

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

P.O. Box 745  
Institute, WV 25112

**Minutes**

**August 15, 2001**

**F. Ray Power Building, Small Conference Room  
West Virginia Rehabilitation Center  
Institute, West Virginia**

**September 5, 2001**

**ATTENDANCE:** Lee Dixon; Linda Maniak; Jack McComas; Steve King, Chris Miller and Craig Greening from WVARF; Donna Prunty from Dept. of Administration; Brenda Hellwig from Job Squad, and Ken Kennedy from DRS.

**APPROVAL OF MINUTES:** Jack McComas moved and Donna Prunty seconded the minutes be approved; motion carried.

**FINANCIAL REPORT:** Ken Kennedy reported the Committee's travel budget appropriation for the coming fiscal year was \$1,445.00.

**REPORT OF CHAIRMAN:** No report

**REPORT OF EXECUTIVE SECRETARY:** No report

**REPORT OF WVARF EXECUTIVE DIRECTOR:** No report

**OLD BUSINESS:**

- 1. Gross Revenues/Aged Receivables:** Chris Miller presented the following information:
  - The gross revenues from WVARF contracts to-date were approximately \$8,961,898
  - Aged Receivables 61 days and over were 10.33% or \$105,969, and
  - The largest portion of the Aged Receivables was from the Division of Rehabilitation Services (DRS). The DRS Fiscal Officer has indicated to Steve that WVARF should receive the majority of the money (\$78,000) owed by DRS by Friday. The DRS fiscal officer stated that he would monitor each invoice personally in the future to improve the payment process to WVARF.
- 2. Livable Wage for Employees:** Jack expressed concern that wages for persons employed in the State Use program should be improved to a "livable wage". He asked what per cent had been improved. Craig Greening stated that about 90% of the employees were paid at least \$5.50 per hour or above.
- 3. Governor's Letter of Support for Program:** Steve shared a draft copy of a letter on "State Use Program Utilization" which Governor Wise may consider sending to his Cabinet Secretaries and Department Heads. It would encourage continued and renewal support for the program. A similar letter is being considered for Ms. Goodwin to send to those managers under her supervision.

Chairman: **Lee Dixon**

Members: **Linda Maniak, Ken Kennedy, Jack McComas, Donna Prunty, Dennis Miller**

Ex Officio Members: **Curt Curtiss**, Executive Secretary, **Stephen R. King**, Executive Director, West Virginia Association of Rehabilitation Facilities

4. **Science and Culture Center Contract:** Steve King raised concern that the Culture and History Division management was seeking to hire, through state positions, 4 full-time and 2 part-time janitors and a supervisor to work at the Culture Center. These positions would eliminate the Shawnee Hills State Use employees. This move was to take place September 1, 2001. The General Services Division nor the Cultural and History Division management made an effort to alert WVARF of these plans. WVARF became aware of the changes by the Shawnee Hills janitorial supervisor who is going to work for the Science Culture Center as their janitorial supervisor. The State Use Contract is with the General Services Division for \$98,000 (32 hrs per day).

Donna offered to speak with Nancy Herholdt, who is the Commissioner of the Division of Culture and History, about the issue. The Committee accepted her offer.

Discussion on alleged reasons for the change by the General Services Division included Shawnee Hills employee turnover rate and quality issues. Steve and Craig stated that they had not been made aware of any such problems by the General Services Division or Culture and History staffs. Steve was very concerned that 30 days notice to end the contract had not been given as agreed to in the WVARF contract with the General Services Division.

#### **NEW BUSINESS:**

1. **WVARF Annual Report.** A draft of the annual report will be prepared by October 2001 meeting with distribution set for November 2001. The delay is due to the need to include individuals and organizations receiving WVARF award recognition to be included in the report. Plans are to send annual report copies to WVARF state use customers this year.
2. **Full Service Lease Building Agreement Issue:** Steve, Craig and Donna will be meeting with Secretary Greg Burton on August 22, 2001 to discuss exempting janitorial services from Full Service Lease Building Agreements with private landlords. Tammy Goad will also be working with Craig to address the problem.
3. **Mountaineer Challenge Academy:** A Department of Education person is requiring the Food Service contract provided by the Preston County Workshop for the Mountaineer Challenge Academy be placed on bid as required by federal regulations. WVARF questions whether this is necessary. Craig will check with Curt Curtis for clarification.
4. **Contract Presentations:**
  - a) Craig presented 5 new contracts for Committee approval. Donna moved and Linda Maniak seconded the Committee accept the contracts as presented; **motion carried.**

Shaw Mansion - FSC  
DRS - Summersville  
DOH - Mineral County Office

DOH District 9 Hdqrtrs - Lewisburg  
Non-reoccurring State Use Projects Report

- b) Craig presented seven contract renewals for approval by the Committee. Donna moved and Ken Kennedy seconded the Committee accept the contracts as presented; **motion carried.**

DOH - I-79 @ Coonknob  
DOH District 7 Headquarters  
DOH District 10 Mat'ls Lab  
DOH - Hampshire County Office

DOH - District 5 Headquarters  
IS&C courier service - Charleston  
Temporary Services - Statewide contract

- c) Jack informed the Committee that he would not make any motions to accept or approve contracts as presented until all State Use employee hourly wage earnings are at least \$6.00 an hour or more. He would continue to vote, but not make any motions.
5. **Contract Customer Complaints:** Craig indicated there were no complaints by customers for review by the committee.
6. **PCard Issue:** WVARF staff and Curt Curtis were asked to bring to this meeting recommendations for possibly resolving a potential WVARF funding problem resulting from the raised transaction limit for the PCard. WVARF staff asked for more time in order to collect solid information leading to their recommendations. This request was granted.
7. **WVARF Member Representative:** Brenda Hellwig attended the meeting representing the WVARF membership. She presented an overview of her organization, Job Squad. The organization has State Use contracts and a federal contract for janitorial and grounds services through the Javitts, Wagoner, O'Day Act (NISH). There are 45 Job Squad employees.

**REMINDER:** *Following are the dates of 2001 meetings.*

*September 12, 2001*

*October 10, 2001*

*November 14, 2001*

***NO MEETING FOR DECEMBER***

**ADJOURNMENT:** Given no further business for discussion, Donna moved to adjourn the meeting; Linda seconded the motion; **motion carried.**

Attachments