

**Governor's Committee
for the Purchase of Commodities and Services
from the Handicapped
P.O. Box 745
Institute, WV 25112**

Minutes

**August 16, 2000
Small Conference Room
West Virginia Rehabilitation Center
Institute, WV 25112**

ATTENDANCE: Lee Dixon, Jack McComas, Steve King, Linda Maniak, Chris Miller, Tim Morris, Ken Kennedy & Deloris Wilder. Absent from the meeting were Curt Curtis, Tom Bell & Trudy Oliver.

APPROVAL OF MINUTES: Jack McComas made a motion to approve the minutes. Ken Kennedy seconded the motion; motion carried.

FINANCIAL REPORT: Dee Wilder gave the financial report which reflected a balance of \$4,652.00. This balance begins the new fiscal year budget.

REPORT OF CHAIRMAN: Lee Dixon had nothing to report.

REPORT OF EXECUTIVE SECRETARY: There was no report from the Executive Secretary.

REPORT OF WVARF EXECUTIVE DIRECTOR: Steve King introduced two new employees of the WVARF Group, Brenda Bowers and Craig Greening. Ms. Bowers is the Director of Membership for Temporary Services Contracts. Mr. Greening is the new Director of Operations, filling the position of Debra Bensey. Steve King brought up the issue of payment for an invoice received regarding printing of the Committee's Annual Report. This invoice was received during the transition of several employees in April, 99. He hopes to have a resolution of payment for the Committee at next month's meeting.

Steve King invited Committee members to attend a Strategic Planning meeting to be held September 14, 2000 in the Large Conference Room from 9:00 - 3:30. The

August Governor's Committee Meeting
August 18, 2000
Page 2

purpose of this planning meeting is to focus on the future goals of the WVARF office as it relates to vendors, contract, and this Committee. An agenda will be forthcoming. Please contact Steve 's office, as soon as possible, if you plan to attend (304) 766-4895.

Tim Morris invited Committee members to an upcoming Mini Trade Show. The Mini Trade Show will be held by the WVARF Group at Marshall University, Student Center, Alumni Lounge, September 12, 2000, 1:00 p.m. - 3:00 p.m. All vendors in the state are invited to show their exhibits. Door prizes will be drawn at 2:00 p.m.

OLD BUSINESS: Chris Miller distributed a chart of last six months revenues, illustrating FY 2000 gross revenues \$8.1 million with an increase of \$600,000 from FY 1999. The end result providing jobs for individuals with disabilities.

After extensive discussion on the need to document delivery and pick-up of microfilming, the Committee suggested the WVARF staff design a delivery/pick-up ticket. This ticket is to be signed when a delivery/pick-up occurs and used as a means of documentation to avoid discrepancy in the future. Jack McComas made a motion to initiate the ticket for documentation; Ken Kennedy seconded the motion.

NEW BUSINESS: Craig Greening shared two letters with the Committee. The first letter was from Greg Nicholson, Central Facility Management congratulating Gary Adkins, WVARF, for the extra mile taken to make the Diamond Building stand out during the Diamond Dedication. The second letter was from Rhonda Andreason, Executive Director to Pam Jones, Department of Administration, Purchasing Division regarding "Wiping Contract."

There seems to be some discrepancy in wages to hire additional cleaning staff at Shawnee Hills. The Committee agreed for the WVARF staff to draft a letter to Virginia Tucker at Shawnee Hills to expedite the signing of janitorial contracts. Jack McComas made a motion for the letter to be prepared; Ken Kennedy seconded the motion; motion carried.

August Governor's Committee Meeting
August 18, 2000
Page 3

CONTRACT PRESENTATION: Craig Greening shared copies of new/renewal contracts. The new contract is with "Residential Aides." The renewals are with "Wiping Cloth"; EPA - Nitro; EPA - Logan; Recreation Aides; and Plumber. Jack McComas made a motion to approve; Ken Kennedy seconded the motion; motion carried.

ADJOURNMENT: No further business to discuss. Jack McComas made a motion to adjourn the meeting. Ken Kennedy seconded the motion; motion carried.

REMINDERS: WVARF Strategic Planning
September 14, 2000
Large Conference Room - Institute
9:00 a.m. - 3:30 p.m.

WVARF Mini Trade Show
September 12, 2000
Marshall University, Student Center, Alumni Lounge

*The time and place for the next Governor's Committee Meeting
September 20, 2000, 10:00 a.m. at the Institute Complex.*

cc: Janice Holland, Interim Director
Rehabilitation Services

Chairman, Lee Dixon
Members: Tom Bell, Ken Kennedy, Linda Maniak, Jack McComas, Trudy Oliver
Ex-Officio Member: Curt Curtis, Executive Secretary