



GEORGIA STATE USE COUNCIL

SHAWN PURSLEY
EXECUTIVE DIRECTOR

WANDA WARREN
CHAIR

Thursday, March 27th, 2025 -10:00 AM
At Tommy Nobis

MINUTES

COUNCIL MEMBERS' PRESENT

Ms., Wanda Warren, Chair
Mr. Christopher Valley, Vice Chair
Mr. Ross Barrineau, DOC
Ms. Kerri Hammond
Mr. Jim Barnaby, DOAS
Mr. William Dew
Mr. Rick Hooper
Ms. Marty Owens
Ms. Lyndsey Rudder

COUNCIL MEMBERS ABSENT

Mr. Allen Morgan, DBHDD
Mr. Jay Mitchell
Ms. Dorothy Cochran
Mr. Demetrius Taylor, DHS

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. Mike Wilson, New Ventures
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. Joe Paolini, BDI
Ms. Veronica Rohrlack, BDI
Ms. Shamicka Demery, BDI
Ms. Amy Doeberman, Gov.'s Office
Ms. Debbyn Milligan, BDI
Ms. Autumn Cole, DOAS
Mr. David Suddreth, TNC

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 10:03 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 January 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 January 23rd 2025 minutes were discussed. With no questions or objections, the minutes were approved by the Council.

Financial Report

Mr. Shawn Pursley reviewed The Finance Committee GEPS had an EOM Net Gain of \$12,487 and a YTD Net Gain of \$137,146. EOM breakdown Revenue EOM February was \$551,103, which is \$132,587 (or 32%) higher than budget projections. After considering the Cost of Sales EOM of \$512,002, Net Revenue was \$39,101, which was \$8,367 (or 27%) higher than budget projections. EOM February expenses were \$26,613, or \$631 (2%) over budget, ending the month with the above-mentioned Net Revenue figure of \$12,487. That is \$7,735 greater than the projected Net Revenue gain of \$4,752, taking a closer look at the YTD breakdown: Revenue from sales YTD was \$6,051,489, which is \$1,557,766 (or 35%) above budget projections. After considering the Cost of Sales YTD, of \$5,693,881, Net Revenue was \$357,607 which is \$59,259 (or 20%) over budget projections. YTD expenses were \$220,462 which brings the YTD Net Revenue to the previously mentioned Net Gain of \$137,146. That is \$52,752 (or 63%) greater than the projected Net Revenue of \$84,394. The Balance Sheet shows total Net Assets increased to \$643,473 as of the end of February. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$5,420,479 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

The Comparative Sales by Category Report begins and gives you the FY25 July - January comparison with the same period last fiscal year and shows that Product Sales were up 20%. This is most notably contributed to by the sizeable COVID testing orders we received this year. The Service Contract Sales were down -21% from FY24. Overall, GEPS Total Sales were up 8% from FY24. Page 24 - you have the breakdown of Product Sales showing that Other (H) represents the items with the largest percentage (at 67%) 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%. 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. Below that graph show the breakdown of Service Sales comparing FY25 against FY24 with Custodial contracts having a decrease in sales of -24%. Breakdown of all the sales for the various customers we served during FY25.

Quarterly Employment Reports

Mr. Shawn Pursley continued by reviewing the Quarterly Employment Report showing the number of hours employees with disabilities worked through Q2 FY25 as being 24,702, which is down from last fiscal year's hours of 28,740. The number of Georgians with disabilities who were employed during FY25 compared to last year is higher at 145 for FY25 when compared to 84 for FY24. At the end of Q2 FY25, YTD CRP sales were \$4,663,592.

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

Mr. Shawn Pursley reviewed GEPS website sales for FY25 were down at \$25,970 when compared to \$35,975 in FY24. The graph below on the same page shows 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 website sales were at a peak in January and again in August.

Current Contract Status

Mr. Pursley reviewed GEPS's current contract status for FY25. There are 17 bids pending, 22 existing contracts, 5 lost contracts. Since the beginning of FY25 there have been 7 contracts expire. 51 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 3/24/25.

Shawn Pursley, GEPS Executive Director

FY25 Operational Plan (highlights): SUPRA attended in January and will be highlighted at the March quarterly meeting.

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

Updated the stats on current contract renewals.

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 3/24/25.

Kerri Hammond Finance Committee Chair

January numbers were previously submitted and reviewed by the Finance Committee, so the following review is for the February numbers, which are the most up to date.

February 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 \$137,146 at the end of February.

Financial Report February

GEPS ended February with an EOM Net Revenue gain of \$12,487.

YTD Product Sales are up 21% from the Previous Year and 72% above Budget.

YTD Service Sales are down -21% from the Previous Year and -23% under Budget.

YTD Net Revenue is up 8.2% from the Previous Year and 35% above Budget.

YTD, Total Expenses are up 8.5% from the Previous Year and are 3% over Budget.

All this results in the above-mentioned February Net gain of \$137,146 YTD.

The Balance Sheet shows the total Net Assets at \$643,473 as of the end of February.

The report on payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$5,420,479, 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 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 3/24/25.

Shawn Pursley, GEPS Executive Director

For your review, I have attached the updated FY 25 Marketing Plan:

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 slightly over budget due to increased travel rates having gone up. Overall, YTD at a current spend of \$32,828 Marketing efforts are well underway to meet the plan 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 47% being out of the desired geographical area with about 33% being outside of a viable scope for the CRP. Another 12% were cancelled while the remaining 8% 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 now the products are approved for FY25, and we are working to get the new website updated. Lastly, the number of individuals with disabilities and the number of employment hours worked by those individuals were reported, as of FY25 Q2, to be 145 employees with disabilities and were provided with 24,702 hours of employment.

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

The following report was submitted, via email, to the Certification Committee on 3/24/25.

Shawn Pursley, GEPS Executive Director

For your review, I have attached the FY25 Q2 % Compliance Report...and summarized the high points here:

BDI: self-reported an issue with the formerly reported Q1 numbers and detailed information about the corrective action on that issue.

Q2 numbers had 4 contracts with issues, 2 of which should be corrected shortly to exceed the ratio with the other 2 pending documentation to show an improvement in the numbers.

BDI has also provided information on the recruitment and hiring process changes it is currently implementing as further corrective actions.

ESEGA – dropped from 100% to 6% in Q2, but they are working to correct that quickly.

The rest of the report is within compliance.

With no questions or objections, the FY24 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

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.

Respectfully submitted this 27th, of March 2025

Wanda Warren, Madam Chair