



TO: EPC Representatives

FROM: Ken Swink, Director

DATE: September 14, 2023

RE: Minutes of September 18, 2023

The Southwestern Ohio Educational Purchasing Council met in person and virtually via Zoom at its regular meeting on September 12, 2023, at 12:30 p.m. at Aullwood Audubon Center, 1000 Aullwood Road, Dayton, Ohio. Executive Board Committee Chairperson, Scott Gilbert, called the meeting to order.

MEMBERS PRESENT: PJ Burgett, Ansonia; Matt Huffman, Arcanum Butler; Tyler Alexander, Beavercreek; Kevin Liming, Bellbrook-Sugarcreek; Karen Royer, Bethel-Tate; Dan Bassler, Carlisle; Chad Mason, Cedar Cliff; Chuck Cowgill, Centerville; Debbie Carson, Clark Co ESC; Jim Atchley, Darke Co ESC; Rachel Tait, Jeff Parker, Eaton; Keith Doseck, Fairlawn; Deanna Knapke, Fort Recovery; Bonnie Baldrige, Greenfield; Scott Butler, Lebanon; Jerry Ellender, Ryan Fullenkamp, Mad River; David Larson, Miami Co ESC; Eric Huges, Miami East; Matt Bishop, Miami Valley CTC; Robert Fischer, National Trail; John Kronour, Northeastern; Ann Ferraro, Brandon Knecht, Northmont; Frank Eaton, Oakwood; Shawn Hoff, Preble Co ESC; Ben Kitchen, Southeastern; Scott Gilbert, Springboro; Jennifer Bruns, St Henry; Denise Robinson, Tecumseh; Tim Watts, Bill Derringer, Tri County North; Scott Cottingim, Tearalee Frederick, Twin Valley; Anthony Fraley, Upper Valley Career Center; Valorie Hill, Warren J. Scholler, Erick Depew, Valley View; Marcus O'Brien, Vandalia Butler; Mike Watt, Wapakoneta; Jack Hag, West Carrollton; Curt Bone, Wilmington; Jacob McGrath, Yellow Springs; Belinda Kenley, Kerstin Wilson, Energy Optimizers USA; Jeff Evans, Mary Whitt, Evans Energy; Grant Mayes, Prodigy Building Solutions; Shay Moran, Christy Fielding, Waibel Energy Systems; Ken Swink, Doug Merkle, Connie Wright, Ellen Lewis, JeanAnn Cloud, Bonnie Muckenthaler, Kathleen Housman, Brianna Listermann, Mary Rodehaver, Robin Houston, EPC. **Via Zoom:** Joyce Kinsman, Archbold Area; Carla Surber, Bradford; David Harmon, Dayton Public; Jenna Jurosic, Greenville; Rachel Meyer, Southern Ohio ESC; Julie Wallace, Springfield Clark CTC; Carolyn Huber, Wayne.

2024-1. Approval of Minutes - Motion of Robert Fischer, seconded by John Kronour, that the [minutes of May 9, 2023](#) be approved. Motion carried.

2024-02. Membership Applications – Ken Swink reported that Huntington Local Schools has requested membership in the EPC. The Executive Board at its September 12th morning meeting recommended presentation of the new district to the general membership for approval. Motion of Jack Haag, seconded by Anthony Fraley, that the district 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 2023-24 School Year will be the eighth 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](#).



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COMMITTEE PROGRAM REPORTS

***Air Filters** – [Christy Fielding](#) of [Waibel Energy Systems](#) reported that Air Filter Pricing has been extended through December 31, 2023. [Current pricing](#) and instructions on [how to order or setup an account](#) may be found on the EPC Website.

***Audio Visual** – Ken Swink announced that the Audio-Visual Discounts were extended over the summer and are valid July 1, 2023 through June 30, 2024. Approved vendors include: AVES, Brown Enterprises, Pyramid School Products and Schoolhouse Electronics. You may view the [list of vendors supplying audio-visual discounts](#) on the EPC Website. [A flyer from AVES](#) was also included in the meeting packet.

Classroom Supplies – Ken Swink communicated that EPC Classroom & Office Supply vendors have 1 opportunity per bid year to make [updates on their pricing](#). These price changes went into effect on September 1, 2023. Our bid specifications do not allow for more than a 5% increase unless it is accompanied by a letter from the manufacturer that properly explains the reasoning. (Examples: unplanned increases in the cost of freight, raw materials and/or labor.) The EPC will have all letters on file and may be viewed upon request. This updated pricing will be in effect through January 31, 2024. By February 1st we will have a bid extension in place with the same vendors. You may view current pricing from Acco/GBC, Carolina Biological, Friends Office, John R. Green/Kurtz Bros and Nasco on the [EPC Website](#).

