

***The Committee approved these minutes on August 11,  
2004 as Ammended***

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

Emergency Meeting Minutes  
July 13, 2004

Conference Call

**Attendance:**

*Committee:* Lee Dixon, Chair; Donna Lipscomb, and Brenda King

*WVARF Staff:* Chris Miller, Craig Greening, and Ken Kennedy

**Budget Discussion**

Donna Lipscomb indicated that before she would consider approving the *Central Nonprofit Agency (CNA)* portion of the West Virginia Association of Rehabilitation Facilities (WV ARF) FY05 budget, she would need additional information including. There was a lengthy discussion regarding concerns about not getting information. Donna Lipscomb told the committee that she had requested information from the WV ARF staff but was told they had been directed by memorandum and e-mail that they were not to provide any committee member with any information or documentation and that all inquiries were to be directed to the Acting Director for response. Ms. Lipscomb indicated that she had gone directly to the Acting Director after learning that and advised of the information needed but that it had not been approved by the Acting Director. Donna Lipscomb expressed concerns about the CNA's unwillingness to work with the committee. She also pointed out that the Department of Administration and the Executive Secretary, who works for the Department of Administration, was by Statute designated to maintain all records and documents relative to the State Use Program and the Governor's Committee. She felt that the CNA had no right to refuse to answer questions and provide information when requested by a member of the Governor's Committee in light of the Statute specifically stating that the Governor's Committee had oversight over the CNA. Chairman Dixon asked what information was requested and Donna Lipscomb stated that the information included the following:

1. WV ARF cash-on-hand at the end of FY04, and how it will be used for FY05
2. The Presort Service reserve on-hand at the end of FY04, and how it will be used for FY05
3. Answers to questions related to specific budget line items and description of their details
4. A record of annual contributions to the Investment Portfolio
5. Actual surplus vs. budgeted surplus for the past several years

WV ARF staff asked questions about how WV ARF is to address meeting its next staff payroll distribution for its 12 staff on July 14, 2004, if a budget was not approved today. Ms. Lipscomb stated that they had no authority to spend public funds until the budget was approved and suggested that they provide the information needed by the committee and then have another emergency meeting. Another emergency meeting was scheduled for July 14, 2004 in order to attempt to pass the CNA budget, which would address the staff's concern. Lee Dixon directed Chris Miller to have the information requested by Ms. Lipscomb prepared and sent via email/fax to the Committee members immediately.

#### **Next Meeting**

Committee members are to be contacted immediately for another emergency conference call meeting on July 14, 2004 beginning at 2:30 p.m. in order to discuss and approve the CNA budget.

#### ***Adjournment***

***MOTION: Brenda King moved and Donna Lipscomb seconded to adjourn the meeting. Motion Passed.***