

DRAFT 2/24/05

## Regular Meeting Minutes February 16, 2005

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

#### MEETING SITE

F. Ray Power Building, WV Division of Rehabilitation Services – Institute, WV

#### CALL TO ORDER

Lee Dixon, Committee Chairperson, called the meeting to order at 9:35 a.m.

#### ATTENDANCE

*Committee:* Linda Maniak; Janet Johnson; Everette Sullivan; Scott Padon;  
and Brenda Morford

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

*Not Present:* Donna Lipscomb

#### APPROVAL OF PREVIOUS MEETING MINUTES

Upon review of the October 20, 2004 minutes Brenda Morford recommended the missing information on Page Four under Other in the first sentence read, "Donna Lipscomb reported that the questions to be asked of the Attorney General's Office regarding the service fee and investment fund ownership will not be asked by the Office of Administration".

#### MOTION

**Everett Sullivan moved and Linda Maniak seconded that the October 20, 2004 minutes be approved as amended based on the recommendation in the preceding paragraph. Motion Passed.**

#### MOTION

**Linda Maniak moved and Everett Sullivan seconded that the January 19, 2005 minutes be approved as presented. Motion Passed.**

#### COMMITTEE ADMINISTRATIVE BUDGET REPORT

Executive Secretary, Scott Padon, stated that the current unexpended and unencumbered balance is \$2,200. Scott stated there are between \$1,800 to \$1850 in invoices to be paid by the Department of Administration following the meeting.

#### REPORT OF THE CHAIR

No Report

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### **REPORT OF THE EXECUTIVE SECRETARY**

Scott stated that he had discussed a strategy for drafting the yet to be completed committee minutes with Glenn for August and September which were given to him by Donna Lipscomb. These drafts will be made available for the Committee's review prior to the March meeting.

Lee Dixon asked who is responsible for the completion of the minutes for the Committee. He stated that he, as Executive Secretary, was responsible. Lee referenced Robert's Rules of Order and stated the minutes should reflect actions of the Committee rather than a full text record of the meeting. Scott indicated under direction of the Purchasing Division administration that the Committee must decide how the official minutes should be recorded. It is thought the Department of Administration will support that Robert's Rules be followed and a copy of the recording of the minutes be available for anyone wanting a recorded copy.

### **MOTION**

**Linda Maniak moved and Everett Sullivan seconded that the Committee's minutes format officially follow Robert's rules in recording significant Committee activity, and that a voice recording of the meeting be made available for those wishing such a copy. Motion Passed.**

Scott stated the December meeting minutes were being drafted. It was questioned if minutes to the November meeting were taken. Ken stated that he had taken some notes. It was asked that Ken draft from his notes a document for the Committee to review as possible minutes to the November planning meeting. This draft is to be included in the March mail out.

### **REPORT OF THE WV ARF EXECUTIVE DIRECTOR**

Glenn McEndree, WV ARF Executive Director presented his report in writing covering the following:

1. WV ARF has conducted three site reviews. CRP directors are being advised during the visit of any deficiencies found. Formal notifications of findings are being prepared to be mailed out for response.  
Following this comment Glenn stated that three more field reviews have been scheduled. He stated there haven't been any surprises. Documentation seems to be an area everyone needs to tighten upon.
2. Glenn reported that he attended the SUPRA Conference January 25 – 28 and came back with many new ideas.
3. Staff has met with representative from Terradon to review progress and to develop "screen shots." Glenn indicated the Terradon system is being called the *Electronic Management System (EMS)*.
4. There has been a meeting with a grant writer from a CRP in preparation for writing a grant application to pay for computers, hardware and training for CRPs in preparation for the implementation of the EMS.

