report, which shows the number of hours employees with disabilities worked through the end of Q1 FY25 as being 12,825, which is down from last fiscal year's hours of 15,364. The number of Georgians with disabilities who were employed during FY25 compared to last year is lower at 140 for FY25 when compared to 72 for FY24. At the end of Q1 FY25, YTD CRP sales were \$1,209,144.

Internet (GEPS Website) Sales (FY24-July 24 Thru November 25)

Mr. Shawn Pursley reviewed GEPS website sales for FY25 were up dramatically at \$19,326 when compared to \$3,849 in FY24. Most of those sales from the GEPS website during that time were from Drug Testing Kits.

Internet (GEPS Website) Sales (November-November)

Mr. Shawn Pursley reviewed GEPS website sales were at a peak in November and again in August.

Current Contract Status

Mr. Pursley reviewed GEPS's current contract status for FY25. There are 13 bids pending, 22 existing contracts, 3 lost contracts. Since the beginning of FY25 there have been 7 contracts expire. 47 bids were sent out to the CRPs but no bid upon them due to various reasons.

State Use Operational Plan

Mr. Shawn Pursley reviewed just some of the highlights of FY24 that was emailed to the committee on Jan. 19th, 2025

Please note that everything below is standard with most things ranging within expectations.

FY25 Operational Plan (highlights):

Updated the stats for the number of bids sent out, completed, and awarded.

Updated the stats on current contract renewals.

Updated successful renewal of CY25 Products.

Updated SUC to be held at TNC in March.

Updated the Quarterly people employed, and hours worked numbers.

(IMPORTANT: Please note that the hours did not get updated on the original report that went out where the number of individuals should have said 140 but they are corrected in the book).

With no questions or objections, the CNA Report was approved by the Council.

Committee Reports

Finance Committee - The following report was submitted, via email, to the Finance Committee on Jan. 19th, 2025

Please note that all the data for September, October, and November is listed in the CNA report for review and has been reviewed monthly and approved by the Finance Committee. The CNA report does cover more detail on both the EOM and YTD numbers from the December financials, so this report is an additional summary of the most recent financials with more of an emphasis on the YTD numbers.

December Summary – December YTD Product sales numbers are up sharply from last year and well above budget projections due to the COVID Testing Kit orders coming in, while Service sales are down against budget with a bottom line showing a YTD Net gain of \$128,983 at the end of December.

Financial Report December

- o GEPS ended December with an EOM Net Revenue loss of -\$996.
 - o YTD Product Sales are up 28% from the Previous Year and 82% above Budget.
 - o YTD Service Sales are down -21% from the Previous Year and -23% under Budget.
 - o YTD Net Revenue is up 11% from the Previous Year and 25% above Budget.
 - o YTD, Total Expenses are up 11% from the Previous Year and are 4.9% over Budget.
 - o All this results in the above-mentioned December Net gain of \$128,983 YTD.
- The Balance Sheet shows the total Net Assets at \$635,310 as of the end of December.
- o The report for payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$4,748,607, and 100% of these payments were made in 7 days or less.

If the Finance Committee has no further comments to add to the report, then the report is submitted with a recommendation for approval by the Council.

With no questions or objections, the FY24 Finance Committee report was accepted by the Council.

Marketing Committee - Lyndsey Rudder,

The following report was submitted, via email, to the Marketing Committee on Jan.19, 2025.

Marketing assistance continues as planned and is progressing within budget. Exhibiting efforts continue as planned and are within budget. The Wardens Conference Expo next June has yet to have all charges submitted since it is still pending. The development of Graphics and marketing materials is currently within budget. Building capacity is also currently within budget.

Overall, YTD at a current spend of \$27,552 Marketing efforts are well underway for the year.

Operational stats for bids sent out and bids awarded are already higher than their targets.

The number of bids submitted is below target due to about 45% being out of a desired geographical area with about 34% being outside of a viable scope for the CRP. Another 13% were cancelled while the remaining 9% were for various other reasons.

Marketing efforts continue to be expanded on social media, and we plan to have an increased number of eBlast this year once the products are approved for FY25 and we get the new website up and running.

Lastly, the number of individuals with disabilities and the number of employment hours worked by those individuals were reported, as of FY25 Q1, to be 140 employees with disabilities and were provided with 12,297 hours of employment.

With no questions or objections, the FY24 Marketing Committee report was accepted by the Council.

Certification Committee

The following report was submitted, via email, to the Certification Committee on Jan.19th, 2025.

Mr. Pursley, Executive Directory to present the FY25 Q1 % Compliance Report...and summarized the high points here:

BDI —o The GA Regional Hospital contract continues to improve, showing a significant uptick from last quarter, and is now barely below 50%. The DHS Fairburn Rd. only employs 1 FT and 2 PT employees. The numbers were up, but there was staff turnover which such a small staff resulted in dramatic change in the overall number.

BDI has already hired an FT PWD which will show up on the next Q2 numbers in March. Looking at BDI, all contracts are currently at 62% overall.

The rest of the report is within compliance.

It is important to note that the proposed P&P update includes a previously approved proposal to update the policy concerning documentation of disability requirements which should improve the process of recruitment for all the CRPs.

The report at the time of the meeting was submitted with a recommendation for approval by the Council.

Fair Market Price Review

Fair Market Price Committee

Madam Chair calls for Fair Market price review.

Non-Alcoholic Hand Sanitizer that was left out of the September Report

Vote Passed

With no questions or objections, the Fair Market Price Review reports were accepted by the Council.

**Executive
Committee**

Executive Committee

Madam Chair – calls for Executive Committee Report

Madam Chair addressed the Council concerning:

STATUS OF POLICY AND PROCEDURES DOCUMENTS AND NEXT STEPS – While we intended to vote at this meeting to approve the Policy and Procedure document, there was a call to have a little more review. Once completed, any changes will be noted and reviewed by the appropriate committee. Once approved by the Committee, it is anticipated that the final document will be voted on for approval at the March council meeting.

**Nominating
Committee**

Nominating Committee

There is none at this time.

**Old
Business**

Old Business

Extension of Contract for Designation of FY25 Central Non-Profit Agency (CNA)

Vote Passed

Extension of Agreement Between State Use Council, Department of Administrative Services, and Central Non-Profit Agency (CNA)

Vote Passed

**New
Business**

New Business

The 2025 Quarterly Meeting Calendar was reviewed and approved noting the next meeting to be at the new facility for the Tommy Nobis Center in Atlanta.

2024 Annual Report presented to the Council

Call to Adjourn

Madam Chair called for a Motion to Adjourn. A motion was made and seconded. Hearing no discussion, questions, objections, or comments on the motion, the Chair called for a vote to adjourn. The vote passed unanimously. The meeting was therefore adjourned.

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Respectfully submitted this 24th, of January 2025

Wanda Warren, Madam Chair