

**Committee for the Purchase of  
Commodities and Services from the Handicapped**

P.O. Box 745  
Institute, WV 25112

**Minutes**

**March 31, 1999**

**Small Conference Room  
West Virginia Rehabilitation Center  
Institute, West Virginia**

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Chairman, Leroy Dixon. In attendance were Linda Maniak, Janice Holland, Trudy Oliver, Debra Bensey, Steve King, Chris Miller, Tom Bell, Jack McComas, Michael Cormier, Bob McCoy & Dee Wilder. Curt Curtis was absent from the meeting.

**Approval of Minutes of Previous Meeting:** Tom Bell made a motion to approve the February minutes. Jack McComas seconded the motion; motion carried.

**Financial Report:** Janice Holland gave a financial report indicating a budget balance \$2, 210.75. Jack McComas made a motion to approve the budget. Tom Bell seconded the motion; motion carried.

**Report of Chairman:** Lee Dixon, Chairman suggested the WARF take a look at contracts where the state supplies, chemicals & equipment to make sure the safest products are being used. The WARF staff will follow up to resolve this issue.

**Report of Executive Secretary:** There was no report of the Executive Secretary.

**Report of the WARF Executive Director:** Steve King reported there is no new communication on the lawsuit with Shawnee Hills. Steve visited the Shawnee site and saw the new mail equipment. The new equipment is on the site and a lease/purchase agreement has been signed for Shawnee/Pre-Sort workers with disabilities.

**Update on Receivables:** Report of the Finance Director was given by Chris Miller. Chris reported continued improvement with receivables. The dramatic decrease in unpaid invoices is a result of calling participants, improvement in processing purchase orders and reminders on statements. Tom Bell ask if Chris could provide a breakdown of revenue by month. Chris agreed to prepare report for the April meeting.

**New Business:** Michael Cormier ask if attendance to this meeting by CRP Directors has helped the Committee. The Committee replied "very much so."

**Contract Presentation from CNA:** Debra Bensey reported that agencies have approved increases in wages on the following contracts DOH - Statewide Rest Area; Parkway Authority Rest Area, DOH---Huntington, Princeton, Beckley, Bragg, Weston, Barbour, Braxton, Burnsville, Heaters, Glenville, Tennerton, Coon Knob, Romney, and Michigan; DRS-Rehabilitation Maintenance; DRS-Rehabilitation Center; DOH-Elkins; DOH-Harzt Run; DOH - Union.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, William Charnock**

Ex Officio Members: **Curt Curtiss**, Executive Secretary

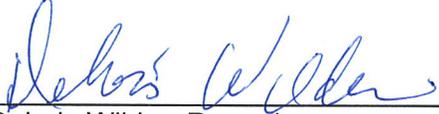
**Stephen R. King**, Executive Director, West Virginia Association of Rehabilitation Facilities

Two new contracts Cutlery Kits and DOH - Randolph County were discussed. Tom Bell made a motion to approve contracts. Jack McComas seconded the motion; motion carried

Mr. Bell suggested that Debra Bensey and Curt Curtis keep a tickler file for assistance in contract renewals. Debra reported that WARF uses such a system.

No further business to discuss, Tom Bell made a motion to adjourn the meeting. Janice Holland seconded the motion; motion carried.

**The time and place for the next meeting is April 28, 1999; 9:30 - 12:00; Small Conference Room at the Institute Complex.**

  
\_\_\_\_\_  
Deloris Wilder, Recorder