

**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  
SEPTEMBER 20, 1990  
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, John L. Parker, Diana Stout, and Everette Sullivan. Ex Officio Members in attendance were Danny Myers and Dick Estill. Invited guests were: Stephen King, Division of Rehabilitation Services, Facility Services Unit; and Barbara Williams, Staff Assistant, Social Security District Office.

Q. J. Humphreys motioned, seconded by Everette Sullivan, that the minutes of the meeting of August 2, 1990, be approved. There being no additions, deletions, or corrections they were approved unanimously.

The first order of business was the presentation by Ms. Williams of the Social Security District Office. This training was made available in response to an earlier concern of the membership regarding lack of knowledge of the various health insurance programs offered by the Social Security Administration. Ms. Williams explained at length these two different entitlement programs and access to health insurance benefits under the Medicaid and the Medicare programs. Access to these medical insurance benefits is a very complex process as is the answering of specific eligibility questions. Remunerative employment in rehabilitation facilities was discussed and its effect on SSI payments as well as continuing eligibility for Medicaid benefits. Relating to qualifications to hold the Medicaid card, allowable earned income amounts are quite liberal permitting persons to continue their employment in workshops while retaining Medicaid benefits. Ms. Williams left each committee member with several brochures which further explain this rather complex process.

The next order of business before the Committee was the report of its Executive Secretary, Dick Estill. Mr. Estill reported that all regional purchasing seminars have been scheduled with the first seminar having been conducted. All purchasing agents are made aware at these seminars of the services and commodities available through rehabilitation facilities and the ease with which purchases can be made.

The contract for the renewal of janitorial services for the Public Service Commission building was presented to the Committee by Danny Myers along with a brief written quotation obtained by the building manager, Mr. Elswick, from a private janitorial firm. Because of the brevity and lack of detail of the privately obtained bid, it was impossible to compare the two proposals fairly. Therefore, the Committee was unable to make a fair market price determination. John Parker motioned, seconded by Diana Stout, that the proposal be tabled. Motion passed unanimously. Diana Stout further motioned that the Purchasing

Department be requested to extend the present contract for a reasonable time period not to exceed 60 days until this issue is resolved. Motion was seconded by Mr. Humphreys and passed unanimously.

The next contract presentation involved a smaller janitorial contract with the Research and Training Center of the Division of Rehabilitation Services. There were some written customer complaints relative to the performance of the janitorial crew assigned to this site. Mr. Myers detailed to the Committee a long list of items to be addressed in the corrective plan underway at this site. He also provided the Committee with quality assurance forms to be completed both by R & T staff and by Shawnee Hills janitorial staff. This contract was renewed at no increase in the previous cost as there were some miscalculations in the number of hours of performance on this contract. It was renewed at \$500 monthly, upon motion by Diana Stout, seconded by Q. J. Humphreys. Motion passed unanimously.

Mr. Myers reported to the Committee that work was underway to prepare a user's manual for facilities and that draft versions of the Committee's annual report might be available for the Committee to review at its November meeting.

Mr. Parker informed the Committee that as Recorder, he had received no written or other comment during the comment period just ended on September 15, 1990, on the four sets of procedural rules. They should become formally adopted effective October 19, 1990. Diana Stout informed the Committee that Procedural Rule No. 1 had been filed incorrectly--that it was an earlier version of procedural rules for fair market price determination. Mr. Parker indicated that he would see that this item was corrected with the Secretary of State's Office.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Monday, October 29, 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

Addendum:

Procedural Rule No. 1 (corrected copy) was submitted to the Administrative Law Division on September 21, 1990, by the Recorder. After review and comparison and because there was no written comment filed on any of the sets of rules, the original, final version of Procedural Rule No. 1 was accepted by that office. All four procedural rules will become effective October 19, 1990.



