



**TO: EPC Representatives**

**FROM: Ken Swink, Director**

**DATE: September 18, 2020**

**RE: Minutes of September 15, 2020**

The Southwestern Ohio Educational Purchasing Council virtually met for its regular meeting on September 15, 2020 at 1:00 p.m. via Zoom. Executive Board Committee Chairperson, Ken Lackey called the meeting to order.

**MEMBERS VIRTUALLY PRESENT:** James Atchley, Ansonia; John Stephens, Arcanum Butler; Carla Surber, Bradford; Lana Fairchild, Bright; Dan Bassler, David Vail, Carlisle; Kyle Lewis, Clinton Co DD; Jenn McCoy, Coldwater; John Stanley, East Clinton; Rachel Tait, Eaton; Joel Parker, Elida; Jeff Patrick, Fairborn; Joe Penney, Ron McWhorter, Fairfield City; Deanna Knapke, Fort Recovery; Alexandra Holowatyj, Global Village Academy; Don Burley, Kristie Purtee, Graham; Eva Anderson, Greene Co CC; Bonnie Baldrige, Greenfield; Tony Meyer, Jackson Center; Ken Lackey, Kettering; Matt Luecke, Kings; Veronica Gayotin, Lakota; Scott Gilbert, Miamisburg; Kay Altenburger, Milton Union; Robert Fischer, National Trail; John Kronour, Northeastern; Ann Ferraro, Brandon Knecht, Northmont; Shawn Hoff, Preble Co ESC; Jean Borchers, Russia; Karen Ballengee, Sciotoville; Beth Justice, Southern Ohio ESC; Jennifer Bruns, St Henry; Denise Robinson, Tecumseh; David Stevens, Mark Stefanik, Tipp City; Bill Derringer, Tri County North; Marlon Howard, Trotwood Madison; Anthony Fraley, Upper Valley CTC; Marcus O'Brien, Vandalia Butler; Jack Haag, West Carrollton; Bryan Shirey, Xenia; Belinda Kenley, Energy Optimizers USA; Christy Fielding, Shay Moran, Waibel Energy Systems; Ken Swink, Stephanie Zinger, Doug Merkle, Cristi Goldshot, Robin Houston, EPC.

**2021-1. Approval of Minutes** - Motion of Jeff Patrick, seconded by Joe Penney, that the minutes of [June 9, 2020](#) be approved. Motion carried.

**2021-2. Membership Applications** – Ken Swink reported that [Benjamin Logan Schools](#), [Ginghamsburg Church Preschool & Childcare Center](#), [Howland Local Schools](#), [Nightingale Montessori](#) and [Sciotoville Community Schools](#) have requested membership in the EPC. The Executive Board at its September 15<sup>th</sup> morning Zoom meeting recommended presentation of the new districts to the general membership for approval. Motion of John Kronour, seconded by Don Burley, 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 2020-21 School Year will be the fifth 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](#). Many committees make all decisions electronically via email, others may ask that you attend only 1-2 meetings a year to make bid decisions. We appreciate our members for volunteering their time and expertise!



September 15, 2020 Minutes  
Page 2

### COMMITTEE REPORTS

**2021-3. 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, 2020 through June 30, 2021. Vendors include: Audio Resource Group, AVES, Brown Enterprise Solutions, Camcor, Pyramid School Products and Schoolhouse Electronics. Motion by John Kronour, seconded by Joe Penney, to accept the discounts. Motion carried. You may view the list of vendors supplying discounts on the [EPC Website](#).

**Classroom Supplies** – Ken Swink reported that School Specialty is having a few website difficulties regarding EPC pricing. Please [contact Robin Houston](#) if you need any assistance with getting the correct pricing. You may view current Classroom & Office Supply pricing and other helpful information [here on the EPC Website](#).

