



GEORGIA STATE USE COUNCIL

SHAWN PURSLEY
EXECUTIVE DIRECTOR

WANDA WARREN
CHAIR

Thursday, Sept. 26th 2024-10:00 AM
Sloppy Floyd Building Atlanta, GA

MINUTES

COUNCIL MEMBERS' PRESENT

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

COUNCIL MEMBERS ABSENT

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

GUESTS

Mr. Andrew Barrett, New Ventures
Mr. Mike Wilson, New Ventures
Ms. Amy Steele, New Ventures
Ms. Sheri Coleman, SEGA
Mr. S Dover, Dover Solutions
Ms. Betti Rosszer Figueroa
Ms. Emily Hirst, DOAS
Ms. Katie Oxford, ASG

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 10:00 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.

Approval of Prior Meeting Minutes

The June 27, 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 has previously reviewed the June, July, and August reports, so first I am going to go over EOY June, since it is end of the fiscal year and then focus on August, which is the most recent report: So, looking at June Statement of Operation, taking a closer look at the YTD breakdown: Revenue from sales YTD was \$7,384,096, which is \$2,107,077 (or 40%) over budget projections. After considering the Cost of Sales YTD, of \$6,928,587, Net Revenue was \$455,509 which is \$96,777 (or 27%) over budget projections.

YTD expenses were \$302,008 (only 0.18% over budget), which brings the YTD Net Revenue to a Net Gain of \$153,501.

That is \$96,242 (or 168%) greater than the projected Net Revenue of \$57,259.

The Balance Sheet shows total Net Assets increased to \$506,097 as of the end of June. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$7,002,849 and 100% of these payments were all made in 7 days or less.

Now, looking at August, the most recent full month financials.

Overall, GEPS had an EOM Net Gain of \$11,941 and a YTD Net Gain of \$56,151.

Taking a closer look at that EOM breakdown:

Revenue EOM August was \$511,455, which is \$70,825 (or 16%) higher than budget projections.

After considering the Cost of Sales EOM of \$474,703, the Net Revenue was \$36,752 which was \$4,590 (or 14%) higher than budget projections. EOM August expenses were \$24,811 (or 3.8%) over budget, ending the month with the above-mentioned Net Revenue figure of \$11,941.

That is \$3,673 more than the projected Net Revenue gain of \$8,268.

Looking up toward the top right side of the page, taking a closer look at the YTD breakdown: Revenue from sales YTD was \$1,775,363, which is \$1,050,152 (or 145%) over budget projections.

After considering the Cost of Sales YTD, of \$1,671,361, Net Revenue was \$104,002 which is \$54,797 (or 111%) over budget projections.

YTD expenses were \$47,851 (or right on budget of \$47,851), which brings the YTD Net Revenue to the previously mentioned Net Gain of \$56,151.

That is \$54,797 (or 4047%) greater than the projected Net Revenue of \$1,354.

The Balance Sheet shows total Net Assets increased to \$562,248 as of the end of August.

Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$628,020 and 100% of these payments were all made in 7 days or less.

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 Q4 FY24 as being 68,971, which is up from last fiscal year's hours of 49,432. The number of Georgians with disabilities that were employed during FY24 compared to last year is lower at 86 for FY24 when compared to 101 for FY23. At the end of Q4 FY24, YTD CRP sales were \$ 7,008,992.

Internet (GEPS Website) Sales (FY24-July 23 thru June 24)

Mr. Shawn Pursley reviewed GEPS website sales for FY24 were down at \$39,665 when compared to \$65,982 in FY23. The graph below on the same page shows most of those sales from the GEPS website during that time were from Gloves. Website sales were at a peak in November and again in May.

Internet (GEPS Website) Sales (July 24-July 25)

Mr. Shawn Pursley reviewed GEPS website sales for July were down at \$2,007 when compared to \$3,849 in July last year. The graph below on the same page shows most of those sales from the GEPS website during that time were from Gloves.

