

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

Minutes

October 9, 2002

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

**ATTENDANCE:** Ken Kennedy, Everette Sullivan, Dennis Miller. WVARF: Steve King, Craig Greening, Chris Miller.

Absent: Donna Prunty, Lee Dixon, Linda Maniak, and Karen Byrd

**APPROVAL OF MINUTES:** Everette Sullivan moved to accept the September Minutes as submitted. Motion seconded by Dennis Miller. Motion carried.

**FINANCIAL REPORT:** No report.

**REPORT OF CHAIRMAN:** No report.

**REPORT OF EXECUTIVE SECRETARY:** No report.

**REPORT OF WVARF EXECUTIVE DIRECTOR:**

Steve King indicated that the Committee members would receive an invitation to attend the Annual Awards Dinner on October 17, at the Embassy Suites.

Steve reported that WVARF would have the Annual Report of 2002 available at the Awards Dinner.

Steve indicated that there was a hearing scheduled for November 14, regarding Shawnee Hills.

**CONTRACTS:**

**Contract Complaint** – Craig Greening indicated that there have been complaints regarding Green Acres. They are still not delivering water in a timely manner.

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller, Everette Sullivan  
Ex Officio Members: Karen Byrd, Executive Secretary, Stephen King, Executive Director, West Virginia Association of Rehabilitation Facilities

**Contract Presentations** – Craig Greening distributed handouts on the following new contracts and made brief comments:

1. Non-reoccurring State Use Projects Report
2. DHHR changes

Craig Greening provided handouts of five renewal contracts, and gave an update.

1. SWC – 5 gallon/cooler water – delayed pending Green Acres participation.
2. DOH District 2 Warehouse – Huntington
3. IS&C Mail Center – Charleston
4. BEP Data Entry
5. Fairmont State College - Fairmont

**Everette Sullivan moved to accept the new and renewal contracts as submitted. Ken Kennedy seconded the motion. Motion carried.**

#### **OLD BUSINESS:**

##### **1. Gross Revenues/Aged Receivables:**

Chris Miller provided a handout showing gross revenues and aged receivables. He reported gross revenues from WVARF contracts to date are \$9,214,002. Aged Receivables 61 days and over are 22.47% or \$291,054. He indicated that \$57,000 has been received since his report, and \$97,000 is being processed, and \$86,000 was processed on the previous day, so actually leaving \$137,000 over 60.

##### **2. Green Acres Update:**

Steve reported that WVARF has not received payment for program fees from Green Acres; however, they have given Green Acres until October 20, to respond. Steve will, under the Committee's approval, prepare a revised letter, and follow-up with a telephone call to Green Acres, indicating they need to send payment for fees by October 20.

It was decided by the Committee that a letter would be issued to Green Acres on October 21, 2002, pending receipt of program fees, terminating their participation in the State Use Program.

**3. Legislative Rule Status:** No Change

**4. Goodwill Industries of Kanawha Valley Update:**

Steve King reported that the WVARF Agreement with Goodwill Industries of Kanawha Valley has been signed.

**5. Applications Update:**

No new applications to present at this time.

**6. Ratio Report and Update:**

Craig indicated that Developmental Center and Preston County Sheltered Workshop have sent in a revised Plan of Corrections to meet the 75% standard of direct labor in the contracts being performed by individuals with disabilities. Have not received anything from Nicholas County to date.

**NEW BUSINESS:**

No new Business.

- 1. Costing Review:** Tabled until November meeting.

**OTHER BUSINESS:**

There being no other business, **Everette Sullivan made a motion to adjourn. Dennis Miller seconded. Motion carried.**

**The next meeting is scheduled for November 13, 2002, 10:00 a.m. , in the Small Conference Room at the Rehabilitation Center, Institute.**