



GEORGIA STATE USE COUNCIL

SHAWN PURSLEY
EXECUTIVE DIRECTOR

REID LAURENS
CHAIR

Thursday, March 21, 2024—10:00 AM
Location: New Ventures, Inc., LaGrange, GA,
and via Zoom

MINUTES

COUNCIL MEMBERS PRESENT

Mr. Reid Laurens, Chair
Mr. Jim Barnaby, DOAS
Mr. Ross Barrineau, DOC
Mr. Allen Morgan, DBHDD
Ms. Kerri Hammond
Ms. Wanda Warren
Mr. Rick Hooper
Mr. Jay Mitchell

COUNCIL MEMBERS ABSENT

Mr. Demetrius Taylor, DHS
Mr. William Dews, DCA
Ms. Dorothy Cochran
Mr. Charles F. Smith
Mr. Marty Owens
Ms. Lyndsey Rudder

GUESTS

Mr. Dave Ward, TNC/GATES
Mr. Stephen Mock, Peak Performers
Mr. Joe Paolini, BDI
Mr. Dan West, GIB
Ms. Veronica Rohlack, BDI
Mr. Andrew Barrett, New Ventures
Mr. Mike Wilson, New Ventures
Ms. Amy Steele, New Ventures
Ms. Sheri Coleman, SEGA
Ms. Shamicka Demery, BDI
Ms. Autumn Cole, DOAS
Ms. McCall Ginsburg, DOAS
Mr. Robert Bell, DBHDD
Ms. Betti Rosszer Figueroa
Ms. Emily Hirst, DOAS

STAFF

Mr. Shawn Pursley, GEPS Executive Director
Ms. Caitlin Hyatt, GATES CEO
Ms. Christina Zolomy, GATES/GEPS

Adoption of Agenda

Mr. Shawn Pursley conducted a roll call to account for everyone attending and noted a quorum was present. Chairman Reid Laurens called the meeting to order at 10:01 a.m. and welcomed all members and guests.

The Chairman called for any exceptions to the agenda, and the following was stated by staff: concerning the following issues to be tentatively scheduled for further discussion and addressed at the September meeting:

- A. Executive Committee Report
- B. Designation of FY24 Central Non-Profit Agency (CNA).
- C. State Use Policies and Procedures.
- D. Approval of agreement between State Use Council, DOAS, and CNA.

The Chairman called for any further changes.

Hearing none – The Chairman asked for a Motion to Accept the Amended Agenda.

The motion was made.

The Chairman called for a second. There was a second.

The Chairman called for any discussion, questions, or comments on the motion. Hearing none, the Chairman called for all in favor, to say, Aye. (Noted). All opposed to saying, Nay. (None opposed).

With no objection, the motion passed.

With no further objections, the modified agenda was accepted by the Council.

Approval of Prior Meeting Minutes

The January 18th minutes were discussed. With no questions or objections, the minutes were approved by the Council.

Central Non-Profit Agency

Financial Report

Mr. Shawn Pursley reviewed the Finance Committee has previously reviewed the January report (pages 11-14 of the SUC book), so we are going to focus on February (pages 15-19) which is the most recent report:

Page 15 Overall, GEPS had an EOM Net Gain of \$7,662 and a YTD Net Gain of \$134,150.

Page 16 Looking at the left side of the page, taking a closer look at that EOM breakdown: Revenue EOM February was \$495,543, which is \$58,961 (or 14%) higher than budget projections. After considering the Cost of Sales EOM of \$462,127, Net Revenue was \$33,416 which was \$1,172 (or 4%) higher than budget projections. EOM February expenses were \$25,754 (or 11%) over budget, ending the month with the mentioned Net Revenue figure of \$7,662. That is \$1,318 less than the projected Net Revenue gain of \$8,980. Looking up toward the top right side of the page, taking a closer look at the YTD breakdown: Revenue from sales YTD was \$5,594,378, which is \$2,222,644 (or 66%) over budget projections. After considering the Cost of Sales YTD, of \$5,257,086, Net Revenue was \$337,292 which is \$106,749 (or 46%) over budget projections. YTD expenses were \$203,142 (or 0.1%) under budget, which brings the YTD Net Revenue to the previously mentioned Net Gain of \$134,150.

That is \$106,859 (or 392%) greater than the projected Net Revenue of \$27,291.

The Balance Sheet shows total Net Assets increased to \$486,746 as of the end of February. Payments to the CRPs show that GEPS paid the CRPs a YTD total of \$5,154,085 and 100% of these payments were all made in 7 days or less.

Quarterly Employment Reports

Mr. Shawn Pursley continued by reviewing the Quarterly Employment Report which shows the number of hours employees with disabilities worked through the end of Q2 FY24 as being 28,740, which is up from last fiscal year's hours of 24,794. The number of Georgians with disabilities that were employed during FY24 compared to last year is lower at 84 for FY24 when compared to 100 for FY23. At the end of Q2 FY24, YTD CRP sales were \$ 3,031,104.

Internet (GEPS Website) Sales

Mr. Shawn Pursley reviewed GEPS website sales for FY24 were up at \$30,330 when compared to \$37,917 in FY23. The graph below on the same page shows most of those sales from the GEPS website during that time were from Gloves. GEPS website sales for the July – November period showing peak sales in February of 2023.