Cloud Communication Systems – Ken Swink shared a [flyer from Nebula Solutions](#) with the membership. WebEx, Go-To-Meeting, Multi-party video, Mobility, Redundancy, Disaster recovery, recording, easy-to-use management tools (web-based from anywhere), and Free phones, are just some of the features available to EPC Members from [Nebula Solutions](#). Please email epc@nebulasolutionsinc.com for your no-cost, no-obligation analysis or call 888-824-1755 with any questions.

***Copy Paper** – Ken Swink shared a [price comparison](#) of [Sterling Paper's](#) lowest cost 8 ½ x 11 White Copy Paper "Schoolcopy" which is being offered at \$41.25 while supplies last. Their "HIWhite" was lowered to \$45.95/case. [ODP Business Solutions](#) is offering Item #602-8288 at \$41.39 while supplies last and their 273-646 will remain at \$45.95/case. EPC Copy Paper Pricing will continue to be extended on a month-to-month basis and be reported via email between membership meetings. You may view all [current paper pricing](#) on the EPC Website.

***Design Build & Performance Contracting Services** – Ken Swink announced that we will be [extending our Design Build and Performance Contracting Services](#) with all 4 current vendors: Evans Energy, Energy Optimizers, USA, EBEB Solutions and Prodigy Solutions. [Belinda Kenley](#) of [Energy Optimizers, USA](#), [Jeff Evans](#) of [Evans Energy](#) and [Grant Mayes](#) of [Prodigy Building Solutions](#) updated members and were available for any questions. A [flyer from Evans Energy](#) was included in the meeting packet.



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***Disinfection as a Service** – Ken stated that we have extended the Disinfection as a Service program discounts with both Alpha & Omega (Scioto) and Waibel Energy Systems through June 30, 2024. If you would like contact information or pricing from either vendors, please contact [Robin at the EPC Office](#).

***Drug & Alcohol Testing** – Ken Swink reported that the EPC has secured Drug and Alcohol Testing pricing through July of 2024. The recommended Vendors include: Citran Occupational Health, Grand Lake Health Systems/Joint Township 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. [Pricing, location listings and hours](#) of operation are available on the EPC Website. If any district is currently utilizing a provider that is not on our list, feel free to reach out to us and share their contact information. We will contact them to see if they would like to participate in our program.

***Facility Products & Solutions** – Ken Swink announced that Facility Products and Solutions discounted pricing with Cintas was recently extended through June 7, 2024. [Items included on this program](#) include [Garments/Uniforms Rentals](#), Floor Mats, Clinic Supplies and Feminine Hygiene. A [Cintas flyer highlighting Feminine Hygiene Dispensers and products](#) was included in the meeting packet. Contact [Amanda Rowe at Cintas](#) for questions or ordering.

Ken also announced that effective Oct. 3, 2023, [Ohio law](#) requires each traditional public school district, community school, STEM school, chartered nonpublic school and other public school with school buildings that enroll girls in grades six through twelve to provide free menstrual products. Schools may choose to provide free products to a broader range of grade levels. By providing access to free menstrual products, schools eliminate a barrier to regular attendance and promote healthy habits. The recently enacted state operating budget includes \$5 million to support schools in providing free menstrual products for students. This consists of \$2 million for installing dispensers and \$3 million for product reimbursement. Schools that enroll girls in grades 6 through 12 can request funding for dispensers [by Sept. 15](#) using the [Dispenser Funding Request Form](#) also found on the Ohio Department of Education's [Menstrual Products in Schools webpage](#). A [handy 1-page listing of all links and information](#) was shared with the EPC Members.

Food Service – Bonnie Muckenthaler announced that Food Service programs were rebid over the summer. A listing of all [2023-24 EPC Approved Food Service Vendors](#) was distributed. If your district wishes to participate in the 2023-24 EPC/GFS Prime Vendor Rebate Program, you must submit your form to the EPC by September 15th. Any forms received after that date can still qualify for a pro-rated annual rebate. The deadline for signups in the 2024-25 SWEPC Commodity Coop is October 15th. Districts should visit the SWEPC Commodity Website at <https://swepc.hpsusdafoods.org> and hit the green button to register. Please mark your calendar now for our November 1st SWEPC Federal Commodity Food Show at the Bridgewater Banquet & Conference Center in Powell OH. A [summary of all food service-related updates](#) was included in the meeting packet. If you need food service-related assistance, have procurement questions or if you are interested in our Food Service Consulting program, please contact [Bonnie Muckenthaler](#).



