



TO: EPC Representatives

FROM: Ken Swink, Director

DATE: September 13, 2019

RE: Minutes of September 10, 2019

The Southwestern Ohio Educational Purchasing Council met at its regular meeting on September 10, 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; Kevin Liming, Bellbrook-Sugarcreek; Jody Jones, Botkins; Joe Hurst, Bradford; Dan Bassler, Carlisle; Chad Mason, Cedar Cliff; Jon Wesney, Centerville; Carol Forsythe, Covington; Mike Gray, Darke Co ESC; Rachel Tait, Jeff Parker, Eaton; Jeff Patrick, Fairborn; Keith Doseck, Fairlawn; Jeremy Pequignot, Franklin Monroe; Bonnie Baldrige, Greenfield; Jenna Jurosic, Greenville; Amy Ayers, Hardin Houston; Ken Lackey, Kettering; Michelle Miller, Emily Houser, Legacy Christian; Jerry Ellender, Mad River; Andrew Kinder, Montgomery Co DDS; Robert Fischer, National Trail; Dale Miller, Northeastern; Ann Ferraro, Brandon Knecht; Shawn Hoff, Preble Co ESC; Matt Bishop, Lori Green, Preble Shawnee; Jean Borchers, Russia; Robert Robison, Springboro; Jennifer Bruns, St Henry; Gretta Kumpf, Tipp City; Bill Derringer, Tri County North; Josh Sagester, Tri Village; Tearalee Riddlebarger, Scott Cuttingim, Twin Valley; Buckie Caulley, Washington Courthouse; Jack Haag, West Carrollton; Curt Bone, Wilmington; Donna First, Yellow Springs; Ken Swink, Stephanie Zinger, Doug Merkle, Ellen Lewis, Cristi Goldshot, Bonnie Berkemeyer, Robin Houston, EPC.

2020-1. Approval of Minutes - Motion of Jeff Patrick, seconded by Robert Fischer, that the minutes of [June 11, 2019](#) be approved. Motion carried.

2020-2. Membership Applications – Ken Swink reported that [Allen County Board of Developmental Disabilities](#), [Leipsic Local Schools](#), [St Aloysius Educational Center](#), [St Bernard Place City Schools](#), [Van Wert County Board of Developmental Disabilities](#) and [West Clermont Local Schools](#) have requested membership in the EPC. The Executive Board at its September 10th morning meeting recommended presentation of the new districts to the general membership for approval. Motion of Jack Haag, seconded by Curt Bone, 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 2019—2020 School Year will be the fourth 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](#).

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](#).



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COMMITTEE REPORTS

Audio Visual – Ken Swink announced that the Audio Visual Discounts that we share with META Solutions was extended over the summer and valid July 1, 2019 through June 30, 2020. You may view the list of vendors supplying discounts on the [EPC Website](#).

Classroom Supplies – Ken Swink reviewed a flyer from School Specialty, which highlights their [Art Education In a Box Program](#). All EPC Classroom & Office Supply Pricing may be viewed on the [EPC Website](#).

Custodial Supplies/Air Filters – [Christy Fielding](#) of [Waibel Energy Systems](#) reminded the membership of the EPC/Waibel Air Filter Program. [Air Filter Purchasing information and pricing](#) may be viewed on the EPC Website.

2020-3. Drug & Alcohol Testing - Ken Swink reported that the EPC has secured Drug and Alcohol Testing pricing through July of 2020. The Vendors include: Citran Occupational Health, Grand Lake Health System, Highland District Hospital, Mercer Health, Mercy Rita's Occupational Health, Mobile Health Services, Premier Occupational Health, TriHealth/ Bethesda Care, Van Wert County Hospital and Wilson Occupational Health. Motion by Shawn Hoff, seconded by Jim Atchley, to accept the pricing. Motion carried. Pricing, location listings and hours of operation are available on the [EPC Website](#).

