



GEORGIA STATE USE COUNCIL

SHAWN PURSLEY
EXECUTIVE DIRECTOR

WANDA WARREN
CHAIR

Thursday, Sept. 25th 2025-10:00 AM
Sloppy Floyd Building Atlanta, GA

MINUTES

COUNCIL MEMBERS' PRESENT

Mr. Christopher Valley, Vice Chair
Mr. Jim Barnaby, DOAS
Mr. Ross Barrineau, DOC
Mr. William Dews, DCA
Mr. Rick Hooper
Mr. Robert Bell
Ms. Marty Owens
Ms. Lyndsey Rudder

COUNCIL MEMBERS ABSENT

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

GUESTS

Mr. Andrew Barrett, New Ventures
Mr. Mike Wilson, New Ventures
Ms. Amy Steele, New Ventures
Ms. Sheri Coleman, SEGA
Mr. David Suddreth, TNC
Ms. Veronica Rohrlack, BDI
Ms. Autumn Cole, DOAS
Mr. Dan West, GIB
Mr. S Dover, Dover Solutions
Ms. Betti Rosszer Figueroa
Ms. Emily Hirst, DOAS
Ms. Carrie Steele, DOAS
Mr. Stephen Mock, Peak Performers

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. 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 to 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 26th, 2025 minutes were discussed. With no questions or objections, the minutes were approved by the Council.

**Centel Non-Profit
Agency**

Financial Report

Mr. Shawn Pursley reviewed the Finance Committee has previously reviewed June and July reports, so this report focuses on August, which is the most recent report Overall, GEPS had an EOM Net Gain of \$14,301 and a YTD Net Gain of \$13,278.

Taking a closer look at that EOM breakdown: Revenue EOM August was \$565,656, which is \$130,611 (or 30%) higher than the budget projections.

After considering the Cost of Sales EOM of \$526,091, Net Revenue was \$39,565, which was \$7,530 (or 24%) higher than budget projections.

EOM May expenses were \$25,265, or \$17 (or .07%) over budget, ending the month with the above-mentioned Net Revenue figure of \$14,301.

That is \$7,514 more than the projected Net Revenue gain of \$6,787.

Looking up toward the top right side of the page, taking a closer look at the YTD breakdown:

Revenue from sales YTD was \$960,180, which is \$-546,717 (or 36%) below budget projections.

After considering the Cost of Sales YTD, of \$896,685, Net Revenue was \$63,495, which is \$-36,227 (or 36%) under budget projections. YTD expenses were \$50,217, which brings the YTD Net Revenue to the previously mentioned Net Gain of \$13,278. That is \$-35,403 (or 73%) less than the projected Net Revenue of \$48,681. The Balance Sheet shows total Net Assets increased to \$664,341 as of the end of August. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$628,880, 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

Quarterly Employment Reports

Mr. Shawn Pursley continued by reviewing the Quarterly Employment Report showing the number of hours employees with disabilities worked at the end of Q4 FY25 as being 59,672, which is down from last fiscal year's hours of 63,232. The number of Georgians with disabilities who were employed during FY25 compared to last year is higher at 157 for FY25 when compared to 85 for FY24. At the end of Q4 FY25, YTD CRP sales were \$6,428,063.

Internet (GEPS Website) Sales (FY25-July 24thru June 25)

Mr. Shawn Pursley reviewed GEPS website sales for FY25 were slightly down at \$35,231 when compared to \$35,975 in FY24.

The sales from the GEPS website during that time were from Drug Testing Kits.

Internet (GEPS Website) Sales (FY25) Mr. Shawn Pursley reviewed GEPS website sales peaked in August, December, March, and July.

Current Contract Status

Mr. Pursley reviewed GEPS's current contract status for FY26. There are 4 bids pending. 22 existing contracts, 1 lost contract. There have been 4 bids 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 FY26 that were emailed to the committee on Sept. 22, 2025

The FY26 Operational Plan draft was also submitted to the Operational Plan Committee for review and approval.

