

**State Use Committee Meeting**  
**Thursday, April 12, 2012**  
**1:00 pm**

***Meeting Location:***  
**Envision Industries**  
**2301 S. Water**  
**Wichita, KS**

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***Committee Members Present:***

Rep. Jo Ann Pottorff, Kansas Legislature  
Barry Swanson, Board of Regents  
Chris Howe, Director of Procurement  
Suzy Reber, Envision  
Steven Gieber, OCCK / KCDD  
Darren Muci, USD 259  
Norm Wilks, USD 490  
Brenda Maxey, TECH, Inc.  
Sen. Oletha Faust-Goudeau, Kansas Legislature

***Guests:***

Shelby Fry, TARC  
Tim Harrington, Cartridge King  
Robert Bieberle, Cottonwood Industries  
Norris Gilman, TECH Inc.  
Pat Terrick, BTCO  
Andy Manion, KETCH  
Mark Little, Staples Advantage  
Dan Jensen, KETCH  
Natalie Bright, Bright & Carpenter  
\*Marsha Stafford, Division of Purchases

\* Attended by Telephone Conference

***Welcome & Call to Order / Roll Call***

***Committee Reports:***

***Committee on Pricing Issues***

At the retreat earlier in the day, Chris Howe discussed having two new procurement officers starting soon. He anticipates that Jesse Hodgson will be assisting with State Use Committee work with a research background. Procurement and Contracts staff have been working to get pricing from several local contracts and national consortia, with from information from Staples and Office Max. This work is designed to get foundational information for review when the catalog submission process begins later this year.

***Committee on Job Description Development***

With the departures from the Committee of Ron Pasmore and Matt Fletcher, the committee is looking for all they help they can get to do the research functions associated with this committee. Barry Swanson & Rick Beattie at KU have submitted a grant proposal to the Kansas Health Foundation and expect to hear KHF early summer. The grant would fund efforts by KU Purchasing Office staff with research assistance. Barry stated that he'd soon need a job description that would reflect the work that needed by the committee.

***Committee on New Item Submission:***

Suzy Reber stated that the committee is still waiting for someone to request to add items mid-year to test the guidelines established by the committee. Tim Harrington mentioned that Cartridge King is testing a soy-based toner that might be ready for submittal soon

***Employment First Initiative:***

Chris initiated a conversation about the *Employment First Commission* that was passed by the Legislature during the 2011 Session. The Commission is working with units of Government to encourage everyone to learn about the *Employment First* concept.

Ron Pasmore from KETCH serves on the Employment First Commission and had proposed that the State Use Committee incorporate its manifest into Catalog operations. At its retreat in the morning of April 12, Committee members reviewed the document.

A motion was made that the State Use Committee would agree on principle with the concept of the Employment First Initiative and that the State Use Committee should appoint a subcommittee to review State Use Committee policies and procedures and incorporate the Employment First philosophy where it makes sense. Motion was seconded and passed.

A request was made of those present seeking volunteers to coordinate this effort. Brenda Maxey and Norm Wilks agreed to serve, as did Shelby Fry and Pat Terick. An invitation will be extended to Ron Pasmore to attend the next State Use Committee meeting to brief the committee on the Employment First initiative, and then it would be up to Brenda Maxey to set up a meeting / conference call schedule beyond the June meeting..

### **Old Business:**

#### ***Committee Appointments – Expired and Expiring***

A number of changes have occurred in the membership of the State Use Committee over the past year.

- Doug Schwinn (USD 230 - Spring Hill) has been replaced by Norm Wilks (USD 490 - El Dorado)
- Suzy Reber (Envision) has been appointed as a vendor representative.
- Steve Gieber was appointed as a vendor representative (based on his work with OCCK).
- Brenda Maxey was appointed as an advocate representative
- Steven Gieber then moved to the Kansas Council on Developmental Disabilities (KCDD)
- A discussion with the Governor's appointments secretary resulted in a switch...Brenda Maxey was re-appointed as the vendor rep, and Steve was re-appointed as an advocate's representative.

### **New Business:**

**Election of Officers** – at the retreat earlier in the morning, the Committee members put together a proposed slate of officers:

- Chair: Steven Gieber
- Vice-Chair Barry Swanson
- Secretary Chris Howe

A motion was made to approve the slate of officers as presented. Motion Passed.

### **Other Business**

#### ***Sales Reports:***

Natalie Bright and her team has have prepared the State Use Vendor the reports for fiscal years 09-10, and has presented them to the Government Efficiency Committee in the Kansas House of Representatives.

Some additional information has been requested from Ken Perdue (Staples) related to USD 540 Kansas City, who appear to have been purchasing some Envision products through Staples and those items were not reflected in the report. They report has been modified.

#### ***SUPRA Conference – January 18-20, 2012 - San Diego, CA***

Due to a late-breaking and unforeseen illness, Chris could not attend the San Diego conference. SUPRA hosts two conferences annually. The first, typically in January, is a general education and information sharing conference, while the second, typically in June, is held to take care of the association's business issues.

SUPRA is the State Users Program Association, and it is very vendor centric in terms of its outreach. In most states there is an actual organization that oversees the program and that finds opportunities and vendors for the State Use program, kind of like NISH.

Someone asked how many states are involved in SUPRA. Data wasn't immediately available, but the bigger states, like Pennsylvania, Texas, Oklahoma and Ohio, have a central not-for-profit agency or a staff that manages their programs.

It was asked if committee members knew if Nebraska or Missouri have a specific sponsoring agency if it might be possible to team up with them as our representative for State Use (the position that we are trying to get the grant for).

***Stakeholder Feedback:***

Tim Harrington asked a question about Staples reporting and state use sales, based upon the "lost" information described earlier in the meeting. The question was about Cartridge King orders where agencies order through Staples but Cartridge King delivers. Tim asked about who reports those sales. Chris stated that whoever is receiving the payment from the agency should have the reporting function. Tim asked if he could get a copy of the Staples report provided for the past year's report. Chris stated that he'd email him the report.

Sen. Faust-Goudeau mentioned that SB 444 and HB 2442 are bills that might be considered companions to the Employment First Initiative that was passed in 2011. If passed, this legislation would establish bidding preferences within State's procurement statutes for vendors who commit to employing persons with disabilities within boundaries established by the bill, including the provision of health insurance. There is also language providing a preference for vendors who purchase goods and services from State Use Vendors.

A question was asked about whether or not the State Use Committee should provide an endorsement of the legislation. Natalie Bright suggested that there could be value in such an endorsement. A motion was made that an endorsement letter be prepared for the Chairman's signature. The motion was seconded, discussed and passed. Natalie volunteered to assist with drafting the letter and it would be circulated to committee members before being signed and submitted.

***Adjournment***