**Cloud Communication Systems** – Ken Swink shared a [flyer from Nebula Solutions](#) which reviews their exclusive EPC Member Discount program. Some features include: Voice, video conferencing, chat, meetings, fax, call recording and free long distance anywhere in the USA. Contact Nebula Solutions at [epc@nebulasolutionsinc.com](mailto:epc@nebulasolutionsinc.com) or 937-264-8112 with any questions.

**Custodial Supplies/Air Filters** – Christy Fielding of Waibel Energy Systems reminded the membership about their Air Filter program with the EPC. [Pricing is available on the EPC Website](#) and districts are encouraged to contact [Christy Fielding](#) of [Waibel Energy Systems](#) with questions or to setup an account with Waibel. Christy also reviewed their ventilation systems technology that was recently awarded in our Disinfection as a Service category.

**Disinfection as a Service** – Ken Swink reviewed the recent bid area of [Disinfection as a Service](#) with the membership. The purpose of this new area was to identify qualified and experienced vendors to provide services to minimize disease causing microbials including but not limited to COVID-19 (SARS-CoV-2) in public facilities. Awarded vendors include Alpha & Omega, Waibel Energy Systems and Medical Illumination. [Contact Robin Houston](#) to request pricing and additional information.

**2021-4. Drug & Alcohol Testing** - Ken Swink reported that the EPC has secured Drug and Alcohol Testing pricing through July of 2021. The recommended Vendors include: Citran Occupational Health, Joint Township Memorial Hospital, Highland District Hospital, Mercer Health, Mercy Health, Mobile Health Services, Premier Occupational Health, TriHealth/Bethesda Care, Van Wert County Hospital and Wilson Occupational Health. Motion by Ann Ferraro, seconded by John Kronour, to accept the discounted pricing. Motion carried. [Pricing, location listings and hours of operation](#) are available on the EPC Website.



**September 15, 2020 Minutes**  
**Page 3**

**2021-5. Fine Paper** – Ken Swink stated that copy paper pricing with Sterling Paper, Veritiv and Office Depot has been extended through December 31, 2020. Office Depot’s White Box Copy paper remains the same at \$30.99 per case. Veritiv’s Comet 92 also remains the same at \$27.94 per case. Sterling Paper, which has the lowest price, has raised their American Made 3150-2004 Copy Paper from \$25.80 to \$25.95. Sterling Paper is also still offering their Boise brand paper – they have lowered this item from \$27.50 to \$26.99 per case. Both Sterling Paper and Veritiv are still offering an additional 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 Carla Surber, seconded by Marcus O’Brien to accept the paper extension. Motion carried. A [paper pricing comparison](#) was distributed. You may view all [current pricing here](#) on the EPC Website.

**Food Service** – Stephanie Zinger reviewed the numerous school food service issues that Covid-19 has created for schools. All of these problems have been discussed on the EPC Google Group emails. These email conversations have become a great resource for our members as well as a helpful tool to resolve problems as they arise. [Send an email request](#) to Stephanie Zinger if you or your food service supervisor would like to be added to the EPC Google Group.

Stephanie also reminded members that we are currently working on rebate reporting and plan to have rebate checks out in the next month or so that will include GFS Prime Vendor Rebates as well as rebates for Bakery purchases and paying Reiter Dairy invoices in a timely manner. If you need food service related assistance or have procurement questions please contact [Stephanie Zinger](#) or [Bonnie Berkemeyer](#).

The SWEPC Federal Commodity program is up to 619 school districts. Now is the time to sign up for the following school year. If you wish to stay or join this program and have not done this already, please do so prior to the October 15<sup>th</sup> deadline. Contact Bonnie Berkemeyer if you need assistance with this.

**Insurances** – Doug Merkle reported that any districts that earned Wellness rebate money will have those amounts included in the upcoming rebate checks. Open Enrollment Refresher meetings have been scheduled for September 29, 30<sup>th</sup> and October 1<sup>st</sup>. Please contact [Ellen Lewis](#) if you need someone to meet with your district’s committees or negotiating teams concerning benefits.