Current Contract Status

Mr. Pursley reviewed GEPS's current contract status for FY24. There are 7 bids pending. There are 22 existing contracts. Lost 2 contracts and there are 9 contracts that are set to expire at the beginning of FY24.

State Use Operational Plan

Mr. Shawn Pursley reviewed just some of the highlights of the FY24 that was emailed to committee on March 18th, 2024,

The Operational Plan Committee has no further comments to add to the report as submitted and recommends approval by the Council.

With no questions or objections, the CNA Report was approved by the Council.

Committee Reports

Finance Committee

Mr. Pursley noted that pages for this report were referenced earlier in the CNA Financial report (Pages 11-19 of the SUC book). Just as mentioned then, the January report was previously submitted for Committee review, and this report was submitted, via email, to the Finance Committee on 3/19/24, for review. Mr. Pursley then briefly reviewed the following February YTD Product sales numbers are up sharply from last year and well above budget projections due to the COVID Testing Kit orders coming in. Service sales also remain up and above budget with a bottom. Line showing a YTD Net gain of \$134,150 at the end of February. GEPS ended February with an EOM Net Revenue gain of \$7, 662. YTD Product Sales are up 79% from the Previous Year and 83% above Budget Service Sales are up 45% from the Previous Year and 38% above Budget. Overall, YTD Net Revenue is up 49% from the Previous Year and 46% above Budget, Total Expenses are up 5.2% from the Previous Year and just 0.1% under Budget. All of this results in the above-mentioned February Net gain of \$134,150 YTD. The Balance Sheet shows the total Net Assets at \$486,746 as of the end of February. The report for payments to the CRPs shows that at the end of the month, GEPS paid the CRPs a YTD total of \$5,154,085, and 100% of these payments were made in 7 days or less.

With no questions or objections, the FY24 Finance Committee report was accepted by the Council.

Marketing Committee

The FY24 Marketing Plan report and the Draft FY24 Marketing Plan report were submitted, via email, to the Marketing Committee on 3/19/2024. By Shawn Pursley, GEPS Executive Director along with the 204 Marketing Plan on Pages 64-66. Lyndsey Rudder, Marketing Committee Chair, reviewed both reports with the SUC noting: Marketing assistance continues as planned and is progressing within budget. Exhibiting efforts are under budget, which will allow for some flexibility in spending as well as absorb some of the increased expenses due to inflation. The annual DOAS Conference Expo was canceled, but GEPS exhibited at the NIGP expo in March. The Wardens Conference Expo in June has yet to have all charges submitted since they are pending. The development of Graphics and marketing materials is currently within budget. Building capacity is also currently within budget. Overall, YTD at a current spend of \$28,691 out of a budgeted \$36,800. Operational stats, previously reported, are updated against the plan with the number of bids opportunities sent out, bids submitted, and bids won so far this year (to date the new contracts are above plan). Marketing efforts have been expanded on social media and increased eBlast this year. Lastly, the number of individuals with disabilities and the number of employment hours worked by those individuals was reported, as of FY24 Q2, as 84 employees with disabilities were provided with 28,740 hours of employment.

With no questions or objections, the FY24 Marketing Committee report was accepted by the Council.

Certification Committee

Committee Chair Jay Mitchell asked Shawn Pursley, Executive Directory to present the FY24 Q2 % Compliance Report...and summarized the high points here:

BDI – they have shown some improvement in Q2 despite the ongoing labor crisis which is still affecting their numbers GEPS/BDI withdrew from the GA Piedmont Technical College Contract effective 3/31/24. GA Regional Hospital has seen a little improvement as it is just 1% below compliance. DHS - Fairburn Road has shown considerable improvement from last quarter. Easterseals of EGA – The proposed change in the documentation requirement should assist ESEGA in their continued efforts to bring this contract up higher in the %. The rest of the report is within compliance. It is important to note that at the March 2024 SUC meeting, the proposal is being made to update the policy concerning documentation of disability requirements that should improve the process of recruitment.

With no questions or objections, the Certification Committee report was accepted by the Council.

Fair Market Price Review

Fair Market Price Committee

There is none at this time.

Old Business

Extension of Contract for Designation of FY24 Central Non-Profit Agency (CNA)
Extension of Agreement Between State Use Council, Department of Administrative Services, and Central Non-Profit Agency (CNA) – Approved to extend till end of April 2024
Revision/Update of State Use Policies and Procedures – Motion was made to delay the revisions.
Proposal to Enhance Disability Documentation Requirements

**New
Business**

Nominating committee has selected Wanda Warren for Chairman and Christopher Valley as Vice Chairman, this position will be voted on at the next meeting in June. The transfer of the Chair position will take place at the start of the September meeting.

Call to Adjourn

The Chairman called for a Motion to Adjourn. A motion was made and seconded. Hearing no discussion, questions, objections, or comments on the motion, the Chairman called for a vote to adjourn. The vote passed unanimously. The meeting was therefore adjourned.

Respectfully submitted this 8th day of May, 2024



Reid Laurens, Chairman