



West Virginia Association of Rehabilitation Facilities, Inc.

MINUTES
OF
STATE USE ADVISORY COMMITTEE MEETING
OCTOBER 9, 1987

The State Use Advisory Committee met on October 9, 1987, with the following members in attendance: David Tincher, Assistant Director of Purchasing, WV Department of Finance and Administration; Joe Poniatowski, Coordinator of State Purchases from Sheltered Workshops, WV Department of Finance and Administration; Patricia L. Stinnett, Executive Director, West Virginia Association of Rehabilitation Facilities; Craig A. Greening, Past President WVARF; John L. Parker, Rehabilitation Facilities Specialist, WV Division of Rehabilitation Services.

The meeting was called to order by Mr. Parker. Minutes of the previous meeting were distributed by Ms. Stinnett and approved as recorded.

Old Business consisted of a report from the Assistant State Purchasing Director. Mr. Tincher stated that Commissioner McCuskey reacted positively to the request that he seek an executive order from the Governor to formalize the Committee. The Commissioner also agreed to consider the request to add another representative on the Committee.

Old Business continued with presentation and discussion of the "Letter of Understanding." Changes were suggested as follows:

Add to the reporting form directions -

1. All activities regarding statewide contracts are to be reported.
2. All state contracts are to be reported.
3. All sales to political subdivisions are to be reported only if the political subdivision purchased the commodity/service from a workshop statewide contract already in existence.

New Business began with the request for a letter written by Ms. Klein indicating the sanction of State Purchasing to be attached to the "Letter of Understanding." Mr. Poniatowski agreed to follow through with this request and report to Ms. Stinnett before the October 14-15-16 Conference of WVARF.

The next item on the agenda was a request to review the draft section, regarding sheltered workshops, of the revised Purchasing Handbook. Mr. Tincher informed the Committee that the section in question, which was written by Ms. Stinnett, was not edited. Mr. Tincher will make this available to the Committee at its next scheduled meeting.

The update on Project Enterprises was tabled until the next scheduled meeting.

Discussion of the WVARF-owned statewide survey stakes contract ensued. Several suggestions were offered to resolve concerns surrounding this contract. Mr. Poniatowski offered to speak to this issue at the upcoming WVARF Conference.

Topics from the floor concluded the meeting as follows:

WVARF was granted representation at the upcoming State Purchasing Seminar. Ms. Stinnett or Mr. Greening will speak to the approximately 120 attendees during the last thirty minutes of the Conference.

The need for a workshop/agency contract monitoring system within F & A was reiterated. It was agreed that until such time a system is established, the "Letter of Understanding" should provide this tracking mechanism.

The WVARF executive office administrative fee was discussed. The Committee determined that a flat 2% assessment was not always practical and that this fee should vary according to the contract (i.e. 2¢ per hour, 2¢ per package, etc.).

The next meeting was scheduled for November 17 at 10am.

There being no further business, meeting adjourned.

Respectfully submitted,

Patricia L. Stinnett
Executive Director

PLS/mmn