



**TO: EPC Representatives**

**FROM: Ken Swink, Director**

**DATE: March 18, 2019**

**RE: Minutes of March 12, 2019**

The Southwestern Ohio Educational Purchasing Council met at its regular meeting on March 12, 2019 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; Shawn Brown, Auglaize Co ESC; Jody Jones, Botkins; Carla Surber, Joe Hurst, Bradford; Dan Bassler, Carlisle; Chad Mason, Cedar Cliff; Julie Wallace, Clark Co ESC; Mike Gray, Dark Co ESC; Rachel Tait, Jeff Parker, Eaton; Jeff Patrick, Fairborn; Keith Doseck, Fairlawn; Lori Koch, Fort Recovery; Bonnie Baldrige, Greenfield; Brad McKee, Greenon/Springfield Clark CTC; Jenna Jurosic, Greenville; Ken Lackey, Kettering; Jerry Ellender, Mad River; Heather Cramer, Marion; Kurt Wendel, Mercer Co ESC; Kevin Lacey, Miami Valley CTC; Scott Gilbert, Miamisburg; Kay Altenburger, Milton Union; Andrew Kinder, Montgomery Co DDS; John Kronour, Northeastern; Ann Ferraro, Brandon Knecht, Northmont; Jeanne Osterfeld, Parkway; Shawn Hoff, Preble Co ESC; Jean Borchers, Russia; Travis Mayabb, Shelby Co DD; Jennifer Bruns, St Henry; Robin Laman, St Marys; Greta Kumpf, Tipp City; William Derringer, Tri County North; Janice Allen, Trotwood Madison; Jeff Price, Troy; Tearalee Riddlebarger, Twin Valley; Anthony Fraley, Upper Valley Career Center; Robert Huelsman, Urbana; Marcus O'Brien, Vandalia Butler; Bucky Caulley, Washington Courthouse; Jack Haag, West Carrollton; Chelsea Baldwin, West Liberty Salem; Bryan Shirey, Xenia; Ken Swink, Doug Merkle, Stephanie Zinger, Ellen Lewis, Robin Houston, Bonnie Berkemeyer, EPC.

**Presentation –** [Jeff Price](#) of [Hunter Consulting](#) discussed the [Workers' Compensation State Fund Program](#). A flyer called "[The Hunter Difference](#)" was included in the meeting packet.

**2019-16. Approval of Minutes -** Motion of Jeff Patrick, seconded by Jack Haag, that the minutes of [February 12, 2019](#) be approved. Motion carried.

**2019-17. Membership Applications –** Ken Swink reported that the [City of Dayton](#), [Columbus Grove Local Schools](#), [Our Shepherd Lutheran School](#) and [Springfield Local Schools](#) requested membership in the EPC. The Executive Board at its March 12<sup>th</sup> morning meeting recommended presentation of the new districts to the general membership for approval. Motion of John Kronour, seconded by Janice Allen, that the districts be approved for membership. Motion carried.

#### **COMMITTEE REPORTS**

**Audio Visual –** No Report. Current Audio Visual Pricing may be viewed [here on the EPC Website](#).



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**Classroom Supplies** – Ken Swink shared a flyer from [Friends Office highlighting their promotional products](#) and a flyer from [School Specialty's special discount through the AEPA program](#). Current EPC Classroom and Office Supply Pricing may be viewed on the [EPC Website](#).

**Custodial Supplies/Air Filters** – [Christy Fielding](#) of [Waibel Energy Systems](#) reminded the membership that they recently extended their Air Filter program with the EPC. [Purchasing information and pricing](#) may be viewed on the EPC Website. Custodial supply pricing is also available on the [EPC Website](#).

**2019-18. Fine Paper** – Ken Swink reported that the Fine Paper Program was rebid. The cut paper market has really skyrocketed in the past year or so because many paper mills are shutting down as a result of the “Amazon craze”. Many mills are switching from processing cut paper (what we know as copy paper) and transitioning to corrugated boxes for facilities such as Amazon to use for shipping. They make much more money doing this. So with less options out there pricing has really gone up. A [document created by Boise Paper](#) that explains this was included in the packet. As well as a [one-page document](#) showing how much the most commonly purchased regular 8 ½ x 11 white Copy Paper pricing has gone up during this history of this most recent bid period. It shows an average 25-27% increase from 15 months ago.