**LED Lighting & Energy Savings Programs** – [Belinda Kenley](#) of [Energy Optimizers, USA](#) announced that they are a resource for ordering PPE Items such as surgical masks, KN95 Masks, reusable cloth masks, disposable face shields, sneeze guards, no touch forehead thermometers, facial recognition infrared thermal scanners, germicidal backpack sanitizer systems and more. Flyers on their [IRCamPro Facial Recognition Infrared Thermometer](#) and [Healthy Building Solutions](#) were included in the meeting packet. [Click here](#) to view their complete list of PPE items. Contact [Belinda](#) if your district is interested in a free energy audit. You may view current LED [Bulb Pricing](#) and [Case Studies](#) on the EPC Website.

**Liability Insurance** – Ken Swink [welcomed the following schools](#) into the EPC’s LFP Program: Allen County Educational Service Center, Licking Area Computer Association, Newark City Schools and Oakwood City Schools. Please [contact the EPC Office](#) if you are interested in receiving a quote for the EPC’s LFP Program.



**September 15, 2020 Minutes**  
**Page 4**

**Security Cameras** – The [OCEPC](#) (Ohio Council of Educational Purchasing Consortia), of which the EPC is a part of, has recently awarded a bid for Security Cameras to Konica Minolta. The Mobotix thermal cameras can take body temperatures up to 15 feet away, be hard wired into the building security system, and all Mobotix camera carry a 4-year warranty. A [flyer describing how their thermal screening stations](#) work was distributed in the meeting packet. Their [Brochure](#) is available on the EPC Website. Feel free to contact Mr. Aaron Ott at [aott@kmb.konicaminolta.us](mailto:aott@kmb.konicaminolta.us) or 314-960-2884 if you have any questions.

**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 Zoom on October 2<sup>nd</sup> and the Bus Bid Opening will be at 1:00 pm on October 30<sup>th</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). Districts may also view current [Transportation Supply](#) and [Bus Camera Pricing](#) on the EPC Website.

**Vehicles** – Ken Swink reported that Beau Townsend Ford currently has one 10-Passenger Van, four F-350 Trucks and four F-250 Trucks currently available on the lot. Four additional 10 Passenger Vans will be available soon. Other vehicles are available upon request – for example a member district recently ordered a F-650 Dump Truck. Contact Mr. Colt Walden at [colt@btford.com](mailto:colt@btford.com) or 937-264-2126 with any questions.

**Utilities** – Ken Swink reminded members that natural gas hedging is a budget program that protects against a bullish market, which this coming winter is shaping up to be. The coming winter market has risen 22% from 2.662 to 3.244 during the past 30 days due in large part to decreased production. We are currently 80% hedged at 2.71 and we also greatly benefit from our negotiated 20% savings off Vectren Rate 325 which is the utility side of your invoice. Our Vectren charges are reduced by .3641 for every Mcf of gas consumed.

**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, 2020 was \$663,059.44.



**September 15, 2020 Minutes**  
**Page 5**

**AEPA** – Ken Swink shared a flyer which listed a [summary of AEPA programs](#). Flyers from Best Plumbing Specialties highlighted their [Water Bottle Fillers](#) and [Hands-Free Drinking Fountains](#). You may view the entire [AEPA Brochure](#) of all approved vendors on the EPC Website.

**Joint Purchasing Legal Opinions** – A [Letter from Bricker & Eckler](#) which discusses joint purchasing programs under R.C. 9.48 was shared with the membership. A [communication from legal counsel Squire Patton Boggs](#) which explains that councils of governments are able to bid construction services was also included in the meeting packet.

**PPE Items** – A [flyer which lists the products that are included on the EPC's PPE webpage](#) was reviewed. You may the EPC PPE Page at: [www.epcschools.org/ppe.html](http://www.epcschools.org/ppe.html). Items include: Masks, face shields, gloves, hand sanitizers, disinfectant wipes/sprays, electrostatic sprayers, thermometers, Glass and plastic partitions, signage, floor graphics, thermal cameras, guides on how to properly clean and more.

Meeting adjourned at 1:48 p.m.