



GEORGIA STATE USE COUNCIL

SHAWN PURSLEY
EXECUTIVE DIRECTOR

REID LAURENS
CHAIR

Thursday, January 18, 2024—10:00 AM
Live/Zoom Meeting

MINUTES

COUNCIL MEMBERS PRESENT

Mr. Reid Laurens, Chairman
Mr. Chris Valley, Vice Chair
Mr. Jim Barnaby, DOAS
Mr. William Dews, DCA
Mr. Demetrius Taylor, DHS
Mr. Ross Barrineau, DOC
Mr. Charles Smith
Ms. Marty Owens
Mr. Allen Morgan, DBHDD
Ms. Dorothy Cochran
Mr. Rick Hooper
Ms. Wanda Warren
Ms. Lyndsey Rudder
Mr. Jay Mitchell
Ms. Kerri Hammond

COUNCIL MEMBERS ABSENT

STAFF

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

GUESTS

Ms. Mary Chapman, DOAS
Ms. Emily Hirst, DOAS
Ms. Autumn Cole, DOAS
Mr. Dan Regenstien, DOAS
Mr. Clarence Ingram, DOAS
Ms. Rebecca Krystopa, DOAS
Ms. McCall Ginsberg, DOAS
Mr. Logan Winkles, Deputy AG
Mr. Larry Gluth, BDI
Ms. Debbyn Milligan, BDI
Mr. Joe Paolini, BDI
Ms. Veronica Rohlack, BDI
Mr. Mike Wilson, New Ventures
Ms. Amy Steele, New Ventures
Mr. Andrew Barrett, New Ventures
Mr. Dave Ward, TNC
Mr. David Suddreth, TNC
Mr. Jeff Atcheson, TNC
Mr. Stephen Mock, Peak Performers
Ms. Sheri Coleman, ESEGA
Mr. Jared Thomas
Mr. Dan West, GIB

Adoption of Agenda

Mr. Shawn Pursley conducted a roll call to account for everyone attending and noted a quorum was present. Chairman Reid Laurens called the meeting to order and welcomed all members and guests.

The Chairman called for any exceptions to the agenda.
With no further objections, the agenda was accepted by the Council.

Approval of Prior Meeting Minutes

The September 28, 2023 minutes were discussed. With no questions or objections, the minutes were approved by the Council.

Financial Report

Mr. Pursley began the report by stating that the Finance Committee had previously reviewed the September, October, and November reports, and pointed to the December report, which was the most recent, and reviewed the following: Overall, GEPS had an EOM Net Gain of \$78,857 and a YTD Net Gain of \$115,273. Taking a closer look at that EOM breakdown: revenue EOM December was \$2,020,783, which was \$1,657,759 (or 457%) higher than budget projections. After considering the Cost of Sales EOM of \$1,912,758, the Net Revenue was \$ 108,025 which was \$80,191 (or 288%) higher than budget projections. EOM December expenses were \$29,169 (or 25%) over budget, which ended the month with the previously mentioned Net Revenue figure of \$78,857. That was \$74,287 greater than the projected Net Revenue gain of \$4,570. Taking a closer look at the YTD breakdown, revenue from sales YTD was \$4,506,986, which is \$2,026,627 (or 82%) over budget projections. After considering the Cost of Sales YTD, of \$4,239,167, Net Revenue was \$267,819, which is \$97,655 (or 57%) over budget projections. YTD expenses were \$152,546 (or 1.5%) under budget, which brings the YTD Net Revenue to the previously mentioned Net Gain of \$115,273. That was \$99,917 (or 651%) greater than the projected Net Revenue of \$15,356. The Balance Sheet shows total Net Assets increased to \$467,870 as of the end of December. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$4,023,822 and 100% of these payments were all made in 7 days or less.

Mr. Pursley then continued by reporting the Comparative Sales by Category Report which gives the FY24 July - November comparison with the same period last fiscal year and shows that Product Sales were down - 7%. This is most notably contributed to by the sizeable Flu Prevention Kit order we received last year that was not repeated this year. The Service Contract Sales were up 49% from FY23. Overall, GEPS Total Sales are up 11% from FY23. Next is the breakdown of Product Sales showing that Gloves (B) represent the items with the largest percentage (at 43%) of those sales. For Service Contracts, Custodial still represents the largest percentage of those sales at 82%. Next is the graphic breakdown of Product Sales comparing FY24 against FY23 with Drug Testing Kits showing the most dramatic, single category change as a significant decrease in sales in that category of - 34%. Next is the breakdown of Service Sales comparing FY24 against FY23 with both Custodial contracts and Groundskeeping Services having similar increases in sales at 51% and 62%, respectively. Finally, the breakdown of all the sales for the various customers that were served during FY24.

