

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

May 20, 1992

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 by the Chairman, Craig Greening. Other members in attendance were Barbara Cook, Q. J. Humphreys, Dennis Miller, John Parker, and Everette Sullivan. Ex officio members present were Dick Estill, Executive Secretary of the Committee, and Debbie Bensey, Penney Hall, and Danny Myers of the CNA.

A motion was made by Q. J. Humphreys, seconded by Dennis Miller, that the minutes of April 21, 1992, be approved. Motion passed unanimously.

The financial report was given by John Parker. The Committee has a beginning balance of \$3,865.86, with disbursements of \$143.47, and an ending balance of \$3,722.39.

The first order of business before the Committee was final approval of its brochure. Motion was made by Q. J. Humphreys, seconded by Dennis Miller, that the brochure as presented be approved. Motion passed unanimously. Everette Sullivan motioned, seconded by Dennis Miller, that John Parker and Penney Hall proceed with the purchase of printing 2,000 copies of the brochure which will include a cover letter and bulk postage for mailing. Motion passed unanimously.

The next order of business concerned the Rest Stop Maintenance Program. Debbie Bensey indicated the program had been running for slightly over two months and that all payments to date have been made promptly.

The first contract presentation was for the old Holly Grove Mansion janitorial services with the work to be performed by Shawnee Hills. This contract involves approximately 7,400 square feet, employs one supervisor and one worker, three hours each per day, five days per week. The cost per square foot is approximately \$1.40 for a total annual cost of \$10,418.93. Motion was made by John Parker, seconded by Q. J. Humphreys, that this contract be approved. Motion passed unanimously.

The second contract presentation was for personal care kits assembled by Adena Industries, Moundsville, for various state institutions, primarily the Department of Corrections. The price list submitted for these commodities included an across-the-board price increase of three percent to the unit price of the commodities themselves. All other prices including labor, materials, overhead, storage, and others remain unchanged. Everette Sullivan motioned, seconded by Dennis Miller, that this price list and contract be approved. Motion passed unanimously.

The next contract presentation was for storage and bulk mailing by Shawnee Hills of Department of Commerce travel literature. Everette Sullivan motioned, seconded by Dennis Miller, that this contract be approved as submitted on the attached price list and that all other bulk mail and pre-sort price lists be adjusted to this level in November when the Committee reviews them during its annual review. Motion passed unanimously.

~~The next contract presentation was for janitorial services with the Employment Security Office at Beckley. This contract will take effect June 1, 1992, through May 31, 1993. This contract provides employment through FMRS Mental Health Council for one supervisor and one worker, working approximately two-and-one-half hours each per day, five days weekly. Motion was made by Q. J. Humphreys, seconded by Everette Sullivan, that this contract be approved subject to securing the necessary documentation from FMRS to establish them under the State Use Program. Motion passed unanimously.~~

The final contract presentation between Shawnee Hills and the West Virginia Office of Environmental Protection at its new location at Nitro, West Virginia, was tabled until the Committee's next regular meeting in June 1992. Shawnee Hills may continue to perform janitorial services for a 45-day period of time under present Committee rules until pricing problems with this contract can be resolved. Ms. Suzie Roberts of the Office of Environmental Protection will be invited to attend the Committee's next meeting.

The final item of business to be brought before the Committee involved a 30-day report on the janitorial work at the Public Service Commission. Ms. Bensey reports that she has made at least twice-weekly attempts to contact Mr. Elswick of the Public Service Commission to arrange a no-notice inspection of the building, and to date has been unsuccessful in getting Mr. Elswick to return her telephone calls.

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 Thursday, June 18, 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