

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

P. O.Box745
Institute, WV 25112

Minutes

March 13, 2002

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

ATTENDANCE:

Members: Lee Dixon, Ken Kennedy, Jack McComas, Dennis Miller, Donna Prunty.

WVARF: Craig Greening, Chris Miller, Steve King

Guests: Phyllis Cantrell-Massie, Deana Thompson, Mark Kessler, Brenda Hellwig

ABSENT:

Member: Linda Maniak

Purchasing: Curt Curtiss.

APPROVAL OF MINUTES: Jack McComas moved to accept the February Minutes as submitted. Motion seconded by Dennis Miller. Motion carried.

FINANCIAL REPORT: Ken Kennedy indicated that with his secretary being off on extended sick leave, he was not able to access the information at this time to make an accurate report.

REPORT OF CHAIRMAN: No report.

Steve King stated that there will be a presentation on microfilming and data imaging prior to the State Use Committee meeting in Sutton on April 24. Transportation arrangements are being planned for those who wish to car pool from Institute that day. Everyone will be advised once the arrangements are finalized.

REPORT OF EXECUTIVE SECRETARY: Executive Secretary absent no report. It was reported that effective Friday, March 15, Curt Curtiss will resign this position.

REPORT OF WVARF EXECUTIVE DIRECTOR: Steve stated that pending Eastern Panhandle Training Center's (EPTC) filing of Chapter 7, Job Squad, Inc. agreed to attend the meeting today so that the Committee could discuss with them the possibility of their taking over the State Use contracts currently being managed by EPTC in the Martinsburg area. Steve summarized EPTC's plight and indicated that WVARF's main concern is to provide the assurance that services will continue to the State agencies and that contract employees will be paid.

She further stated that she and their Business Manager, Mark Kessler, did not go to Martinsburg with an ulterior motive of looking at or obtaining any of EPTC's contracts. She stated that Job Squad was asked by the NISH to take over two of its small contracts in the Martinsburg area and was therefore already in the area. It was further stated that due to DHHR's positive employment services experiences with Job Squad, that Job Squad was called and asked if they would be interested taking over EPTC's employment services programs. Brenda indicated there are some major concerns at EPTC and that, at this time, Job

Squad is only interested in acquiring the State Use contracts and not interested in the workshop component.

Craig Greening asked if Job Squad would be willing to accept the Martinsburg area contracts on a temporary basis, and if so, could they begin as early as Friday, March 15? Brenda said, yes, as long as they could transition those folks through their payroll. Craig stated that WVARF controlled the State Use contracts and had the authority to re-assign them. Ken Kennedy suggested a 3-month contract with Job Squad to begin March 15 and end June 30, 2002. Mark advised that for now, EPTC's hope is that EastRidge Health Systems, Inc. will take over the day program and Potomac Highlands Guild, Inc. will take over the residential program. Brenda reiterated that Job Squad was not interested in the workshop component.

Ken suggested that a letter be sent to Sunrise indicating WVARF's intentions and Job Squad's willingness to begin providing services immediately. Dennis suggested that a call be made to Sunrise to determine Sunrise's intent to meet payroll.

Jack McComas moved: a) the Committee cease contract operations with Sunrise/EPTC and allow a temporary assignment of the State Use contracts to Job Squad from March 4 through June 30, 2002, and, b) a subcommittee meet this afternoon around 3:00 p.m. to conference with Frank Kirkland and Ted Johnson of DHHR, and also with Les Leech, CEO, Sunrise, to discuss the resolution and arrangements to effect the State Use contract transition from EPTC to Job Squad. Dennis seconded the motion. Motion carried.

OLD BUSINESS:

a. Chris Miller reported that payment from DRS has been received. A written report of the last six months' gross revenues was provided, a) The gross revenues from WVARF contracts to date were approximately \$5,197,616. b) Aged Receivables 61 days and over were 6% or \$73,811.

b. Craig noted changes to the State Use rules. Donna Prunty suggested that the old rule also be included to denote change. The change could be noted with a strike-through of the old rule and underlining of the new rule. Donna will assist with the format.

c. Craig said that the food service program at Camp Dawson is with federal funding and that a State Use agreement is unlikely.

NEW BUSINESS:

1. Labor Ratio Report. The Committee needs to follow through with the labor ratio report provided. Jack asked if a 'Plan of Action' has been requested from those CRPs falling below 75%. Craig will do that.

2. Code of Ethics. The Committee reviewed a draft of the WVARF Code of Ethics. The intent is to apply the Code of Ethics rules to any group that participates in State Use. One CRP modified the last statement indicating the Executive Committee is the final rule. Ken asked if there is a grievance process already in place with WVARF. Craig noted the grievance process as the procedural rule. A change in the Code may not be necessary as procedures within the Committee are adequate. The Code seems to be appropriate for both members and nonmembers.

Contract complaints

1. DOH Garage .Fairmont. Contract expires 6/30/02. They have expressed their desire not to have the current CRP involved and wish to secure their own contract. WVARF agrees with their request.

2. Rest Area .Servia. A call was received *from* Kathy Holsclaw about a complaint made against a rest area worker. This recorder's understanding is that a male attendant was cleaning the ladies' rest room when a female entered the area but the male attendant remained to finish cleaning. The female complained that it was inappropriate for the attendant to continue with his cleaning instead of leaving the area when she entered, although nothing happened.

Contract Presentation

Craig summarized the Non-reoccurring State Use Projects Report as well as providing a copy.

There are no new contracts. Copies were distributed of 6 renewal contracts.

Donna moved to accept the contracts as presented and Ken seconded. Motion carried.

Next meeting is scheduled for April 24 at Precision Services, Sutton.

Adjournment: As there was no further business, the meeting was adjourned.

Minutes drafted by: Janet Johnson, DRS