



# GEORGIA STATE USE COUNCIL

**SHAWN PURSLEY**  
**EXECUTIVE DIRECTOR**

**WANDA WARREN**  
**CHAIR**

*Thursday, June 26<sup>th</sup>, 2025 -10:00 AM*  
*Zoom Meeting*

## MINUTES

### COUNCIL MEMBERS' PRESENT

Mr. Christopher Valley, Vice Chair  
Mr. Ross Barrineau, DOC  
Ms. Kerri Hammond  
Mr. Jim Barnaby, DOAS  
Mr. William Dews  
Mr. Rick Hooper  
Ms. Marty Owens  
Mr. Demetrius Taylor, DHS

### COUNCIL MEMBERS ABSENT

Ms., Wanda Warren, Chair  
Mr. Allen Morgan, DBHDD  
Mr. Jay Mitchell  
Ms. Dorothy Cochran

### GUESTS

Mr. Andrew Barrett, New Ventures  
Mr. Stephen Mock Peak Performance  
Ms. Amy Steele, New Ventures  
Mr. S Dover, Dover Solutions  
Ms. Betti Rosszer Figueroa  
Ms. Emily Hirst, DOAS  
Ms. Beth Anders, TNC  
Ms. Veronica Rohrlack, BDI  
Ms. Shamicka Demery, BDI  
Ms. Debbyn Milligan, BDI

### STAFF

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

### **Adoption of Agenda**

Mr. Shawn Pursley conducted a roll call to account for everyone attending and noted a quorum was present. Vice Chair Chris Valley called the meeting to order at 10:00 a.m. and welcomed all members and guests.

Vice 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 March 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.

### **Approval of Prior Meeting Minutes**

The March 27th 2025 minutes were discussed. With no questions or objections, the minutes were approved by the Council.

**Central Non-Profit Agency**

**Financial Report**

Mr. Shawn Pursley reviewed the Finance report- The Finance Committee previously reviewed the March and April reports, so this report focuses on May, which is the most recent report: Overall, GEPS had an EOM Net Loss of \$-1,404 and a YTD Net Gain of \$141,130.: Revenue EOM December was \$381,883, which is \$29,188 (or 7%) lower than budget projections. After considering the Cost of Sales EOM of \$359,317, Net Revenue was \$22,566, which was \$2,772 (or 11%) lower than budget projections. EOM May expenses were \$23,970, or \$589 (or 2%) under budget, ending the month with the above-mentioned Net Revenue figure of \$-1,404. That is \$2,183 less than the projected Net Revenue gain of \$779. Taking a closer look at the YTD breakdown: Revenue from sales YTD was \$7,295,102, which is \$1,587,442 (or 28%) above budget projections. After considering the Cost of Sales YTD, of \$6,858,198, Net Revenue was \$436,904 which is \$58,703 (or 16%) over budget projections. YTD expenses were \$295,775, which brings the YTD Net Revenue to the previously mentioned Net Gain of \$141,130. That is \$55,002 (or 64%) greater than the projected Net Revenue of \$86,128. The Balance Sheet shows total Net Assets increased to \$647,457 as of the end of May. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$6,660,520, 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**

Comparative Sales by Category Report begins and gives you the FY25 July - April comparison with the same period last fiscal year and shows that Product Sales were up 17%. This is most notably contributed to by the sizeable COVID testing orders we received this year. The Service Contract Sales were down -19% from FY24. Overall, GEPS Total Sales were up 5% from FY24. The breakdown of Product Sales shows that Other (H) represents the items with the largest percentage (at 58%) 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 76%. The 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 had a decrease in sales of -26%.

**Quarterly Employment Reports**

Mr. Shawn Pursley continued by reviewing the Quarterly Employment Report showing the number of hours employees with disabilities worked through the end of Q3 FY25 as being 39,784, which is down from last fiscal year's hours of 51,188. The number of Georgians with disabilities who were employed during FY25 compared to last year is higher at 152 for FY25 when compared to 85 for FY24. At the end of Q3 FY25, YTD CRP sales were \$5,711,260.

