



West Virginia Association of Rehabilitation Facilities, Inc.

MINUTES
OF
STATE USE ADVISORY COMMITTEE MEETING
NOVEMBER 17, 1987

The State Use Advisory Committee met on November 17, 1987, with the following members in attendance: Kathy Klein, 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 Chairperson Parker. Minutes of the previous meeting were distributed by Ms. Stinnett and approved as recorded with one correction -- a typo in paragraph four. "Followed" should read "follows."

Old Business consisted of approval of the Letter of Understanding. Ms. Klein requested a letter from Ms. Stinnett, after January 1, 1988, regarding those member workshops who do and do not respond to said Letter. Copies of correspondence to be sent to Committee members.

Old Business continued with discussion of WVARF's administrative fee. Ms. Klein stated her preference for a flat membership fee based on workshop production revenue in lieu of the current Dues/1%/2% system. Mr. Greening added that the WVARF Executive Committee is considering changing to just such a system.

The Committee suggested that, in an effort to reduce paperwork in the WVARF central office, 2% invoices less than a certain amount (i.e. \$20) be sent out to WVARF members every six months rather than every month as they are currently done.

Ms. Klein further suggested that Ms. Stinnett forward a letter to Commissioner McCuskey, with copies to the Committee, regarding invoicing of WVARF members and their membership status as regards payment of such fees. The letter is for the purpose of informing the Commissioner of workshops who are deemed non-responsible by WVARF. The letter will request the Commissioner's comments as regards the State's position on this.

An update from Ms. Stinnett followed. Letters from Ms. Stinnett to Ms. Thais Blatnik, director of a WVARF member workshop, were reviewed along with responses from Blatnik to Stinnett. Discussion ensued as to the two instances of unacceptable business practices on the part of Ms. Blatnik which prompted the letters from Ms. Stinnett (see Attachments).

Ms. Klein recommended the following action be taken:

- 1) WVARF obtain documentation from the agencies involved;
- 2) Ms. Stinnett send a written report to Ms. Klein on this;
- 3) WVARF contact the Purchasing Practices and Procedures Committee regarding same.

Ms. Stinnett then provided the Committee with an update on the State Purchasing Seminar. Several positive comments were made by purchasers in attendance at the Seminar as regards contract work by WVARF's workshops. Ms. Stinnett appreciated the opportunity, afforded to her by Ms. Klein, to speak on behalf of WVARF's members. Ms. Klein thanked Ms. Stinnett for her presentation and indicated a letter will be forthcoming.

Discussion of the WVARF-owned statewide survey stakes contract concluded Old Business. Problems encountered with this contract were stated --DOH district offices not adhering to contract procedures and instead contacting individual workshops not WVARF; DOH buying survey stakes outside this statewide contract; some of the participating workshops continuing to be unhappy with delivery specs and pricing.

Solutions were offered as follows: 1) Meet with WVARF (Stinnett), DOH (Rex Green), State (Poniatowski and Dan Miller, buyer) to reconcile problems; 2) WVARF send letter to shops involved reminding them contract will go out of state if we don't reach agreement. Attach price form and give deadline for shops completing and returning to WVARF. Ask for other desired changes; 3) Submit requested changes and contract renewal request to State; and 4) Follow up with another letter to shops re they risk non-payment when they don't follow contract procedure and deal with district offices of DOH rather than WVARF because State only honors and cuts checks to WVARF.

New Business began with a brainstorming session on new marketing possibilities for workshops. Ideas submitted were cleaning chemicals, coaxial cable, bar code labels, sidewalk de-icer, video head cleaning/reconditioning/rebuilding, and computer printer ribbon re-inking.

The topic from the floor was concern for Mr. Poniatowski's position. The Committee (sans Ms. Klein) suggested a letter to Ms. Klein, copy to Commissioner McCuskey, Mr. Tincher, and Committee, from WVARF Executive Committee regarding the need to devote as much of Mr. Poniatowski's time as possible to developing and maintaining buyer-seller relationships between state agencies/political subdivisions and rehabilitation facilities.

With the Update from Ms. Klein tabled until the next meeting, Committee adjourned. Next meeting scheduled for Wednesday, January , at 10am.

Respectfully submitted,
John L. Parker
John L. Parker, Chairperson