

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

P. O. Box 745  
Institute, West Virginia 25112

Minutes

January 8, 2003

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

**ATTENDANCE:** Ken Kennedy, Everette Sullivan, Dennis Miller, Lee Dixon, Donna Prunty, WVARF: Steve King, Craig Greening, Chris Miller. Guest: Phil Turner, Director of Preston County Sheltered Workshop.

Absent: Linda Maniak and Karen Byrd

**APPROVAL OF MINUTES:** Everette Sullivan moved to accept the November Minutes as submitted. Motion seconded by Ken Kennedy. Motion carried.

**FINANCIAL REPORT:** Ken reported that he was sending a request to Linda Lyter, Department of Administration, for an additional \$600.00 for printing and \$400.00 for contractual, for Fiscal Year 2003.

**REPORT OF CHAIRMAN:** No report.

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

**REPORT OF WVARF EXECUTIVE DIRECTOR:**

**1. Bankruptcy Update:** Steve King indicated that the bankruptcy situation with Shawnee Hills is complete. He indicated that the final hearing was November 14, 2002.

He reported that WVARF was still running the mail Pre-sort and it is going well.

**2. Mountaineer Challenge Academy:** Steve indicated that the contract that Preston County had with Mountaineer Challenge Academy ended December 31, 2002. This is a \$350,000 contract. He indicated that in order for Child Nutrition money to be awarded, it is a perceived requirement that the contract be bid competitively. This has been done and the low bidder was from Los Angeles; however, Preston County is willing to take the contract at low bid. It is felt that the bidding process was not done properly. Steve and Craig met with Dave Tincher and others regarding this issue to see if anything could be done.

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

It was recommended that a letter from the Committee be sent to Purchasing outlining the Committee's objections to the bidding process and requesting a legal opinion as to the requirements.

**3. State Use Programs Association (SUPRA) Conference:** Steve indicated that the SUPRA Annual Conference was held in Charleston, SC, on December 4-6, 2002. He distributed a handout to the Committee and asked that a discussion on the issue be tabled and that they revisit it at the next Committee meeting.

**4. Procurement List:** Purchasing Division raised some concerns about the procurement list and how new products are added, and how the list is distributed. They will develop a procedure to treat the list as a statewide contract.

#### **CONTRACTS:**

**Contract Complaint** – Craig Greening indicated that there has been one contract complaint from DOH District 5 Headquarters – Burlington. He indicated that he would be traveling there to do an inspection before the end of the month.

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

1. Non-reoccurring State Use Projects Report
2. Huntington State Office Building
3. DHHR Warehouse/Fulfillment

Tim Morris from WVARF provided a handout on the DHHR Warehouse contract and explained it to the Committee. Donna Prunty had questions and concerns regarding the contract. She questioned if the contractee would take any business from State Archives Unit, and, if so, should the contract be approved by the Committee. However, she indicated she would support the Committee approving the Fair Market Value of the contract.

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

1. Document Imaging -- SWC
2. Water Resources -- Charleston

**Donna Prunty moved to accept the new and renewal Fair Market Value of the 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 \$3,888,509. Aged Receivables 61 days and over are 18.52% or \$191,556.

He reported that this is not as good as last year. The two agencies responsible for the larger percentage of the Aged Receivables are the West Virginia Division of Rehabilitation Services and IS&C.

**2. Legislative Rule Status:**

Donna Prunty indicated that the State Use Legislative Rule is proceeding along with no problems; and will soon go to the full Legislature.

**NEW BUSINESS:**

- 1. Committee Re-Appointments:** Craig Greening reported that the current Committee members had been re-appointed by the Governor for another term.
- 2. Planning: Goals and Directions for the Program:** Ken asked the Committee for suggestions on ways for the Committee to better prepare itself for future goals, etc. It was decided that there would be a special meeting in March for brainstorming for ideas on goals, objectives, and outcomes of the Committee for FY-2004. Steve, Craig, and Ken will meet and devise an agenda for the planning meeting.
- 3. Training on State Use Law:** WVARF will conduct a training for CRPs on January 16, at 10:00 a.m. The Committee is invited to attend.

Steve indicated the WVARF Legislative Breakfast is scheduled for the 16<sup>th</sup> from 8:00 to 9:00 a.m. in the Capitol Cafeteria, everyone invited.

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**OTHER BUSINESS:**

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

**The next meeting is scheduled for February 19, 2003, 9:30 a.m. in the Small Conference Room at the Rehabilitation Center, Institute.**

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