Current Contract Status

Mr. Pursley reviewed GEPS's current contract status for FY25. There are 13 bids pending, 22 existing contracts, 1 lost contract. Since the beginning of FY25 there have been 4 contracts expire. 14 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 Sept. 24, 2024

The FY25 Operational Plan draft was also submitted to the Operational Plan Committee for review and approval. There were no significant changes made to the Operational Plan for FY25.

If the Operational Plan Committee has no further comments to add to the report, then the report shall be submitted with the updated FY24 Operational Plan and the FY25 Operational Plan for recommendation of 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 Sept. 24, 2024

The CPA Firm reviewed the FY24 Audit to be clean with no reportable issues. After the review was completed, the Finance Committee unanimously voted to accept the Audit for recommendation to the Council for approval.

Mr. Pursley noted that while the increased sales, revenue, and net income (profit) for GEPS were outstanding, it necessitated additional staffing hours to manage the resulting customer service requirements. We attribute this to a more than 45% increase in the total dollar amount of product sales. Although the number of orders for FY24 remained relatively constant since FY23, the size of the orders increased. This directly affected the staff time required to process orders, follow up with work centers, and reconcile work orders. In FY23 GEPS utilized 4,460.05 hours annually. As we completed FY24, GEPS utilized 4,777.99 hours due to the increased order size and customer service demands; a 7% increase from FY23. This is approximately 317 uncompensated hours for ASG. ASG is requesting \$12,500 to cover the additional staff resources that were needed to cover increased customer service demands. The GATES BOD has reviewed the request at the last board meeting and approved it for recommendation to the committee. The Finance Committee understood and had no questions or objections to the request.

June Summary – June YTD Product sales numbers are up sharply from last year and well above budget projections due to the COVID Testing Kit orders coming in. Service sales also remain up and above budget with a bottom line showing a YTD Net gain of \$153,501 at the end of June.

Financial Report June

GEPS ended June with an EOM Net Revenue loss of -\$3,526. YTD Product Sales are up 53% from the Previous Year and 48% above Budget. YTD Service Sales are up 33% from the Previous Year and 27% above Budget. Overall, YTD Net Revenue is up 34% from the Previous Year and 27% above

Budget. YTD, Total Expenses are up 4.3% from the Previous Year but are still only 0.18% over Budget. All of this results in the above-mentioned June Net gain of \$153,501 YTD. The Balance Sheet shows the total Net Assets at \$506,097 as of the end of June. The report for payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$7,002,849, and 100% of these payments were made in 7 days or less.

July Summary – July YTD Product sales numbers are up sharply from last year and well above budget projections due to the COVID Testing Kit orders coming in. Service sales are down against budget with a bottom line showing a YTD Net gain of \$44,209 at the end of July.

Financial Report July.

GEPS ended July with an EOM Net Revenue gain of \$44,209. YTD Product Sales are up 954% from the Previous Year and 1,350% above Budget.

YTD Service Sales are down -19% from the Previous Year and -20% under Budget. Overall, YTD Net Revenue is up 292% from the Previous Year and 295% above Budget. YTD, Total Expenses are up 3.6% from the Previous Year but are only 3.8% over Budget. All of this results in the above-mentioned July Net gain of \$44,209 YTD. The Balance Sheet shows the total Net Assets at \$550,307 as of the end of July. The report for payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$278,697, and 100% of these payments were made in 7 days or less.

August Summary – August YTD Product sales numbers are up sharply from last year and well above budget projections due to the COVID Testing Kit orders coming in. Service sales are down against budget with a bottom line showing a YTD Net gain of \$56,151 at the end of August.

