

MINUTES
COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES
FROM THE HANDICAPPED

JANUARY 16, 1990
SMALL P&P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The third meeting of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped was called to order at 1 p.m. by the Chairman, Craig Greening. Other members in attendance were: Q. J. Humphreys; Dennis C. Miller; John L. Parker; Diana Stout; Everette Sullivan; Ex Officio Members Dick Estill and Danny Myers; and invited guests, David Tincher, Assistant Director of Purchasing, Finance & Administration; and Stephen R. King, Chief, Rehabilitation Facilities Development, Division of Rehabilitation Services.

Everette Sullivan motioned, seconded by Dennis Miller, that the minutes of the meeting of December 11, 1989, be approved. There being no additions, deletions, or corrections to the minutes, they were approved unanimously by the Committee.

The next order of business before the Committee was a report by its Executive Secretary, Mr. Estill. Mr. Estill indicated that Mr. Riley, the Director of Purchasing, had asked him to gather representatives of Prison Industries, the Governor's Committee, and the Revolving Fund for a meeting on January 8, 1990. Representatives attending this meeting held discussions regarding some method for listing each commodity and service each entity produces. While the tone of this meeting was largely conciliatory and cooperative, this attitude notwithstanding there are some areas of possible conflict that will be explored more thoroughly in future meetings. For example, both Prison Industries and the Revolving Fund have a printing capability. Rehabilitation Facilities and the Prison Industries manufacture furniture. The Revolving Fund of Finance and Administration comes under the direct control of the Director of Purchasing, whereas Prison Industries operates under the direct control of the Department of Corrections. While Rehabilitation Facilities have a close working relationship with the Division of Rehabilitation Services, they are "owned" by their respective communities. Their collective interests are represented by the West Virginia Association of Rehabilitation Facilities. The Governor's Committee for the Purchase of Commodities and Services from the Handicapped is an independent entity established by statute and accountable to the Governor of West Virginia. To further complicate matters, wages paid to prison labor are outside of any agency or department's legal authority; whereas, Rehabilitation Facilities wages are very carefully regulated. It is not uncommon for prison laborers to be reimbursed 25 to 50 cents per hour regardless of their skill level, while virtually no Rehabilitation Facility client-employee receives wages this low. It will be most difficult to resolve this clearly inequitable situation.

Steve King of the Rehabilitation Facilities Unit made a brief presentation of information relating to the performance and contribution of the state's rehabilitation facilities. During the fiscal year just ended, average enrollment in the state's 30 facilities was 1409 clients. A total of 2001 clients were served in facilities during this same time period. There were 90 rehabilitation facility

clients placed into competitive employment for this period and a total of 166 clients were placed in all types of unsubsidized employment. Finally during this time period, there were a total of 936 clients in extended employment and 656 clients who were unsponsored in the 30 facilities in this state on which the report is based.

The next item on the agenda was a report from the central nonprofit agency. There were three contracts submitted to the Committee by Mr. Myers for its consideration. The first contract involved an 800 square foot addition to the Capitol Complex. The Committee unanimously approved this add on contract. The second contract between Shawnee Hills Industries and the State Tax Department was for janitorial services for 63,297 square feet and involved \$4278.67 monthly. A motion was made by Mr. Humphreys, seconded by Ms. Stout, to approve the contract in this amount to run through the current fiscal year, June 30, 1990. It will be placed on the Committee's agenda for its May 1990 meeting because some Committee members felt that Shawnee Hills Industries might have bid the work at a net loss monthly. Additional information needs to be collected for three months so that if a need exists to renegotiate the contract it can be done prior to renewal for fiscal year 1991. The Committee unanimously approved such action. The third contract considered by the Committee was between the Department of Employment Security at Huntington, West Virginia, and Goodwill Industries of Huntington, West Virginia. The contract which would involve one worker for five hours per day with cleaning supplies, travel, equipment costs, and the CNA administrative fee totals \$578.76 monthly. It was being performed previously for \$340 monthly but the work was not performed satisfactorily. The state agency had insufficient monies budgeted for janitorial services to permit entering into a contract with Goodwill. It was the opinion of the Committee that the statement of work and contract price were fair market prices for five hours of janitorial work daily. The Committee deferred further action on this contract and remanded it to the CNA and the purchaser having primary responsibility for further resolution. The CNA also requested that in future statewide contracts for laboratory supplies, that purchasing split laboratory aprons from them for separate purchase. Southeastern Regional Workshops manufacture lab aprons for the federal government as a set-aside commodity.

Did not agree, west. did not fund it. see remand. section below

Old business brought before the Committee for discussion was its bylaws which Diana Stout prepared primarily and were circulated approximately one week earlier to the full Committee. After thorough discussion and several suggestions for modification were made, Ms. Stout agreed to incorporate the suggestions and present them to the Committee for approval at the next regularly scheduled meeting.

A brief discussion was held regarding possible legislative changes proposed by the administration to simplify Chapter 5 of the Code of West Virginia as it relates to purchasing procedures and methods. John Parker submitted six samples of Committee letterhead design to the Committee for its consideration. Letterhead approval should be decided at the next regularly scheduled meeting which will be held on February 21, 1990, at 9:30 a.m., at the small P&P conference room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman

John L. Parker, Recorder

WVART



West Virginia Association of Rehabilitation Facilities, Inc.

January 16, 1990

Dan Gilcrest
WV Building Commission
Room MB 60, State Capitol Building
Charleston, WV 25305

Dear Dan,

This is to confirm that we agree to clean the 800 additional square feet in the Travel office of the parking garage at a rate of \$.79 a square foot or \$632 annually. This is the same rate as our existing contract in the Capitol Complex and should be considered as an addendum to the contract.

Our crews began work on this project on the evening of November 29, 1989.

Best wishes for the new year!

Most Sincerely,

A handwritten signature in black ink, appearing to read 'Danny K. Myers', written over a horizontal line.

Danny K. Myers, M.A.
Executive Director

AGENDA

Governor's Committee for the Purchase of
Commodities and Services from the Handicapped

January 16, 1990 at 1:00 PM
Small P&P Conference Room
WV Rehabilitation Center Complex
Institute, West Virginia

- I. Approval of Previous Minutes
- II. Executive Secretary's Report
- III. CNA's Report
- IV. Old Business
 - A. By-Laws - Sub-committee
 - B. Letterhead Designs - Mr. Parker
 - C. Other
- V. New Business
 - A. Other
- VI. New Contract Presentations
- VII. Other Business
- VIII. Adjournment