

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
P. O. Box 745
Institute, WV 25112

Minutes

May 29, 2002

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

ATTENDANCE: Lee Dixon, Ken Kennedy, Dennis Miller, Donna Prunty, Linda Maniak, Karen Byrd. WVARF: Craig Greening, Chris Miller, Steve King.

ABSENT: Jack McComas.

APPROVAL OF MINUTES: Donna Prunty moved to accept the April Minutes as submitted. Motion seconded by Dennis Miller. Motion carried.

Steve King introduce Luann Summers, who is a new employee of WVARF; round table introductions were made.

Steve King also gave an update on the Shawnee Hills Project. He indicated that all contracts had been reassigned due to the Shawnee Hills bankruptcy effective May 1. He indicated that he, Craig and Chris met with Goodwill Industries of Kanawha County regarding their taking over the contracts with the exception of Presort. WVARF will take Presort in the Interim until it is assigned to a CRP. He indicated that they are dealing with several issues with Presort but it is going forward well.

FINANCIAL REPORT: Ken Kennedy projects the Committee will be able to stay within its budget for the remainder of the year. He indicated that the remainder of the budget is \$906.76.

REPORT OF CHAIRMAN: No report.

REPORT OF EXECUTIVE SECRETARY: Karen Byrd had no report; however, she indicated that she would like the committee to make her aware of what her responsibilities are with the Committee.

Contract complaint - There were no contract complaints.

Contract Presentation - Craig Greening distributed a handout on the Non-recurring Purchases and made brief comments regarding this.

Contract Presentation - Renewals

Craig Greening provided handouts of 40 renewal contracts, and indicated the wage increase for each one.

Donna Prunty moved to accept the contract renewals as submitted. Ken Kennedy seconded the motion. Motion carried.

OLD BUSINESS:

1. Chris Miller provided a handout of gross revenues and aged receivables and reported that gross revenues from WVARF contracts to date are \$7,571,552. He indicated that this is a growth over last year. Aged Receivables 61 days and over are 8.81% or \$82,201. Chris indicated that the two contracts that account for 49% of the outstanding monies are Department of Highways Bridgeport and the Culture Center; however, the Department of Highways has since paid.
2. Craig Greening gave a brief update of the Martinsburg and Charleston situation.
3. Procurement List Request from WVARF/Association - The discussion on the Procurement List was tabled from last meeting and Mr. Dave Tincher was to be invited to this meeting. He was unable to attend. Craig Greening again explained that the Marketing Committee has requested the Procurement List indicate not only the services provided but also the name of the provider. He reiterated that anything listed must be approved by the Committee, who determines the price. After much discussion, the Committee recommended that WVARF get a listing of products and/or services to be sold to state agencies from each Workshop, so they could determine how huge this task would be, and they would go from there as to how to handle the issue.

NEW BUSINESS:

The following dates for Committee meetings for August through December were agreed upon as follows:

August 14, 2002
September 18, 2002
October 9, 2002
November 13, 2002
December –No Meeting

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Each meeting will be held in the F. Ray Power Building, Small Conference Room, from 10:00 a.m. to 12:00 noon.

The next meeting is scheduled for June 19, 2002, 10:00 a.m. at the Rehabilitation Center, Institute.

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