



**TO: EPC Representatives**

**FROM: Ken Swink, Director**

**DATE: September 14, 2018**

**RE: Minutes of September 11, 2018**

The Southwestern Ohio Educational Purchasing Council met at its regular meeting on September 11, 2018 at 12:30 p.m. at Aullwood Audubon Center, 1000 Aullwood Road, Dayton, Ohio. Executive Board Committee Chairperson, Ken Lackey, called the meeting to order.

**MEMBERS PRESENT:** Jim Atchley, Ansonia; John Stephens, Arcanum-Butler; Kevin Liming, Bellbrook-Sugarcreek; Karen Royer, Bethel-Tate; Jody Jones, Botkins; Joe Hurst, Carla Surber, Bradford; Jeffrey Requarth, Brookville; Dan Bassler, Carlisle; Chad Mason, Cedar Cliff; Tom Sommer, Celina; Jon Wesney, Centerville; Kyle Lewis, Clinton DD; Gene Gooding, Covington; Mike Gray, Darke Co ESC; John Stanley, East Clinton; Rachel Tait, Jeff Parker, Eaton; Jeff Patrick, Fairborn; Jeremy Pequignot, Franklin Monroe; Amy Ayers, Hardin Houston; Ken Lackey, Kettering; Emily Houser, Michelle Miller, Elaine Wharton, Legacy Christian; Jerry Ellender, Mad River; David Larson, Miami Co ESC; Scott Gilbert, Angie Arnett, Miamisburg; Kay Altenburger, Milton Union; Doug Dunham, Mississinawa; Robert Fischer, National Trail; Amy Reineke, New Knoxville; Rob Wannemacher, New Lebanon; John Kronour, Northeastern; Ann Bernardo, Brandon Knecht, Northmont; Shawn Hoff, Preble Co ESC; Matt Bishop, Lori Green, Preble Shawnee; Jean Borchers, Russia; Ben Kitchen, Southeastern; Jennifer Bruns, St Henry; Denise Robinson, Tecumseh; Gary Pfister, Dave Stephens, Tipp City; Denny Dyer, William Derringer, Tri County North; Josh Sagester, Tri Village; Jeff Price, Troy; Jeff Tully, Twin Valley; Marcus O'Brien, Vandalia Butler; Jack Hag, West Carrollton; Curt Bone, Wilmington; Bryan Shirey, Xenia; Ken Swink, Doug Merkle, Stephanie Zinger, Ellen Lewis, Cristi Goldshot, Robin Houston, Bonnie Berkemeyer, EPC.

**2019-1. Approval of Minutes** - Motion of John Kronour, seconded by Jeff Patrick, that the [minutes of June 12 2018](#) be approved. Motion carried.

**2019-2. Membership Applications** – Ken Swink reported that [Chaminade Julianne Catholic High School](#), [City of Vandalia](#), [Cory-Rawson Local Schools](#), [Delphos City Schools](#), [Fairfield City Schools](#), [Fayette Local Schools](#), [Fayetteville-Perry Local Schools](#), [Incarnation Catholic School](#), [North College Hill City Schools](#), [Princeton City Schools](#), [The Seven Hills School](#), [St Peter Catholic Elementary](#) and [Sylvania Schools](#) have requested membership in the EPC. The Executive Board at its September 11<sup>th</sup> morning meeting recommended presentation of the new districts to the general membership for approval. Motion of Robert Fischer, seconded by Jim Atchley, that the districts be approved for membership. Motion carried.

**Welcome to the New School Year** – Ken Swink thanked everybody for their continuing Membership with the Southwestern Ohio Educational Purchasing Council. The 2018—2019 School Year will be the third year in which we will be waiving membership fees. A [complete list of EPC Programs and Services](#) was included in the meeting packet. If you need any assistance or have questions about any of these programs, please [let us know](#).



**September 11, 2018 Minutes**  
**Page 2**

**Committee List** - [A flyer](#) listing the committees and requesting volunteers was distributed. Anyone who is interested in joining a committee or knows someone from their district who would like to join should fill out this [online form](#).

### COMMITTEE REPORTS

**Audio Visual** – No Report. Current Audio Visual Pricing may be viewed on the EPC Website at <http://www.epcschools.org/documents/contentdocuments/2018-19-AV-Catalog.pdf>.

**Classroom Supplies** – Ken Swink asked if any members have experienced delivery delays with School Specialty. The EPC plans to meet with School Specialty to discuss these issues. Please contact the EPC Office to let us know if you are having problems. Flyers from Friends Office reviewing their [Back to School Boxes](#), [Group T-Shirt Ordering](#) and [Classroom & Office Furniture](#) were included in the meeting packet. All EPC Classroom and Office Supply [pricing is available on the EPC Website](#) and is valid through January 31, 2019.

**Custodial Supplies/Air Filters** – No report. You may view all [EPC Custodial pricing](#) as well as [Air Filter Pricing from Waibel](#) on the EPC Website.

**2019-3. Drug & Alcohol Testing** - Ken Swink reported that the EPC has secured Drug and Alcohol Testing pricing through July of 2019. The Vendors include: Concentra/US Healthworks, Joint Township District Memorial Hospital, Lima Memorial Hospital Occupational Health, Mercer Health, Mercy Occupational Health & Medicine, Mobile Health Services, Premier Occupational Health, St Rita's Occupational Health, TriHealth/Bethesda Care, Van Wert County Hospital and Wilson Occupational Health. Motion by John Kronour, seconded by Jack Haag, to accept the pricing. Motion carried. [Pricing, location listings and hours of operation](#) are available on the EPC Website.