Quarterly Employee Reports

Mr. Pursley continued by reviewing the Quarterly Employment Report by reporting the number of hours employees with disabilities worked through the end of Q1 FY24 as being 13,133, which was up from last fiscal year's hours of 12,006. The number of Georgians with disabilities who were employed during FY24 compared to last year is lower at 50 for FY24 when compared to 94 for FY23. (note that GIB's numbers were not included in that data).at the end of Q1 FY24, YTD CRP sales were \$ 1,275,233.

Internet (GEPS Website) Sales

Mr. Pursley reported that GEPS website sales for FY24 were up at \$23,103 when compared to \$17,184 in FY23. The graph below on the same page showed most of those sales from the GEPS website during that time were from Gloves. GEPS website sales for the November through November period showed peak sales in February of 2023.

Current Contract Status

Mr. Pursley reported GEPS's current contract status for FY24 pointing out that the first band is the green band which represents bids that are pending (7), below that and on the next page, the blue band which represents existing contracts (21), the yellow band represents the bids lost (2), the grey band represents the contracts that have expired since the beginning of FY24 (8), and the clear band which represents the 7 bids that were sent out to the CRPs but not bid upon. He additionally noted the reason why is listed in the last column, and they are totaled at the bottom of the page in the dashboard section, over to the left is the average % lost, in the middle, were the totals, and over to the right the reasons why the potential bids were not submitted by categories and the reason.

State Use Operational Plan

Mr. Shawn Pursley reviewed just some of the highlights of the Operational Plan Report:

Tab A – 1.1.a. Attending the SUPRA Conference in January 2024.

Tab A – 3.3.b. Updated the bids sent out that don't have the 8% advantage.

Tab A – 4.4.e. Updated quality checks were done with customers.

Tab B – 1.1.a. and 2.2.a. Updated the stats for the number of bids sent out, completed, and awarded.

Tab B – 2.2.b. Updated the stats on current contract renewals.

Tab C – 1.1.c. Updated Mandatory Product Recertification.

Tab C – 1.1.d. Updated Preferred Product Recertification.

Tab D – 1.1.a. and 1.1.b. Updated scheduling of SUC meeting at 3 CRPs in 2024.

Tab D – 2.2.d. A mention of the eBlast in December and January.

Tab D – 3.3.a. Updated the number of disabled individuals served as of FY24 Q1 (GIB numbers not included).

Tab D – 3.3.b. Updated the number of employment hours for disabled individuals created by the program as of FY24 Q1 (GIB numbers not included).

The Operational Plan Committee had no further comments to add to the report as submitted and recommended approval by the Council.

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

Committee Reports

Finance Committee

Committee Chair, Christopher Valley, asked Mr. Pursley to provide the report and Mr. Pursley began by noting that financial data for this report was referenced earlier in the CNA Financial report (Pages 14-30 of the SUC book) and that just as mentioned then, the September - December reports were previously submitted for Committee review, and this report was submitted, via email, to the Finance Committee on 1/14/24, for review. He also noted that the December YTD Product sales numbers were up sharply from last year due to the first COVID-19 Test orders and well above budget predictions. Service sales also remained up and above budget with a bottom line showing a YTD Net gain of \$115,273 at the end of December.

He also noted that:

GEPS ended December with an EOM Net Revenue gain of \$78,857.

YTD Product Sales were up 92% from the Previous Year and 107% above Budget.

YTD Service Sales were up 47% from the Previous Year and 40% above Budget.

Overall, YTD Net Revenue was up 54% from the Previous Year and 57% above Budget.

YTD, Total Expenses were up 3.9% from the Previous Year but still 1.5% under Budget.

All of this resulted in a December Net gain of \$115,273 YTD.

The Balance Sheet showed the total Net Assets at \$467,870 as of the end of December.

The report for payments to the CRPs showed that at the end of the month, GEPS paid the CRPs a YTD total of \$4,023,822, and 100% of these payments were made in 7 days or less.

The Finance Committee had no further comments to add to the report, and the report was submitted with the recommendation for approval by the Council. The Council approved the report.