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

FY26 Operational Plan (highlights):

Updated continuing education Updated surveys sent out to all State Agencies.

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

Finance Committee - Finance Committee –

CPA Audit Report: The Finance Committee met on 9/23 at 10 AM, where Wesley Long went over the results of the CPA Audit. The audit results were a clean audit with no further questions from the Finance Committee.

The following report was submitted, via email, to the Finance Committee on 9/17/2025. June Summary (FY25 Year End) – June 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 \$144,735 at the end of June.

Financial Report June

GEPS ended June with an EOM Net Revenue gain of \$3,606.

YTD Product Sales are up 14% from the Previous Year and 61% above Budget.

YTD Service Sales are down -16% from the Previous Year and -18% under Budget.

YTD Net Revenue is up 2% from the Previous Year and 17% above Budget.

YTD, Total Expenses are up 7% from the Previous Year and are 1% over Budget.

All this results in the above-mentioned June Net gain of \$144,735 YTD.

The Balance Sheet shows the total Net Assets at \$651,063 as of the end of June.

The report on payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$7,159,335, and 100% of these payments were made in 7 days or less.

Moving from July to August, which is the most recent report for FY26:

August Summary – 2 Months into the new fiscal year, and the loss of COVID testing kits still presents numbers lower by comparison with the previous year. August YTD Product sales numbers are down from last year and well below budget projections, just as Service Sales are also down and under budget, with a bottom line still showing a YTD Net gain of \$13,278 at the end of August.

Financial Report August

GEPS ended August with an EOM Net Revenue gain of \$14,301.

YTD Product Sales are down -56% from the Previous Year and -42% under Budget.

YTD Service Sales are down -3% from the Previous Year and -21% under Budget.

YTD Net Revenue is down -39% from the Previous Year and -36% under Budget.

YTD, Total Expenses are up 5% from the Previous Year and are -2% under Budget.

All this results in the above-mentioned August Net gain of \$13,278 YTD.

The Balance Sheet shows the total Net Assets at \$664,341 as of the end of August.

The report on payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$628,880, 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,

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 continues as planned and is within budget.

Building capacity also continues as planned and is within budget.

Overall, YTD, the current spends of \$8,584 on marketing is well within the budget of \$34,300.

Operational stats for bids sent out and bids awarded so far are lower than the previous year.

The number of bids submitted is below target due to about 75% being cancelled, with about 25% being outside of a viable scope for the CRPs. Marketing efforts continue to be expanded on social media, and we plan to have an increased number of Blasts this year, now that the new website update has been completed. The number of individuals with disabilities/number of employment hours worked by those individuals was reported, as of FY25 Q4, to be 157 employees with disabilities provided with 59,672 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

Mr. Shawn Pursley -Executive Committee Report

FY25 Q4 % Compliance Report was present as requested, we have provided one more quarter of the past to give the data more context....and summarized the high points.

BDI has made great strides on its ratios and expects to be in full compliance with all the contracts very soon, as it only has one contract below that mark, as follows: o GA Tech was at 80% but lost some personnel in the 2nd Quarter and has shown steady improvement since then, as they are now approaching the 50% mark at 47% and have an overall percentage of 59%. Note that the Georgia Piedmont Technical College contract is no longer active. The rest of the report is within compliance.

If there are no further comments to add to the report or questions, then the report shall be submitted with a recommendation for approval 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 Wiping Rags.

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

Nominating Committee

Nominating Committee

There are none currently

**Old
Business**

Old Business

Approval of FY26 Agreement Between State Use Council, Department of Administrative Services, and Central Non-Profit Agency
Approval of FY26 Contract for Designation of Central Non-Profit Agency

**New
Business**

New Business

Policy on Nomination for Chair and Vice Chair in 2026
Nomination for Chris Valley to become Chair of the SUC
Nomination for Lyndsey Rutter to become Chair of the SUC

2026 Proposed SUC Quarterly Meeting Calendar

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 5th day of Jan. 2026

Wanda Warren, Madam Chair