

**STATE OF OKLAHOMA**  
**STATE USE COMMITTEE MEETING MINUTES**

Library for the Blind and Physically Handicapped  
300 NE 18<sup>th</sup> Street, Oklahoma City, OK 73105  
October 20, 2010

**Call to order**

William Smith called to order the regular meeting of the State Use Committee at 1:00 pm.

**Roll call for Quorum**

William Smith conducted a roll call.

Members Present: William Smith, Committee Chair; David Oliver, Committee Vice Chair; Effie Ballard, Committee Member; Randy Ross, designee for John Richard, Committee Member.

Members Absent: Jane Nelson

Quorum Declared with 4 members present.

**I. Approval of minutes**

Correction on item #5 to change from Judy Goodwin to Judy Atkins.

Motion to approve the amended minutes of the August 11, 2010 State Use Committee meeting made by Mr. Oliver and seconded by Ms. Ballard.

YEAS: Mr. Oliver, Ms. Ballard, Mr. Ross, Mr. Smith

NAYS: None

Motion passed

**II. Financial Information**

- a. Allotment Report
- b. Deposit Report
- c. Operating Budget
- d. Contracts since September 1

**III. Discussion and possible action to approve recommended fair market prices on:**

- a. **Driving gloves** – Sunshine Industries

Motion: Mr. Ross 2<sup>nd</sup>: Ms. Ballard Yeas: 4 Nays: 0

Ms. Ballard posed to question to Larry Smith as to how determinations are made regarding fair market price. Mr Oliver recommended prices be set at ‘price plus 10% for items where the price is more than 10% below the calculated fair market value’.

- b. **Medical Wipes** – South Central Industries

Motion: Mr. Oliver 2<sup>nd</sup>: Ms. Ballard Yeas: 4 Nays: 0

- c. **Spices** – Kiamichi Opportunities

Motion: Ms. Ballard 2<sup>nd</sup>: Mr. Oliver Yeas: 3 Nays: 0 Mr. Smith abstains

- d. **Personal Hygiene Products** – Galt

Motion: Ms. Ballard 2<sup>nd</sup>: Mr. Ross Yeas: 4 Nays: 0

- e. **Under pads and wipes** – McCall’s

Motion: Mr. Oliver 2<sup>nd</sup>: Mr. Ross Yeas 4 Nays 0

**f. First Aid Kit – New View Oklahoma**

Motion: Mr. Ross 2<sup>nd</sup>: Ms. Ballard Withdrawn – due to more information needed. Item tabled until the next meeting.

**IV. Discussion and Possible Action on recommendations by sub-committee on rules and policies.**

Nothing to report -

Larry discussed the State Use Manual and proposed the sub-committee evaluate any need for changes or additions.

**V. Discussion and Possible Action on office supply products formerly held by Galt Foundation.**

Larry presented the partial proposal list from Sunshine Industries and Sheltered Work Opportunities of Bryan County.

Sunshine Industries – **Sharpie Markers**

Motion: Mr. Oliver 2<sup>nd</sup>: Ms. Ballard Yeas: 3 Nays: 0 Mr. Ross abstained

Discussion on issues with pricing and shipping.

Bryan County – **Correction Tape**

Motion: Mr. Ross 2<sup>nd</sup>: Mr. Oliver Yeas: 4 Nays: 0

Remaining items that were requested by both agencies will be worked out with Larry by the next meeting.

**VI. Discussion and Possible Action on Styrofoam products formerly held by Goodwill.**

No vendors expressed an interest in picking up the products. Larry recommended removal of the item from the procurement schedule.

Motion to remove: Mr. Oliver 2<sup>nd</sup>: Ms. Ballard Yeas: 4 Nays: 0

**VII. Reports**

- a. **Progress of annual performance report** – Larry discussed the completion of the report. Will Smith requested that the selection process for each committee member be included in the report.
- b. **Annual OML Conference & trade show** – Leanna Edmonds discussed that though attendance was smaller than normal but we made go contact with the delegates present. We feel like the show is a successful venue for State Use and our presence should continue.
- c. **SUPRA reports** – surveys will go out very soon and quick reply is requested. State Use staff requested clarification of what employment data the committee wants on the survey. The committee and staff agree that only State Use (1% levy) data be included for employment on this report.

**VIII. Discussion and possible action to authorize attendees to annual SUPRA conference in New Orleans.**

Will Smith discussed that in the past many representatives attended the conference and last year on two attended.

Motion to send two board members and one staff: Mr. Ross 2<sup>nd</sup>: Mr. Oliver

Motion amended to maximum of 3 attendees to be a mix of staff and board members:

Mr. Ross 2<sup>nd</sup>: Mr. Oliver Yeas: 3 Nays: 1 (Will Smith)

**IX. Public comments and announcements**

**Larry Price** of McClain Chitwood Office Products – discussed displeasure with the Eway portal and Staples.

**Judy Atkins** of Galt Foundation – discussed the inventory reduction sale at Galt and the sale of warehouse items.

**Judy Goodwin** of OPC – discussed upcoming events concerning State Use

Metro Disability Resource Alliance at Sheppard Mall – March 1<sup>st</sup>

Developmental Disability Awareness Day at the Capitol – March 8th or 9th

Legislative Reception & State Use Trade Show – March 15<sup>th</sup> & 16<sup>th</sup>

Governor's conference on Disabilities – March 21<sup>st</sup> & 22<sup>nd</sup>

**Larry Smith** – discussed a proposal and the intent for going paperless with the State Use committee packets

**X. New Business: Consideration of any matters not known about or which could not have reasonably been foreseen within twenty-four hours of this meeting**

None

**Adjournment**

Motion: Mr. Ross 2<sup>nd</sup>: Ms. Ballard Yeas: 4 Nays: 0

Meeting Adjourned at 2:46 p.m.