

Blenney

Chairman:
CRAIG A. GREENING
Members:
G. 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
December 3, 1992
SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were Q. J. Humphreys, Tara Justice, Everette Sullivan, and John Parker. Ex officio members in attendance were Joyce Wysong of the CNA and Dick Estill, Executive Secretary for the Committee. Richard Weekly, Executive Director of the Preston County Sheltered Workshop and the newly-designated alternate for Craig Greening, was in attendance. Invited guests were Stephen King, Division of Rehabilitation Services; David Dickerson, a member of the Board of Directors of the Jackson County Developmental Center; and Dot Gioulis and Karen Short of Precision Services, Inc.

The minutes of the meeting of October 28, 1992, were approved as submitted without amendment.

John Parker gave the financial report which showed a beginning balance of \$4,523.94, with disbursements of \$160.33, and an ending balance of \$4,363.61.

Under the Chairman's report, the first item discussed was the upcoming State Use meeting in January, 1993, sponsored by the National Association of Rehabilitation Facilities. It was moved by John Parker, seconded by Everette Sullivan, that Committee funds be used to send one Committee member to this meeting. Everette Sullivan and Q. J. Humphreys both agreed to consider attending.

There were discussions involving the laser printer cartridge recharge project and the Committee's FY'92 report prepared by the CNA.

Mr. Greening asked Committee members in attendance if they would be willing to serve another term. All members present agreed to serve another term if so appointed by the Governor.

A rather lengthy discussion ensued regarding the statewide contract for microfilming service and the apparent breakdown of

the agreement between the two facilities. Since both facility chief executive officers were in attendance, they reported to the Committee that they could now sign an agreement for this contract. Committee members individually expressed their displeasure with the inordinately long time needed to come to an agreement. On motion by John Parker, seconded by Everette Sullivan, the microfilm price list was approved by the Committee to be followed by written agreements which will be forwarded promptly to the Committee from the two facilities. Motion passed unanimously.

The next item of business was a presentation by David Dickerson on the progress of negotiations between Jackson County Developmental Center and IS&C. The contract renewal should occur by the end of December. Mr. Dickerson stated that when the work on the present contract was begun approximately 12 months earlier, JCDC was performing approximately 44 percent of the work load of IS&C. He reported that as of October 31, 1992, 73 percent of this work volume was being performed by JCDC and estimated that by the end of December, approximately 85 percent will be performed. He said that JCDC probably would not exceed 85 percent of this contract in order to keep a viable relationship going with the sub-contracting business located at Glenville, West Virginia. He indicated that this will be necessary well into the future to have this capability on a subcontracting basis to act as a buffer for periods of peak work demand. Mr. Dickerson concluded his remarks to the Committee by providing a copy of JCDC's audited financial statements indicating that the facility had completed a very successful year both financially and in a number of other ways. This contract alone provides employment to 46 persons at 24 key-punch stations, working two shifts daily.

The next contract to be considered by the Committee was for janitorial services to be performed by the Hancock County Sheltered Workshop at the Weirton Employment Security Office. This contract provides employment for one supervisor, one worker, two hours daily, cleaning approximately 10,000 square feet of office space at an approximate cost of \$.8084 and an annualized cost of \$8,084.16. Motion was made by Everette Sullivan, seconded by John Parker, that this contract be approved. Motion passed unanimously.

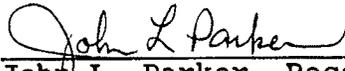
The next contract presentation was for janitorial and groundskeeping services for the Parkways Authority at the Princeton I-77 North Welcome Center. This single rest area will provide employment to one supervisor and four workers full time. There are additional part-time relief workers for three to five workers. The FTE labor requirement for this contract is 6.36. The total cost for this contract from November 1,

1992, to June 30, 1993, is \$68,239.60 for seven months. Motion was made by Q. J. Humphreys, seconded by Tara Justice, that this contract be approved. Motion passed unanimously. The Committee also expressed to Mr. Dickerson its appreciation for the work and effort he devoted to this contract as a member of the Parkways Authority.

There was a call for Executive Session at approximately 11 a.m. The Committee resumed its agenda at approximately 11:40 a.m.

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, January 7, 1993, 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