Financial Report August

GEPS ended August with an EOM Net Revenue gain of \$11, 941. YTD Product Sales are up 241% from the Previous Year and 378% above Budget. YTD Service Sales are down -18% from the Previous Year and -20% under Budget. Overall, YTD Net Revenue is up 90% from the Previous Year and 111% above Budget. YTD, Total Expenses are up 5.3% from the Previous Year but are exactly at Budget. All of this results in the above-mentioned August Net gain of \$56,151 YTD. The Balance Sheet shows the total Net Assets at \$562,248 as of the end of August. The report for payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$628,020, and 100% of these payments were made in 7 days or less.

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

Marketing Committee - Lyndsey Rudder, Chair

The following report was submitted, via email, to the Marketing Committee on Sept. 24, 2024.

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 \$21,391, Marketing efforts are well underway for the year.

Operational stats are already higher than target with many bid opportunities sent out YTD. The number of bids submitted is well on track to meet the target. Bids won so far year to date are on track to exceed target. Marketing efforts continue to be expanded on social media, and we plan to have increased eBlast this year once the products are approved for FY25 and we get the new website up and running. GEPS is introducing 67 new products and the September Quarterly meeting for certification. Lastly, the number of individuals with disabilities and the number of employment hours worked by those individuals was reported, as of FY24 Q4, to be 86 employees with disabilities were provided with 68,971 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 9/19/24.

Mr. Pursley, Executive Directory to present the FY24 Q4 % Compliance Report...and summarized the high points here:

BDI – they have shown some improvement in Q4 despite the ongoing labor crisis which is still affecting their numbers:

GA Tech has been within compliance all year, a took a slight dip below the required 50% for the first time in Q4... but remains within compliance at 61% for the year.

GEPS/BDI withdrew from the GA Piedmont Technical College Contract effective 3/31/24.

GA Regional Hospital has shown an uptick in Q4 and is still in compliance at 53% for the year.

DHS Fairburn Road has shown continued improvement throughout the year as the yearly % goes up.

The proposed change in the documentation requirement should assist with BDI's recruitment efforts.

ESEGA – Great to see ESEGA efforts have paid off and their Q4 numbers remain in compliance.

ESMGA – There were no sales of pallets during the 4th Quarter.

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.

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

Fair Market Price Review

Fair Market Price Committee

Chair calls for Fair Market price review.

Review of Individual Categories for Certification

Review on Batteries, Covid Testing Kits, Drug Testing Kits, Reusable Face Masks, Disposable Face Masks, First Aid Kits and Refills, Floor Maintenance Pads, Flu Prevention Kits, Various Gloves, Mop Handles and Mop Heads, Pallets, Pillows and Pillowcases, Razors, Hand Soap, Hand Sanitizer, Disinfecting Spray, Disinfecting Wipes, Remanufacture Toner Cartridges, and the Varios Wiping Rags.

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

Executive Committee

Executive Committee

Chair – calls for Executive Committee Report

Wanda addressed the Council concerning:

STATUS OF POLICY AND PROCEDURES DOCUMENTS AND NEXT STEPS

The Chair reviewed where we are in the process and reiterated that we need to complete the draft of the Policy and Procedure update for approval at the January meeting. She stated that a Special Committee would be formed to finalize that draft, that the Executive Committee would also review, and that the entire Council would need to then review what had been approved by those two committees so that we could vote to approve the draft in January. It was reiterated, by the Chair, that this document would be

reviewed at least annually to make sure it stays up to date with the State Use Council’s Policies and Procedures.

**Nominating
Committee**

Nominating Committee
There is none at this time.

**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 State Use Council and all its members wanted to take a moment to recognize the profound loss of Charles Smith, long-time Chairman of the State Use Council, as he recently passed. We regret that did not learn of his passing until after it had occurred and that due to his long illness, we were unable to recognize him, formally and in person, for all his time and effort (and passion) for employing Georgians with disabilities through the State Use Program. Charles was an honorable man, and he will be sorely missed by us all. Our deepest condolences to his family.

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.
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Respectfully submitted this 26th day of Sept. 2024

Wanda Warren, Chair