**Internet (GEPS Website) Sales (FY24 & FY25 – April 24 thru April 25)**

Mr. Shawn Pursley reviewed GEPS website sales for FY25 were slightly down at \$32,577 when compared to \$35,975 in FY24. Most of those sales from the GEPS website during that time were from Drug Testing Kits. Website sales were at a peak in August and again in March

### **Current Contract Status**

Mr. Pursley reviewed GEPS's current contract status for FY25. There are 17 bids pending, 22 existing contracts, 9 lost contracts. Since the beginning of FY25 there have been 9 contracts that have expired. 56 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 the following report was submitted, via email, to the Operational Plan Committee on 6/24/25.

Updated bid sent out on non 8% bids

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

Updated the stats on current contract renewals.

Updated eblast and social media blast

Updated the Quarterly people employed, and hours worked numbers.

If the Operational Plan Committee has no further comments to add to the report, then the report shall be submitted with a recommendation for approval by the Council.

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 6/20/2025.

Kerri Hammond Finance Committee Chair

March and April financials were sent out in April and May, respectively, with no objections or further comment from the Finance Committee. The most recent financial (May 2025) are presented below, along with the proposed FY26 budget.

**May Summary** – May YTD Product sales numbers are up from last year and well above budget projections, while Service sales are down against budget, with a bottom line showing a YTD Net gain of \$ 141,130 at the end of May.

**Financial Report May** GEPS ended May with an EOM Net Revenue loss of -\$1,404.

YTD Product Sales are up 13% from the Previous Year and 60% above Budget.

YTD Service Sales are down -18% from the Previous Year and -20% under Budget.

YTD Net Revenue is up 1% from the Previous Year and 15% above Budget.

YTD, Total Expenses are up 7% from the Previous Year and are 1.3% over Budget.

All this results in the above-mentioned May Net gain of \$141,130 YTD. The Balance Sheet shows the total Net Assets at \$647,457 as of the end of May. The report for payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$6,660,520, and 100% of these payments were made in 7 days or less.

The Finance Committee also met on 6/12/25 to review the proposed FY26 Budget. The committee reviewed the material and found the proposed FY26 budget proposal acceptable with no objections. Going into some further details on the FY26 Budget:

**GEPS Product Sales** – FY20 saw record growth in sales related to COVID-19. With the severity of the pandemic continuing to subside over the past few years, product sales dropped dramatically in 2021 and then leveled off in 2022. 2023 reflected an increase in sales, with a sharp increase in FY24 with the introduction of COVID Testing Kits, with a high peak in 2025. The COVID Testing Kit contract ended in 2025 due to the reported reduction in the severity of illness and the frequency of deaths from COVID. With new product introductions, taking the loss of the COVID Testing Kit contract into account, we have forecasted a conservative 15% reduction in revenue from product sales in FY26. For clarity, that has been rounded to \$4,000,000.

**GEPS Service Contracts** – GEPS and our CRP partners continue to submit very competitive proposals for service contracts. Unfortunately, there always seems to be a smaller company significantly underbidding GEPS and other service providers. In the six years before COVID, GEPS saw an average decrease in service sales of -7% year after year. COVID-19 increased service sales in FY21 by 62% due to increased custodial demand. That was not maintained, however, with the FY22

increase dropping to 19%. That volatility continued with a FY23 drop in services revenue to -11%. For FY24, services revenue rose sharply again to 33% but then dropped to -16% in FY25. Such extremes have made forecasting a challenge, but considering everything, that is a 5-year, post-COVID average rate of 18%. As a result, GEPS is suggesting growth of 24% for services sales FY26, and for clarity here, we have rounded the final budgeted FY25 services sales to \$2,500,000.

**GVRA Grant** – We have received confirmation on the GVRA marketing grant currently, and will receive the same amount as last year, so we are suggesting a budget of \$33,000 for FY26.