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5. The interim assignment policy has been shared with WV ARF membership. A vote on it is expected at February's quarterly meeting.  
Following Glenn's comment, Brenda Morford cautioned that the assignment process should not allow any CRP to be hurt by the process. She suggested that there should be included a parenthesis statement which tells how the alternative assignment process is going to be different from the old process in considering CRP capability.
6. The State Use Conference cost a total of \$10,021 -- \$9,269 for rooms and lodging and \$752 for speakers and their meals. The costs came in under budget.
7. Legislators have been contacted regarding the changes in Workers' Compensation, specifically how it will affect Jackson County Development Center. They stand to lose a total of about \$700,000 in business. Glenn has hopes that this business can be saved.
8. There has been interest for the contracts in the eastern panhandle that Job Squad is giving up.
9. Two nominations for membership on the Governor's Committee have been submitted: Mr. Earl Smith as the representative of a producing nonprofit workshop and Mr. Shirley Fitzwater the representative of private business who is knowledgeable in the activities involved in the sale of commodities or services to governmental agencies. These names were submitted to Janice Holland and Heather Connolly  
Following Glenn's comments, Brenda stated that she and Janice Holland reviewed the State Use Program code/rules and found that the Department of Administration is to appoint new and/or replacements to the Committee. A letter from the Division of Rehabilitation Services (DRS) has been sent to Department of Administration recommending the DRS member for the new Committee. Brenda provided copies of the letter to Scott, Lee, Glenn, and is sending a copy to Donna Lipscomb.
10. Scott and Glenn have come to what they believe is a resolution to the Governor's Committee minutes issue.  
Following this point, Glenn presented Scott with a CD with the recording of the January 2005 meeting minutes. Copies of monthly meetings will be made available on CD to anyone requesting a copy.

### **CONTRACT COMPLAINTS**

Craig Greening reported that a District of Highways comptroller called stating that its headquarters building had several janitorial contract performance issues. Craig immediately visited the building with CRP staff and found the issues to be real. An action plan has been developed to correct the problems with weekly visits scheduled until performance has improved.

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### **CONTRACT PRESENTATION – RENEWAL AND NEW**

<b>AGENCY</b>	<b>SITE</b>	<b>FMP PER YEAR</b>	<b>CRP</b>
<b>RENEWALS</b>			
DOH District 7	Weston	\$4,954,86	Buckhannon-Upshur Work Adjustment Center
<b>NEW</b>			
Bureau of Employment Programs	Hurricane, WV	\$6,722.09	Goodwill – Kanawha Valley

#### ***MOTION***

***Everette Sullivan moved and Linda Miniack seconded that the renewal contract and new contract be approved as presented. Motion Passed***

#### **REVIEW OF PROPOSED ADDITIONS TO WVARF04**

Regarding the one gallon bottled water proposal for WVARF04, Ken stated that the product description would show shipping in large quantities, such as, pallets. The draft will be presented at the next meeting.

#### **OLD BUSINESS**

##### WV ARF Accounts Receivable Report

Chris Miller indicated there might be a small increase for gross revenues going through WVARF in the amount of about \$9,733,958. Craig stated that with all project revenues included the amount might be about \$11.3 million.

Chris stated that the over 60 day's receivables equals 21.79%. Money from DRS was received by WVARF on February 15, 2005. The Department of Administration (DA) has a lot on invoices back through November. It was noted that State agency building lessees aren't paying DA invoices in a timely manner. Chris stated that the WVARF Board of Directors wants to keep exploring ways of notification to the State in pay outstanding invoices to WVARF in a timely meeting. CRPs participating in the WV ARF Guaranteed Loan Payment Program are paid within 60 days even though the State is late in its payments to WV ARF. This has resulted in WVARF having to borrow on its line of credit twice this year.

##### DRS Representation at Committee Meetings

Brenda introduced Janet Johnson; DRS staff person, who will be assigned to program responsibilities in working with CRPs in place of LuAnn Summers. LuAnn will be taking on the School to Work Program for DRS. Janet will be coming to the meetings with Brenda.

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### Review of Proposed Additions to WVARF04

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### **NEW BUSINESS**

No new business

### **COMMENTS FROM THE PUBLIC**

No representative from the public was present.

### **NEXT MEETING**

March 16, 2005

9:30 a.m. to 12:30 p.m.

F. Ray Power Building Large Conference Room

WV Division of Rehabilitation Services

Institute, WV

### **ADJOURNMENT**

### **MOTION**

**Breda Morford moved and Everette Sullivan seconded to adjourn the meeting at 10:30 a.m. Motion Passed.**

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### **MINUTES APPROVAL**

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Committee Chairperson

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Date