

Chairman:
CRAIG A. GREENING
Members:
Q. J. HUMPHREYS
DENNIS C. MILLER
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

Committee for the Purchase of Commodities and Services from the Handicapped

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICK ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES

JUNE 14, 1990 - 9:30 a.m.
SMALL P&P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Governor's Committee for the Purchase of Commodities and Services from the Handicapped was called to order at 9:30 a.m. Members in attendance were: Craig Greening; Q. J. Humphreys; Dennis C. Miller; Diana Stout; Everette Sullivan; and John L. Parker; Ex Officio Members Dick Estill and Danny Myers, and Debbie Bensey, Office Manager, WVARF.

Q. J. Humphreys motioned, seconded by Dennis Miller, that the minutes of the meeting of May 11, 1990, be approved. There being no additions, deletions, or corrections to the minutes, they were approved unanimously.

The Chairman for his report and comments to the Committee asked the Committee to think about ways in which some combination of Committee members and Purchasing Department members could develop specific training for rehabilitation facilities in ways and methods they might use to market various goods and services to state agency buyers and purchasing clerks, many of whom are unknown to rehabilitation facilities.

The next item on the agenda was the Executive Secretary, Mr. Estill's, report. This report dealt mainly with problems related to data reporting and accounting responsibilities. Both WVARF and the Executive Secretary are charged with maintaining data on purchases from facilities and making calendar year-ending and fiscal year-ending reports. Several types of software/data bases were discussed. Mr. Myers volunteered the CNA's services to the Committee offering to assume all data reporting and accounting responsibilities for it. Not all Committee members were in agreement with this proposed solution. John Parker motioned that an ad hoc committee consisting of Danny Myers, Dick Estill, and himself be appointed to review the situation with members of the Purchasing Department, ISSD, and others including the Committee's chair, if available, and make a specific recommendation back to the full Committee. Motion was seconded by Q. J. Humphreys and was passed unanimously.

The CNA presented one contract to the Committee for its consideration, namely, the contract with the Department of Health and Human Services for temporary employment services. An agreement has been tentatively made between the CNA with participation by the Division of Rehabilitation Services, Shawnee Hills Industries, and possible participation with Goodwill Industries of Kanawha Valley. When this contract begins, present temporary employees of Manpower Services may be selectively retained at the request of the Department of Health and Human Services. Danny Myers reviewed in detail the various proposals made by temporary employment agencies to DHHS. After reviewing these proposals in detail, Q. J. Humphreys moved, seconded by Dennis Miller, to approve a fair market price for this work at \$4.81 per hour. Motion passed unanimously.

The next order of business before the Committee was the report from the fair market price subcommittee. Fair market price rules were approved at the last meeting of the Committee on May 11, 1990, with the exception that the section on fair market price subcommittee be revised to establish special authorization. The subcommittee resubmitted paragraph 2.5 (a and b) which addressed that portion of the rules providing for the fair market price subcommittee and special authorization. After reviewing these submissions, a motion was made by Diana Stout, seconded by John Parker, that those provisions be accepted by the Committee. The motion passed unanimously.

Overall legislative rules subcommittee (Diana Stout, John Parker, and Danny Myers), will meet in the next few weeks and finish its work on the Committee's overall legislative rules and present these to the full Committee at its next meeting.

The final item of business before the Committee was a Service Cost Analysis Form suggested for use by the CNA. After examining this form and questioning Danny Myers on its intended use, Diana Stout moved that the Committee adopt the Service Cost Analysis Form provided the facility is given the opportunity to offer more or less information than requested on the form; the Committee may request additional information or clarification; and the Committee will review suggested changes to the form. Motion was seconded by John Parker and passed unanimously.

There being no further business to be brought before the Committee, the Committee was in adjournment with the time and place for its next meeting being July 17, 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



West Virginia Association of Rehabilitation Facilities, Inc.

To: Dan Gilcrest
From: Danny Myers
Date: June 25, 1990

STRIPPING AND WAXING PROPOSAL BUILDING #5

State of West Virginia to Supply Wax and Stripper or reimburse for same. Build. 5 has approx. 479 rooms with approx. Tile Square Footage of 183,000. This proposal is based on three crews of three persons. We will attempt /to add additional crews to speed up the process.

We agree to provide labor and equipment at the rate of \$5.50 per hour for this project and agree to do the job at actual cost or a rate not to exceed \$23,760 whichever is less.

Our maximum cost estimate of \$23,760 is calculated as follows:
3 Crews of 3 men ea. = 72 hours per day or 360 hours per week.
12 Weeks is estimated for three crews to complete the job.
This is a total of 4320 estimated man hours for the job.
Our charge will be \$5.50 per man hour i.e. a labor estimated cost of \$23,760.

WVARF agrees to provide services for the above amount pending final determination of the "fair market price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.

Danny K. Myers, M.A.
WVARF Executive Director