

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

**P.O. Box 745  
Institute, WV 25112**

**Minutes**

**October 27, 1999**

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

**Attending:** Tom Bell, Jack McComas, Lee Dixon, Trudy Oliver, Janice Holland, Phyllis Cantrell, Tim Morris, Chris Miller, and Debbie Bensey

**Financial Report:** Financial report given by Janice Holland reflects a balance of \$ 4,295.25

**Chairman's Report** - Lee Dixon reported that WVARF had their Quarterly Meeting last week and that it went very well. Lee reported that the membership voted to keep sending a representative to the Governor's Committee. Phyllis Cantrell is representing the Executive Committee today.

**Old Business** - Chris Miller reported that the over 90 days past due was beginning to creep up again. It is thought that this is mostly a time of year issue. WVARF has been identifying problem agencies and working with them. Out of the three main problems right now, one is taken care of, one is in the process of being taken care of and Debbie is meeting with the third tomorrow. Mr. Bell asked if the membership had noted the improved cash flow. Lee Dixon reported that they had. Mr. Bell then suggested that Chris look at the software accounting package. He noted a discrepancy in the figures for current and the last months sales figures. Chris said he felt this was probably just a run date issue but he would look at it.

Tim Morris gave a report on the feasibility of a State Use Broom Contract. The Committee feels that there is no need for a State Use Broom Contract and ask Tim to write Preston County a letter suggesting that in the future it would be wise to check out the marketability of a product before making the investment. The committee made a point of saying that although any CRP can participate in the State Use Program only members of WVARF should be in the WVARF catalog or have use of the WVARF Marketing Representative.

**New Business** - Debbie Bensey reported that we have another official vendor complaint dealing with stripping and waxing of floors at the Capitol. Debbie gave the Committee copies of the complaint along with her response to the issue. The complaint has been resolved. Tom Bell made a motion acknowledging receipt of the complaint, Jack McComas seconded the motion.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, Trudy Oliver**

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

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

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Debbie Bensey reported that Shawnee Hills had approached WVARF about possible steps that they are considering to help relieve some of their financial burden. Shawnee is looking into the possibility of entering a management contract or sub-contracting their Diversified Business Group to another company. They would like the Committee to meet with their lawyers to discuss the options. It was the general consensus of the Committee that as long as all State Use Law and Rules were adhered to, the Committee would and could not control who they subcontracted with. The Committee agreed that it would be important that all employees of State Use Contracts remain on Shawnee's payroll and that the 75/25 rules be upheld. Debbie told them that WVARF had sent an e-mail to other state associations asking them how they deal with this issue and as soon as more information could be gathered WVARF would forward it on the Committee members. Tom Bell stated that a more obvious problem that is apparent is that WVARF needs to facilitate the development of a third CRP in the Kanawha Valley capable of assuming some of the State Use Work. Debbie reported that WVARF is aware of this issue and that they are currently talking to at least two interested parties and hope to talk to more.

Contracts Approved-

Renewals - Bottled Water, Microfilm  
Contracts with Changes - DOH- Lewisburg,  
DOH - Bridgeport  
New Contracts-Fairmont State College

**The time and place for the next meeting is November 17, 10:00 a.m. at the Institute Complex in the Small Conference Room.**

Submitted by Debra Bensey