Marketing Committee

Reid Laurens, the Chairman of the Marketing Committee, noted that the following report was submitted, via email, to the Marketing Committee on 1/14/24 by Shawn Pursley, GEPS Executive Director

Mr. Larens reviewed the updated FY 24 Marketing Plan which noted that marketing assistance continues as planned and is progressing within budget. Exhibiting efforts were under budget, which would allow for some flexibility in spending as well as absorbing some of the increased expenses due to inflation. The upcoming DOAS Conference Expo in April and the Wardens Conference Expo in June had yet to have all charges submitted since they were pending at that time. The development of Graphics and Marketing Materials was currently within budget. Building capacity was also currently within budget.

Overall, YTD, at a current spend of \$18,272, Marketing efforts were halfway spent at the midpoint of the year. Operational stats, previously reported, were a bit low against plan with the number of bid opportunities sent out, bids submitted, and bids won so far year to date, but new contracts were above plan. Marketing efforts have been expanded on social media and increased eBlast this year. Lastly, the number of individuals with disabilities and the number of employment hours worked by those individuals was reported, as of FY24 Q1, as 50 disabled employees were provided with 13,133 hours of employment. Finally, he noted that as of the date of that report, GIB numbers are not included in those figures, and I edited them on pages 79 and 80).

The Marketing Committee has no further comments to add to the report, and the report was submitted with a recommendation for approval by the Council. The Council approved the report.

Certification Committee

Committee Chair Dorothy Cochran asked Shawn Pursley, Executive Directory to present the 50% compliance report. Mr. Pursley noted the following report was submitted, via email, to the Certification Committee on 1/14/24 for review. Mr. Pursley then summarized the following: BDI had shown some improvement in Q1 despite the ongoing labor crisis which was still affecting their numbers. The GA Regional Hospital contract held a vastly improved percentage reported last quarter which is barely below the required 50%. The GA Piedmont Technical College contract was initiated in this quarter and was still in the allowed ramping-up stage. It is a very large contract employing approximately 18 people and recruitment is being aggressively engaged. The DHS Fairburn Rd. contract had state administration issues that hampered recruitment in the beginning and was in the process of going out to bid, which continued to hamper recruitment, but BDI continues to work on improving the numbers for this contract. Mr. Pursley noted that looking at BDI, across all contracts, the new GA Piedmont Tech contract ramping-up process was pulling the overall average down considerably for BDI's numbers but estimated that should improve considerably as contract recruitment continues.

There were various questions/answers and discussions brought up surrounding the BDI numbers. Additionally, Mr. Pursley noted that the proposal is being made to update the policy concerning documentation of disability requirements that should improve the process of recruitment.

Mr. Pursley continued reporting that with Easterseals of EGA, the DOT contract numbers had shown improvement since the last quarter and noted that it is a large contract with a great deal of turnover due to the challenging scope which includes a mandated constant level of employees. Mr. Pursley concluded by saying that ESEGA endeavors to continue to bring the numbers up.

It was mentioned by Mr. Dan West that the reason their numbers were absent for the various reports in this meeting was due to a death in the immediate family of the GIB person responsible for gathering and reporting the data.

Mr. Pursley expressed his condolences and reported that the rest of the report is within compliance.

There were no further questions or comments, and the report was submitted with the recommendation for approval by the Council. The Council approved the report.

Fair Market Price Committee

Allen Morgan, FMP Committee Chair, noted that he was to be replaced soon by another representative to be appointed by the BDHDD Commissioner.

There were no reports to be reviewed by the FMP Committee.

Under Old Business the Chairman brought up the need for an extension to the Contract for Designation of FY24 Central Non-Profit Agency (CNA) as well as an extension of the Contract between the State

**Fair Market Price
Review**

**Old
Business**

Use Council, Department of Administrative Services, and Central Non-Profit Agency (CNA) due to the ongoing revision/update of State Use Policies and Procedures document.

A proposal to enhance the Disability Documentation Requirements of the Policies and Procedures document. There was a lot of discussion, questions, answers, and suggestions given to change the proposed draft. It was agreed that those changes would be made, the document would be redrafted and submitted to the Executive Committee for review and, upon approval, presented to the SUC for approval at the March meeting.

**New
Business**

The updated SUC meeting calendar was presented and approved by the SUC.
The 2023 Annual Report was also noted to be attached to the end of the meeting materials.

Call to Adjourn

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

Respectfully submitted this 8 day of March 2024,



Reid Laurens, Chairman