**Management Fee** - The FY25 management fee represents GEPS' current staffing level. For FY26, we anticipate that the hours allocated to GEPS will continue to increase, primarily due to an increase in staff time required for customer service requests, program oversight, and identifying additional opportunities for the program. Furthermore, the FY26 management fee budget recommendation (a 0.55% increase from the FY25 projected FY25 year-end) covers the rising cost of health care coverage, merit, and COL increases for staff. **11. Total Expenses** - The total expenses for the proposed FY26 budget are \$329,930. This is \$16,129 or a 2.2% increase from the projected total expenses for FY25.

**12. Net Revenue Over Expenses** - The projected Net Income over Expenses for the FY25 proposed budget is \$108,070.

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 FY25 Finance Committee report was accepted by the Council.

### **Marketing Committee - Lyndsey Rudder,**

The following report was submitted, via email, to the Marketing Committee on 6/24/25.

Given by Shawn Pursley, GEPS Executive Director

Marketing assistance continues as planned and is progressing within budget. Exhibiting efforts continue as planned and are within budget. The development of graphics and marketing materials has exceeded budget, but not by a significant level, and it is not surprising considering the redesign of the website, which has been completed. Building capacity is also slightly above budget due to increased travel rates having gone up. Overall, YTD, the current spend of \$37,071 on marketing efforts was over the budget of \$33,950, but well spent considering the complexity of the e-commerce website redesign and increased travel rates for hotels, etc.

Operational stats for bids sent out and bids awarded are higher than their targets for FY25.

The number of bids submitted is below target due to about 50% being out of the desired geographical area, with about 32% being outside of a viable scope for the CRPs. Another 11% were cancelled while the remaining 7% were for various other reasons.

Marketing efforts continue to be expanded on social media, and we plan to have an increased number of eBlast next year, now that the new website update has been completed. Lastly, the number of individuals with disabilities and the number of employment hours worked by those individuals were reported, as of FY25 Q3, to be 152 employees with disabilities were provided with 39,784 hours of employment.

Marketing assistance continues to be budgeted at the same level as FY25. Exhibiting efforts for FY26 continue to be budgeted at the same level as FY25 since the same expos will be attended in FY26. The development of graphics and marketing was brought down significantly (\$8,650 to \$5,000) due to the website redesign being finished.

Building capacity is increased from FY25 \$10,500 to FY26 \$14,500 for increases in travel expenses.

Overall, the FY26 budget of \$34,300 for marketing efforts has increased over the FY25 budget of \$33,950. Operational stats for bids sent out, bids submitted, and bids awarded have the same targets as FY25. Marketing efforts continue to be expanded on social media, and we plan to have an increased number of eBlast next year, now that the new website update has been completed.

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

### **Certification Committee**

Shawn Pursley, GEPS Executive Director FY25 Q3 % Compliance Report. As requested, we have provided one more quarter of the past to give the data more context....and summarized the high points here: BDI has provided extensive detail concerning their current efforts. BDI expects to be in full compliance with the 50% requirement by the end of the month. Some highlights there are as follows: GA Tech – this contract's ratio has improved greatly and should be complying by the end of the month. Georgia Piedmont Technical College is no longer and active contract. Georgia Regional Hospital May Ratio is up to 55%. DHS Fairburn Road May Ratio is up to 63% and the contract is winding down due to building closure. DHS Hollowell May Ratio is up to 67% ESEGA – is within compliance. The rest of the report is within compliance.

With no questions or objections, the FY25 Marketing Committee report was accepted by the Council.

### **Fair Market Price Review**

### **Fair Market Price Committee**

No Items Currently

### **Nominating Committee**

### **Nominating Committee**

There are none currently

### **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

Revision of the State Use Policies and Procedures

### **New Business**

### **New Business**

None

### **Call to Adjourn**

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

Respectfully submitted this 7<sup>th</sup> of August 2025

Wanda Warren, Madam Chair