2020-4. Fine Paper – Ken Swink stated that paper pricing with Office Depot, Sterling Paper and Veritiv has been extended through December 31, 2019. Veritiv has lowered their Comet-92 8 ½ x 11 White Copy Paper from \$30.25 a carton to \$28.95, Sterling Paper has lowered their Boise 055235 8 ½ x 11 White Copy Paper from \$31.45 to \$29.90 and Office Depot's White Box 8 ½ x 11 White Copy Paper is now being offered at \$30.99 per carton. Both Sterling Paper and Veritiv will still offer a 1% discount if paid in net 30 days and all three vendors may offer further possible discounts on half or full truck loads upon contacting the vendor directly. This new pricing will go into effect October 1, 2019 and be valid through December 31, 2019. Motion by Gretta Kumpf, seconded by Bill Derringer 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 reminded our members that wish to participate in this year's EPC/GFS Prime Vendor program that agreements need to be submitted to the EPC Office by September 13th. If you are unsure if we have your form or not, please call or email to check. These districts have agreed to purchase at least 90% of their entire need for food and food related products that GFS is able to provide (which includes Commodities, grocery, canned produce, can liners, disposables, paper, small wares and chemicals but does not include fresh produce, fresh bread and dairy). In return, districts will receive a 1% rebate from GFS on total purchases and an additional EPC matching rebate of 1% for a total rebate of 2%. Participating members will also receive a 3% discount off non-bid items. Participating members may also sign up for an additional .5% GFS Quick Pay Rebate. This would require the district to maintain an average of 10 days outstanding on invoices throughout the school year.



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Food Service (Continued) - Stephanie reminded the membership that the EPC Food Service committee recently awarded over \$140 Million dollars in food service bids on behalf of the EPC and 4 other co-ops. Awards include Commercial Foods, USDA/Commodity Foods, Paper/Plastics, Smallwares & Chemicals, Custodial, Dairy, Bakery, Produce, Ice Cream, Menu/Nutritional Sharing and Kitchen Equipment. Please contact [Stephanie Zinger](#) if you need the EPC Food Service Dropbox Link to view information and pricing.

Stephanie also thanked Bonnie Berkemeyer for doing an outstanding job with on-site food service training and consulting with our EPC Members. A local Superintendent spoke about how Bonnie was able to assist his district quite successfully. Bonnie is available for onsite food service consulting at \$75 per hour. With 32 years of school foodservice, Bonnie is able to provide financial & nutritional analysis and recommendations, review program compliance, provide marketing ideas, access food & labor costs specifically and provide onsite training, new director training and mentoring, as well as any customized assistance needed. Please contact Bonnie with any questions or if you would like additional information.

Insurances – Ellen Lewis reported that there will be a Wellness Coordinators Meeting at the EPC Office after the EPC General Membership Meeting. The new Wellness Program will kick off on October 1st.

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 them. You may view LED [Bulb Pricing](#) and [Case Studies from Energy Optimizers USA](#) on the [EPC Website](#).

Liability Insurance – Ken Swink reported that participating school districts in the EPC's Liability, Fleet & Property Program met earlier in May to receive very favorable renewals for next school year. Please [contact the EPC Office](#) if you are interested in receiving a quote.

Library Books – Follett Library provided a [Flyer advertising an additional 5% off](#) and free cataloging/processing on Titlewave Purchases for all EPC Members.

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 27th and the Bus Bid Opening will be at 1:00 pm on October 31st. 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.



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Utilities – Ken Swink shared a slide reviewing [Natural Gas Hedges](#) for Vectren, Columbia, Duke and Dominion West. We now have hedges in place through the 2021-22 School Year at decreasing prices and Ken complimented Mark Jergens, our natural gas consultant for doing an excellent job in procuring these hedging price orders.

Ken also reviewed an email sent out on July 11th that explains the [EPC/IGS Electricity contract extension](#) and a sample [copy of the Second Amendment Form](#) that districts were asked to sign and return. Ken thanked Pat Keeley at IGS Energy for a very smooth contract extension process with excellent pricing now through December 2024.

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 August 31, 2019 was \$515,567.92.

AEPA – A flyer from [AEPA Vendor CDWG](#) was included in the packet. The current [2019-2020 AEPA Brochure](#), which is valid from March 1, 2019 through February 29, 2020, is available on the EPC Website.

Vendor Fair – The EPC is currently planning next year's 31st Annual EPC Educational Vendor Fair and we would like your opinion on which date you would prefer for the event. Please help us choose between Wednesday, July 29, 2020 and Wednesday, August 5, 2020 by taking this [survey on our website](#).

Meeting adjourned at 1:11 p.m.