**West Virginia Association of Rehabilitation Facilities, Inc.**

*Does not include  
set at 6000*

DIRECT COST ANALYSIS  
R & T Center  
Work to be Done by Shawnee Hills

Labor	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Supervisor	\$4.25	\$0.51	\$206.27	\$2,475.20	
Worker #1	3.80	\$0.46	184.60	2,215.20	
Supervisor	0.35	\$0.04	8.45	101.40	4/91 Minimum
Worker #1	0.45	\$0.05	10.83	130.00	Wage Increase
			-----	-----	
	sub total		\$410.15	\$4,921.80	
Chemicals			75.75	909.00	
Facility equipment overhead			75.00	900.00	
Administrative overhead			22.44	269.23	
			-----	-----	
	Grand Total		\$583.34	\$7,000.03	

*set at 6000*

THIS CONTRACT IS BID AT COST I.E. WITHOUT PROFIT

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

GOVERNOR'S COMMITTEE  
FOR THE PURCHASE OF COMMODITIES AND SERVICES  
FROM THE HANDICAPPED

AGENDA

Small P & P Conference Room  
WV DRS Complex  
Institute, West Virginia

September 20, 1990

- I. 9:30 Roll Call
- II. Approval of Minutes of Previous Meeting
- III. Treasurer's Report
- IV. Report of Chairman
- V. Report of Executive Secretary
- VI. Contract Presentation from CNA
  - A. Public Service Commission
  - B. R & T Center
  - C. Other
- VII. Unfinished Business
- VIII. New Business
  - A. Manual for Work Centers
  - B. Annual Report
- IX. Other Business
  - A. Barbara Williams - Health Insurance for workers With Disabilities
- X. Adjournment





**West Virginia Association of Rehabilitation Facilities, Inc.**

DIRECT COST ANALYSIS  
STATE OFFICE BUILDING PARKERSBURG  
Wood County Sept. 15, '90-- Sept 14, '91

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Labor					
Supervisor	\$4.50	\$0.54	\$873.60	\$10,483.20	
Worker #1	3.80	0.46	738.40	8,860.80	
1/2 Worker #2	3.80	0.46	369.20	4,430.40	
Supervisor	0.35	0.04	33.80	405.60	Minmum
Worker #1	0.45	0.05	43.33	520.00	Wage Increase
1/2 Worker #2	0.45	0.05	21.67	260.00	April 91

	sub total		\$2,080.00	\$24,960.00
Chemicals	sub total		125.00	1,500.00
Facility Equipment/Overhead			300.00	3,600.00
Administrative Overhead			100.20	1,202.40
	Grand Total		\$2,605.20	\$31,262.40

THIS CONTRACT IS BID AT COST I.E. WITHOUT PROFIT

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

FACILITY  
\$ 30,060.00  
\$ 2,505.00

10/29/90

DIRECT COST ANALYSIS  
Public Service Commission Building  
9/16/90 to 9/15/91

	Per Hour	Per Hour 12% Fringe	Per Month	Annual	
Labor					
Supervisor	\$4.25	\$0.51	\$873.60	\$10,483.20	
Worker #1	3.80	0.46	738.40	8,860.80	
Worker #2	3.80	0.46	738.40	8,860.80	
Supervisor	0.35	0.04	16.90	202.80	Minmum
Worker #1	0.45	0.05	21.67	260.00	Wage Increase
Worker #2	0.45	0.05	21.67	260.00	April 91-
	sub total		\$2,410.64	\$28,927.60	
Chemicals	sub total		300.00	3,600.00	
Facility Equipment/Overhead			100.00	1,200.00	
Administrative Overhead			112.43	1,349.10	
	Grand Total		\$2,923.07	\$35,076.70	

THIS CONTRACT IS BID AT COST I.E. WITHOUT PROFIT

WVARE 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.

WVARE Executive Director

Sq. Ft.	Aproximate	Cost per square foot
27,550		\$1.2732
43,875.00		\$0.80 Our Measurement