

**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 19, 2011

**Call to order**

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

**Roll call for Quorum**

Timothy Harvey conducted a roll call.

Members Present: William Smith, Committee Chair; David Oliver, Committee Vice Chair; Effie Ballard, Committee Member; John Morrison, Committee Member; Michael Jones, Committee Member

Members Absent: None

Quorum Declared with 5 members present.

Introductions

**I. Approval of minutes**

Motion to approve the minutes of the August 10, 2011 State Use Committee meeting as presented made by Ms. Ballard and seconded by Mr. Oliver. There was no discussion.

YEAS: Ms. Ballard, Mr. Morrison, Mr. Jones, Mr. Oliver, Mr. Smith

NAYS: None

Motion passed

**II. Financial Information**

- a. Allotment Report
- b. Deposit Report
- c. Operating Budget Comparison
- d. Quarterly Report – No quarterly report.

**III. Discussion and Possible Action to approve fair market pricing**

**a. SW104 Disposable Gloves – South Central Industries**

**The calculated fair market price was corrected from 43.52 to 43.08.** Motion to approve and establish the **calculated** fair market price as recommended by the Fair Market Review Sub-Committee for the exam gown made by Ms. Ballard and seconded by Mr. Oliver. There was no further discussion.

YEAS: Ms. Ballard, Mr. Morrison, Mr. Jones, Mr. Oliver, Mr. Smith

NAYS: None

Motion passed

**b. SW320 Urinal Blocks & Deodorizers – South Central Industries**

Motion to approve and establish the proposed contract price as the fair market price, as recommended by the Fair Market Review Sub-Committee for the urinal blocks and deodorizers made by Mr. Jones and seconded by Mr. Oliver. Short discussion regarding the value add of the products and the cost analysis percentage of 38%.

YEAS: Ms. Ballard, Mr. Morrison, Mr. Jones, Mr. Oliver, Mr. Smith

NAYS: None

Motion passed

Agenda items four and five moved to the end of the agenda.

**IV. Reports**

- a. Service Contracts Report. Mr. Harvey discussed the contract amounts for the fiscal year.
- b. SUPRA Survey. The 2011 SUPRA Surveys were sent by email on October 19 and are due to the State Use office by November 18.
- c. National Benefit Study by SUPRA. Larry Smith explained SUPRA's National Benefit Study, information should be forthcoming.

**V. Proposed executive session for the purpose of discussion and possible action concerning a pending claim, action, or application involving one or more State Use vendors and their qualifications as a vendor pursuant to 25 O.S. §307 (B) 4**

Mr. Smith asked for a motion to recess the regular meeting and reconvene in Executive Session. A motion was made by Ms. Ballard and seconded by Mr. Oliver that the Committee recess regular meeting and reconvene in Executive Session. Upon roll call the vote was as follows:

YEAS: Ms. Ballard, Mr. Morrison, Mr. Jones, Mr. Oliver, Mr. Smith

NAYS: None

Motion passed

Mr. Smith asked for a motion to reconvene in regular session. A motion was made by Mr. Oliver and seconded by Ms. Ballard that the committee reconvenes in regular session. Upon roll call the vote was as follows:

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

NAYS: None

ABSENT: Mr. Morrison

Motion passed

There were no motions required as a result of Executive Session.

**VI. Discussion and Possible Action on State Use items**

**a. Status of Outreach Janitorial**

No action taken on Outreach Janitorial.

**b. 2012 State use Committee Meeting Dates**

After short discussion, a motion was made by Mr. Oliver and seconded by Mr. Jones to approve the 2012 State Use Committee meeting dates as follows:

February 7, 2012      April 11, 2012      June 12, 2012  
August 15, 2012      October 10, 2012      December 12, 2012

There was no further discussion. Upon roll call the vote was as follows:

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

NAYS: None

ABSENT: Mr. Morrison

Motion passed

**c. 2012 SUPRA Conference Attendees**

The 2012 SUPRA Conference will be January 18-20, 2012 in San Diego, California. A motion was made by Mr. Oliver and seconded by Mr. Jones to approve two State Use office staff and two State Use Committee Members to attend the 2012 SUPRA Conference. There was no further discussion. Upon roll call the vote was as follows:

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

NAYS: None

ABSENT: Mr. Morrison

Motion passed

Committee Chair Mr. Smith and Committee Member Mr. Jones will attend on behalf of the State Use Committee.

**d. Election of Officers for State Use Committee**

A motion was made by Ms. Ballard and seconded by Mr. Jones to re-elect William Smith at Committee Chairperson and David Oliver as Committee Vice Chairperson. There was no further discussion. Upon roll call the vote was as follows:

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

NAYS: None

ABSENT: Mr. Morrison

Motion passed

**VII. New Business**

No new business.

**VIII. Public comments and announcements**

Judy Goodwin from Oklahoma Community-Based Providers suggested a prize for State Use Vendors that respond by the SUPRA Survey deadline as a motivator for the vendors to complete the survey.

Ms. Ballard announced that former State Use Committee Member, Jane Nelson recently lost her husband. Ms. Ballard also announced that Cathy Cash, Director of Garvin County Community Living Center recently lost her mother.

Meeting Adjourned at 2:20 p.m.