

STATE OF OKLAHOMA

STATE USE COMMITTEE MEETING MINUTES

Dale Rogers Training Center
2501 N. Utah
Oklahoma City, OK 73107

August 3, 2016

Call to Order

William Smith called to order the regular meeting of the State Use Committee at 1:02 p.m.
The meeting agenda was posted Friday, July 22, 2016.

Roll call for Quorum

Daron Hoggatt conducted a roll call.

Members Present: William Smith, Committee Chair; David Oliver; Jim Kettler;
Jerry Tate

ABSENT: Travis Monroe; Robin Arter, Regina Chace

Quorum declared with 4 members present.

Introductions: All attendees

I. Approval of Minutes

Corrections:

On page 1 of 2 under **Financial Information...** (~~with draws~~) withdrawals.

Motion to approve the minutes of the June 1, 2016 State Use Committee meeting made by
Mr. Oliver and seconded by Mr. Tate.

YEAS: Mr. Oliver, Mr. Kettler, Mr. Tate, Mr. Smith

NAYS: None

ABSTAIN: None

ABSENT: Mr. Monroe; Ms. Arter, Ms. Chace

Motion passed

II. Financial Information

As of July 1, 2016 the account holds \$472,717.64. Recently OMES has changed how payments are tracked and verified. This will ensure a more accurate way of tracking 1% Levy payments.

III. Fair Market

Digital Screen Cleaner Will Come With A Microfiber Cleaning Towelette – People First

The price is \$10.99 which is \$5.00 under fair market.

Motion to approve made by Mr. Oliver, seconded by Mr. Smith.

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

Office Supplies (Pencils, Pens, Correction Pens, Erasers)-People First

Is there a minimum amount for delivery? Minimum number to order on correction pens and fluids due to shipping via fed ex instead of US Postal.

Motion to approve made by Mr. Kettler, seconded by Mr. Tate

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

Diapers and Incontinence Briefs- People First

Motion to approve at the bidder requested price made by Mr. Tate, seconded by Mr. Kettler.

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

IV. New Vendor Approvals

Gatesway

Motion to approve made by Mr. Tate, seconded by Mr. Kettler.

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

Panhandle requests re-entry.

Motion to approve made by Mr. Kettler, seconded by Mr. Tate.

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

V. Vendor Compliance

As of July 22, 2016 the following State Use Vendors are out of compliance.

1% Levy

- 1. **Kiamichi Opportunities, Inc.** – *July 1% Levy Report*

NOTE: Kiamichi disregarded instructions not to mail their 1% Levy Report to ABS with their 1% Levy Check. Incomplete 1% Levy scanned and sent to State Use e mail from ABS.

Missing complete 1% Levy for Q4 FY 16 from Kiamichi Opportunities, Inc.

- 2. **Ki Bois C.A.F., Inc.** – July 1% Levy Report (reminder e-mailed 7-21-2016) (no response)

Usage

1. **Garvin County** – *Has complied*

DOL

1. **Community Enterprises** – *Certificate on File application date 7-21-2016*

WC

1. **Kiamichi Opportunities, Inc.** (exp 7-1-2016) e mailed 7-13-2016 (no response) (no application on file with State Use)
2. **Southwest Enterprises** (exp 11-1-2015) e mailed 5-3-2016 & 6-4-2016 also contacted by Ms. Means. Since Nov 2015, Debby Tunning, Program Director has promised several times the report will be sent. No report has been received to date.

Mr. Oliver made a motion for Mr. Hoggatt to send out “Notice to Cure” letters to out of compliant vendors. Mr. Tate seconded the motion.

YEAS: Mr. Tate, Mr. Kettler, Mr. Oliver

NAYS: Mr. Smith

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

VI. 2017 Committee Meeting Schedule

- February 1, 2017
- April 5, 2017
- June 7, 2017
- August 2, 2017
- October 4, 2017
- December 6, 2017

Motion to approve to approve 2017 State Use Committee Meeting Schedule made by Mr. Tate and seconded by Mr. Kettler.

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

VII. Liaison Update

Mrs. Means expects The Bridges to come on board with State Use. Incor would like to re-enter State Use. Mrs. Means will be meeting with state agencies. Agency contracts will be on the upcoming agenda. Mrs. Means has met with Show, Inc. which is a recycling program and New Leaf. Show, Inc. will not likely work with the State Recycling Program. New Leaf sells plants. There may not be a market for plant sales. Mrs. Means met with Roger Stone who is over the State of Oklahoma mandatory recycling program. Mrs. Means is working with Mr. Stone to allow our vendors who are

willing to participate in picking up recycling for the outer lying areas that are not easily accessible to DHS, or who helps with recycling pickups for State Surplus.

VIII. New Business

No new business.

IX. Public Comments

No public comments.

X. Adjourn

Motion to adjourn made by Mr. Kettler and seconded by Mr. Tate.

YEAS: Mr. Smith, Mr. Kettler, Mr. Tate, Mr. Oliver

NAYS: None

ABSTAIN: None

ABSENT: Ms. Arter, Mr. Monroe, Ms. Chace

Motion passed

Meeting Adjourned at 2:03 pm.