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***Furniture** - Ken Swink announced that [EPC Furniture Discounts](#) were extended over the summer with AmTab, Fomcore, Friends Office, John R. Green/Kurtz Bros, Kay-Twelve, K-Log, School Outfitters and Tom Sexton & Associates. These vendors offer discounts of up to 63% off manufacturer list prices and represent 126 manufacturers. Items include Instructional Classroom Furniture, Filing and Storage Cabinets, Workstations, Cafeteria, Library, Science, Laboratory and more.

Insurances – Doug Merkle reminded members that Open Enrollment Meetings are currently being held both in-person and virtually. Invitations will be going out soon for Wellness Planning Meetings as well as communications on 1095 information. Contact [Doug Merkle](#) or [Ellen Lewis](#) with any questions.

LED Lighting & Energy Savings Programs – [Belinda Kenley](#) of [Energy Optimizers, USA](#) shared a [flyer on how to simplify your facility projects](#). Please contact [Belinda](#) if you have any questions or if your district is interested in a [free No Cost Energy and Lighting Audit](#).

Liability Fleet & Property Insurance – Ken Swink reported that EPC Liability Fleet & Property Insurance districts will meet on November 7th immediately before the next EPC General Membership meeting at Aullwood. If your district is interested in a quote, feel free to reach out to [Ken Swink](#) with your request.

***Library Books** - Ken Swink announced that [EPC Library Book Discounts](#) were extended over the summer with Bound To Stay Bound, Capstone, Children’s Plus, Delaney Educational, Follett, Mackin and Rainbow Book Company. Only vendors that are offering a larger than standard discount or other incentives such as free shipping without a minimum order are recommended.

Transportation – Ken Swink shared that the current EPC Bus Bid that began on June 12, 2023, was valid through September 10, 2023. Our bid specifications allow for an extension of this pricing as long as the vendor is willing to do so. At this point, Rush Truck Center is willing to extend their pricing on their International School Buses through October 31, 2023 and Cardinal Bus their pricing through December 31, 2023. Ohio Machinery Co/Complete Bus will not be able to extend their pricing on their Thomas buses. We will keep our members up to date on the status of these extensions. Ken also announced that we will do new bids for Passenger Vans and Pickup Trucks as soon as we hear that the 2024 models are available. Transportation Supply and Bus Camera Pricing is valid through February 29, 2024, and may be viewed on the [EPC website](#).

Utilities/Natural Gas – Ken Swink reported that the EPC Utilities Committee met last week to discuss our Electricity rates which will be expiring December 31, 2024. At the moment we are locked in at 3.37 cents per kWh and the current market is twice as high. The Ohio School Consortium, of which the EPC is a part for Natural Gas, is also keeping an eye on when a good time for a new Natural Gas RFP would be.



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Workers Compensation – Doug Merkle encouraged EPC Members to sign up for [upcoming EPC/Hunter Consulting Safety Training Sessions](#) that will be held virtually via Zoom on September 28th at 12:30 p.m. and/or October 26th at 9:00 a.m. Please RSVP by emailing us at Robin.Houston@epcschools.org and the Zoom link will be emailed to you.

2024-02. Motion of John Kronour, seconded by Brandon Knecht, that the *programs be approved via consent. Motion carried.

DIRECTOR'S REPORT

Financial Report – Connie Wright reviewed the [financial summary of the general operating fund](#) and pointed out the consistent line for spending which shows our responsibility to our school members of our fiscal stewardship. The balance of the General Fund as of August 31, 2023 was \$823,521.24. The EPC's BWC program was recently audited for 2021 and 2022. Our general audit will be completed in October. Please contact [Connie](#) with any questions or concerns.

Automated External Defibrillators (AED) – [Proposed Amendment HB47, if passed, will require placement of AEDs](#) in each school and recreational facility as well as a plan for use and proper training. If you are in need of AEDs, please contact Doug Huffman of AEDventure at doug@AEDventure.com or 330-353-8821. These AEDs have already been properly bid on your behalf.

AEPA –AEPA Flyers for September: [CDWG Technology](#), [CDWG Security](#), [Best Plumbing August New Products](#), [Best Plumbing September New Products](#), [Busch Systems Recycling Containers](#), [Husqvarna Featured Products](#), [Just Right Reader](#), [Midwest Technology STEM Products](#), [Pitsco – Meet Luma](#), [School Specialty – 3M Products](#), [School Specialty – Discount Sell Sheet](#), [School Specialty 1% Rebate](#), [School Specialty – Back to School](#), [School Specialty – Dixon Ticonderoga Product Spotlight](#), [Service Master Recovery Management](#), [Service Master Recovery Fiction Vs Fact](#).

Meeting adjourned at 1:10 p.m.