

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

P.O. Box 745
Institute, WV 25112

Minutes

September 12, 2001

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

September 27, 2001

ATTENDANCE: Lee Dixon, Member; Linda Maniak, Member; Jack McComas, Member; Dennis Miller, Member; Donna Prunty, Member; Ken Kennedy, Member; Marsha Allman, Guest, Harrison County Sheltered Workshop; Steve King, Chris Miller and Craig Greening from WVARF; David Acord from Goodwill Industries of Kanawha County, and Susan Ellison from DRS.

APPROVAL OF MINUTES: Ken Kennedy corrected the amount reported for the travel budget from \$1,445.00 to a total for the fiscal year of \$4,516.00. Jack McComas moved that the minutes be approved as amended, and Ken Kennedy seconded the the motion; motion carried.

FINANCIAL REPORT: Ken Kennedy reported that the balance of the Committee's travel budget was \$4,256.95.

REPORT OF CHAIRMAN: No report

REPORT OF EXECUTIVE SECRETARY: No report

REPORT OF WVARF EXECUTIVE DIRECTOR:

1. Steve King gave an update on the Full Service Lease meeting. As a result of an earlier meeting WVARF administrative staff had with state agencies and the leasing manager, the following has/will occur:
 - a) The State was made aware of the problem created by the Full Service Leasing of buildings used by State agencies and loss of jobs for persons with disabilities.
 - b) Craig Greening will meet with Tammy Goad to continue refining a process which will lead to breaking out the janitorial service from Full Service Leases and processing that service through the State Use Program.
 - c) WVARF will project costs related to an agreed upon scope of work based upon a square foot price.
 - d) Recommendation was made by Ms. Goad that Secretary Burton would send letter to the agency heads about the State Use Program, and recommending that they convert to the State Use program.
2. 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. He also shared a similar letter for Ms.

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

Goodwin to send to those managers under her supervision - and to be used with the annual report. A letter from Secretary Burton may replace Ms. Goodwin's letter which would be included in the WVARF Annual Report.

OLD BUSINESS:

1. **Gross Revenues/Aged Receivables:** Chris Miller indicated that there are no significant outstanding aged receivables. The portion owed by DRS has been received.
 - The gross revenues from WVARF contracts for July 2002 were approximately \$752,490.
 - Aged Receivables 61 days and over were 1.82% or \$19,943. This is the lowest it has ever been, and
2. **P-Card Transaction Limits:** Craig Greening briefly commented on the P-Card problem discussed at a previous meeting. Staff are waiting for enough months to pass in the new fiscal year in order for data to be collected. A report will soon be made to the Committee.
3. **Annual Report Update:** The Annual report is on track. The report is being delayed in order that information on award winners honored at the Annual Awards Banquet can be included in the report. Invitations will go out to the Committee Members for the Awards Banquet scheduled for October 18th at Clarksburg.
4. **Mountaineer Challenge Academy:** The Mountaineer Challenge Academy is at a stand still. The contract to Preston County Sheltered Workshop has been extended at last year's fees until the problem is resolved.
5. **Cultural Center:** General Services Division has canceled this contract. The Division of Cultural and History received additional money from the Legislature to operate the Cultural Center independent from GSD.
6. **DHHR:** Ripley and Grafton have had jobs saved – may loose three others though.

NEW BUSINESS:

1. **GIKV Presentation - David Acord:** David Acord indicated that there are two complaints against Goodwill Industries of Kanawha County from a former State Use employee. He is asking that WVARF and DRS help with the law suits and also with legal fees. He indicated that WVARF and DRS will be brought into the suit within the next ten days. He expressed a concern for temporary contracts and asked that the State Use Committee review the policy and guidelines to assist CRPs in this type of situation.

Steve and Craig indicated they are willing to meet and discuss the issues with Goodwill, however, they were just not aware of what was being expected of WVARF.

2. Purchasing Rules:

CONTRACT COMPLAINTS:

Craig indicated that there were two contract complaints – BEP at Plaza East and BEP at MacCorkle Avenue. Both were resolved at the local levels.

CONTRACT PRESENTATIONS:

Craig presented four new contracts and two renewals for Committee approval. Linda Maniak moved and Ken Kennedy seconded the Committee accept the contracts as presented; motion carried.

New Contracts:

1. Non-reoccurring State Use Projects Report
2. Chelyan Elementary
3. DOH - McDowell County Office
4. BEP Data Entry

Renewals:

1. DMV/State Police Beckley
2. BEP - 4401 MacCorkle Avenue

REMINDER:

Following are the dates of 2001 meetings:

October 10, 2001

November 14, 2001

NO MEETING IN DECEMBER

ADJOURNMENT: Given no further business for discussion, Jack moved to adjourn the meeting; Ken seconded the motion; motion carried.