**2019-4. Fine Paper** – Ken Swink stated that paper pricing with Sterling Paper and Veritiv has been extended through December 31, 2018. Veritiv has raised their Comet USA (6273954) 8 ½ x 11 White Copy Paper from \$26.87 a carton to \$29.98 and Sterling Paper has raised their School 055235/Alma Office 8 ½ x 11 White Copy Paper from \$27.95 to \$29.36. This new pricing will go into effect October 1, 2018. Both vendors will still offer a 1% discount if paid in net 30 days and further possible discounts on half or full truck loads upon contacting the vendor directly. Motion by Jeff Requarth, seconded by Mike Gray to accept the paper extension. Motion carried. [Current and new pricing for all sizes and colors is on the EPC Website](#).

**Food Service** – Stephanie Zinger introduced [Bonnie Berkemeyer](#) to the EPC membership. Bonnie is the newest addition to the EPC Office and is available to assist districts with their SWEPC USDA Foods questions. Bonnie, a 31-year veteran food service director, is also developing a consulting service for district food service operations. The consulting services will be customized to meet each district's needs in the areas of operations, fiscal management, staffing, compliance, audit assistance, training and more. Details will be announced soon.

Stephanie also announced that there will be an EPC Food Service Committee Meeting at the EPC Office on Friday, September 28<sup>th</sup> and that the SWEPC USDA Food Show will be held at the Bridgewater Banquet Center on October 10<sup>th</sup>.



**September 11, 2018 Minutes**  
**Page 3**

**Insurances** – Ellen Lewis announced that Email Invitations have gone out for Open Enrollment meetings, which have been scheduled for September 17<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup>. A Wellness Coordinator Conference call has been scheduled for September 20<sup>th</sup> to roll out the October 1<sup>st</sup> Wellness Challenges.

**LED Lighting & Energy Savings Programs** – [Belinda Kenley](#) of [Energy Optimizers, USA](#) was on hand to remind our EPC members of our LED Lighting & Energy Savings Program. [A flyer highlighting Energy Optimizers USA's advantages](#) for schools was included in the meeting packet. [Bulb Pricing](#) and [Case Studies](#) from Energy Optimizers USA, Verde and AEPA Vendor Facility Solutions are available on the [EPC Website](#).

**Liability Insurance** – Ken Swink shared [Safety Information from the School Security Awareness Seminar](#) presented by Randy Braverman of Facility Engineering Associates that was held at the 29<sup>th</sup> Annual EPC Educational Vendor Fair. This information includes many helpful free resources that may be of interest to your school.

**2019-5. Transportation** – Ken Swink distributed a [list of districts that will be participating in the upcoming EPC Bus Bid](#) Process as well as the [EPC Bus Purchasing Calendar of Events](#). The EPC will be meeting with potential bus vendors via a conference call on Friday, September 28<sup>th</sup> and the Bus Bid Opening will be at 1:00 pm on Friday, November 2<sup>nd</sup>. All bid documents will be sent to participating districts electronically for the purpose of side by side comparison of bid results. Please remember - any districts that did not participate in this year's bus bid by filling out our survey and/or participating in our Legal Advertisement – you may still use this bid. When we publish our Legal Advertisement we list each interested district along with the words "and ALL members of the Southwestern Ohio Educational Purchasing Council". Therefore, ALL EPC Member Districts are covered on the legal advertisement and bid each year. It is necessary for your district to pass a Board Resolution prior to purchasing. You may view [sample Bus Board Resolution language](#) on our website. All EPC Bus Bid Documents may be viewed at [www.epcschools.org/bus.html](http://www.epcschools.org/bus.html).

Ken also presented the bids received for Pickup Trucks (¾ Ton and 1 Ton) and Passenger Vans (8 Seats and 10 Seats) to the EPC Membership. The following vendors were recommended for approval: Beau Townsend Ford and Walt Sweeney Ford. Chevrolet was unable to provide pricing for our bid as they are not currently producing any new single cab 4x4 pickup trucks due to a model update and Dodge decided not to participate in our bid process. Motion by John Wesley, seconded by Scott Gilbert to accept the Pickup truck and Passenger Van Pricing from Beau Townsend Ford and Walt Sweeney Ford. Motion carried. Contact information and pricing for [Pickup Trucks](#) and [Passenger Vans](#) may be viewed on the EPC Website.

**Utilities** – Ken Swink notified the membership that the Natural Gas Hedging committee met and discussed the need to rebid and award a Natural Gas supplier beyond July of 2020. A copy of the [High Level Summary of the Hedging Program](#) was distributed for information.



**September 11, 2018 Minutes**  
**Page 4**

**Worker's Compensation** – The [September Safety Information from Hunter Consulting](#) was distributed.

#### **DIRECTOR'S REPORT**

**Financial Report** – Stephanie Zinger reviewed the financial summary of the general operating fund. The [balance of the General Fund](#) as of August 31, 2018 was \$543,599.16.

**AEPA** – An updated [AEPA Brochure](#) was distributed and is valid through February 28, 2019.

**Vendor Lunch Sponsorship** - The EPC would like to thank [Energy Optimizers USA](#) for sponsoring our EPC General Membership Meeting Lunch. You may reach [Greg Smith](#), [Belinda Kenley](#) or [Brad Neavin](#) if you would like to reach out to them with questions on their LED Bulbs and/or Energy Savings Programs.

Meeting adjourned at 1:15 p.m.

**Presentation** – A Presentation by [Ryan Hoffman](#) of [Heapy Engineering](#) and [Shelly Kramer](#) of DP&L reviewed DP&L Energy Efficiency Offerings schools may take advantage of. [Information on How To Be A Savings Champion](#) and other [Energy Savings Information was discussed](#).