We received 3 bids for this new bid cycle: Office Depot, Sterling Paper and Veritiv. Veritiv has the lowest price of \$31.55 per carton for their Comet 92 (10465123) 8 ½ x 11 White Copy Paper. Sterling Paper's Boise School 055235 came in at \$31.60 per carton. Office Depot did not have the best pricing on the white copy paper at \$34.99 per carton, however they did have very comparable pricing on their color sheets. Also with this new bid, we have increased the Vendor Admin Fee from 1% to 2%. We know that fellow co-ops OSC and Unified currently have a 3% admin fee and we are unaware if they give any of this back to their members. The EPC will continue to rebate half of the administrative fee which will now be 1% back to our member districts.

The membership was asked to discuss and make an award recommendation. Joint Motion by Janice Allen and Ann Ferraro to award all 3 vendors. Seconded by Bill Derringer. Motion carried. The new pricing will begin April 1, 2019 and be valid through June 30, 2019. We will then request extensions for additional 3-month periods of time as we have done in the past. Our current pricing will end at the end of this month – and it IS a better price than what will begin April 1st. Therefore, if you are close to needing to order paper – we would recommend doing so soon to take advantage of this lower price. [Current Pricing](#) and [new bid pricing](#) is available on the EPC Website.

**Food Service** – Stephanie Zinger announced that the EPC will soon be putting over \$175 Million dollars in food service bids out on behalf of the EPC and 4 other co-ops which will represent roughly 1 Million children in Ohio. Final bid decisions will be available prior to the current school year ending to allow our food service directors to begin planning 2019-20 school year menus before this school year ends.

The EPC is continuing to assist districts with the state procurement requirements. We will be adding the category of Equipment Repair to the list of EPC Food Service Bids to accommodate this procurement requirement need. Any district needing assistance with procurement requirements is encouraged to contact the EPC so we can walk you through the process.



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Stephanie also reminded the membership that Bonnie Berkemeyer is available for consulting on your food service program needs. Services may be customized to meet each district's needs in the areas of operations, fiscal management, compliance, audit assistance, training and more. [Contact Bonnie](#) if you have any questions or are interested in her assistance.

**Insurances** – Doug Merkle said that the meetings originally scheduled for March 26<sup>th</sup> & 27<sup>th</sup> that were to be held at the EPC Office have been changed. Since the program has expanded and we would like to be able to include groups that are not near the EPC Offices, the EPC Benefits team will be visiting multiple locations around the area. You should have already received your specific meeting invitation by now. Please contact [Ellen Lewis](#) if not.

**LED Lighting & Energy Savings Programs** – [Belinda Kenley](#) of [Energy Optimizers, USA](#) reminded the membership that if your district is interested in a free energy audit to please contact her. Recently lowered [Bulb Pricing](#) and [Case Studies from Energy Optimizers USA](#) is available on the [EPC Website](#).

**Liability Insurance** – Ken Swink praised EPC's Liability, Fleet & Property Insurance vendor Arthur J. Gallagher for sending out timely information about recent payroll scams.

**Transportation** – Ken Swink stated that he spoke with Colt Walden of Beau Townsend Ford and at this moment he may still have one more van in stock. Colt would also like to know what the EPC member districts would possibly be interested in for the future so they can make an effort to have some in stock with the new model year. For example, would you rather have an F-250 or an F-350 Truck? They will also have the ability to order other sizes of vehicles that could be possibly used for Food Service Delivery etc. Please let the EPC know what you'd like to see.

Ken also reminded us that you may view current [Transportation Supply](#) and [Bus Camera Pricing](#) on the [EPC Website](#).

**Utilities** – Ken Swink gave a brief summary of the natural gas market. Due to cold weather, the market rose the last weeks of February by 5.23% causing the prompt month of March 2019 to be 30 cents higher than March 2018. Industry experts were expecting to see inventories at 1.2 TCF (trillion cubic feet) coming out of the winter but now some anticipate levels as low as 1 TCF. Weather will continue to control futures pricing as we transition to cooling needs for the upcoming summer. A mild summer would be very beneficial toward reducing market pricing.

**Worker's Compensation** – No Report.

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

**Financial Report** – Stephanie Zinger reviewed the [financial summary](#) of the general operating fund. The balance of the General Fund as of February 28, 2019 was \$270,826.09.



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**EPC Vendor Fair** – The 30<sup>th</sup> Annual EPC Educational Vendor Fair will be held on Wednesday, July 31, 2019. A [Save the Date flyer](#) was included in the packet. We also ask that EPC members complete a [short survey asking what type of Seminar Topics](#) you would like to see included this year.

Meeting adjourned at 1:02 p.m.