

**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  
December 14, 2011

**Call to order**

William Smith called to order the regular meeting of the State Use Committee at 1:04 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

Members Absent: Michael Jones, Committee Member

Quorum Declared with four members present.

Introductions

**I. Approval of minutes**

Motion to approve the minutes of the October 19, 2011 State Use Committee meeting with one revision to page two made by Ms. Ballard and seconded by Mr. Oliver. There was no discussion.

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

NAYS: None

Absent: Mr. Jones

Motion passed

**II. Financial Information**

- a. Allotment Report
- b. Deposit Report
- c. Operating Budget Comparison

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

**a. SW022 CD's, DVD's and Blu Rays – Work Activity Center**

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 blu ray discs made by Mr. Morrison and seconded by Ms. Ballard.

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

NAYS: None

Absent: Mr. Jones

Motion passed

**b. SW064 Paper Towels, Tissue & Wipes – 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 paper towels and rags presented made by Ms. Ballard and seconded by Mr. Oliver.

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

NAYS: None

Absent: Mr. Jones

Motion passed

**c. SW078 Personal Hygiene Products – McCall’s Chapel School**

Mr. Jones arrives, all Committee Members present.

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 feminine hygiene products presented made by Mr. Oliver and seconded by Ms. Ballard.

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

NAYS: None

Motion passed

**d. SW0172 Dried Beans – Kiamichi Opportunities**

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 dried beans made by Ms. Ballard and seconded by Mr. Oliver.

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

NAYS: None

Abstain: Mr. Smith

Motion passed

**e. SW203 Incontinent Briefs – Sheltered Work Opportunities of Bryan County**

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 unisex training pants made by Ms. Ballard and seconded by Mr. Oliver.

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

NAYS: None

Motion passed

**IV. Discussion and Possible Action Concerning Qualified Organizations**

Motion to extend the probation period of Community Janitorial until February 7, 2012 was made by Mr. Jones and seconded by Ms. Ballard. The probation terms were discussed. Community Janitorial will be on the agenda for review as a Qualified Organization at the February 7, 2012 State Use Committee meeting.

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

NAYS: None

Motion passed

**V. Reports**

- a. Quarterly Report for first quarter fiscal year 2012.
- b. Interim Study. Central Purchasing Director, Scott Schlotthauer provided a summary of the Interim Study which was requested by three State Representatives.
- c. State Use Annual Meeting and Reception Information. The annual meeting and legislative reception are scheduled for February 7, 2012. The State Use Trade

Show is scheduled for February 8, 2012. All events are at the Oklahoma History Center.

- d. Committee Meeting Process on public comments. The Committee welcomes public comments. Although the Committee cannot respond during the comments portion of the meeting, items may be requested to be put on the next meeting agenda.
- e. SUPRA Report. The 2011 SUPRA report response list and data submitted was reviewed. A comparison of previous years was provided.
- f. Recognition of Larry Smith's retirement.

**VI. New Business**

No new business.

**VII. Public comments and announcements**

No public comments or announcements.

Meeting Adjourned at 1:55 p.m.