

## Regular Meeting Minutes March 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;  
Lee Dixon; and Brenda Morford

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

*Not Present:* Donna Lipscomb

#### APPROVAL OF PREVIOUS MEETING MINUTE

Upon review of the December 8, 2004 meeting minutes, changes were recommended.

#### MOTION #1

**Brenda Morford moved and Everette Sullivan seconded that the, December 8, 2004 minutes be approved with corrections as noted. Motion Passed.**

#### MOTION #2

**Linda Maniak moved and Everette Sullivan seconded that the August 2004, September 2004, November 2004, and February, 2005 minutes be approved with corrections as noted for September 2004. Motion Passed.**

#### COMMITTEE ADMINISTRATIVE BUDGET REPORT

Executive Secretary, Scott Padon, stated that the current unexpended and unencumbered balance is \$720.83. A number of minor expenses are being processed by Administration related to per diems, refreshments, etc. The 4<sup>th</sup> quarter allotment is \$1,665.

#### REPORT OF THE CHAIR

A letter from State Senator Brooks McCabe was read in which he thanked Lee Dixon and the Committee for his copy of the Committee's Annual Report. He stated that the Committee does have a great program. He offered that if he could be of any assistance to feel free to call on him.

**REPORT OF THE EXECUTIVE SECRETARY**

Committee member expense accounts were not prepared ahead of time. Scott will see that they are completed and mailed to members.

Scott presented a faxed letter to the Committee from Mark Kessler to Nick Casey, in the Governor's Office, reflecting an interest in serving as the Community Rehabilitation Program (CRP) representative on the State Use Committee.

**REPORT OF THE WV ARF EXECUTIVE DIRECTOR**

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

1. CRP Site Reviews by the CNA
2. Interim Contract Assignment Policy
3. CRP State Use Resource Guide
4. Workers' Compensation
5. WVARF staff progress in transition projects from Job Squad to WVARF
6. Martinsburg project site visits by Glenn and Brenda Hellwig
7. WVARF Executive Director presentation before the Senate Committee on Labor

**CONTRACT COMPLAINTS**

Ken Kennedy reported there were two complaints relating to janitorial services since the last meeting. They were minor and no trend appears to be evident at this time regarding customer complaints.

**CONTRACT PRESENTATION – RENEWAL AND NEW**

**MOTION #3**

**Brenda Morford moved and Linda Maniak seconded that the one gallon bottle water product be added to WVARF04 statewide contract as presented, Motion passed.**

AGENCY	SITE	FMP PER YEAR	CRP
<b>RENEWALS</b>			
None			
<b>NEW</b>			
One Gallon Bottled Water	Statewide	\$0.87 per gallon	Developmental Center

**OLD BUSINESS**

WV ARF Accounts Receivable Report

Chris Miller reported sales going through WVARF were year-to-date \$5,986,813 and FY 2005 annualized \$9,733,958. There may be a small increase over last years sales as a result of additional contracts with imaging for IS & C and janitorial for Fairmont State.

It was stated that last months reported 21.79% over 60 aged receivables has been reduced this month to 3.59%. We are now in good shape compared to previous years.

Martinsburg Janitorial Contracts Assignment

Glenn presented an overview of progress on the Martinsburg janitorial projects reassignment from Job Squad, Inc. to another Community Rehabilitation Program (CRP). He explained a worksheet titled MARTINSBURG PROJECTS ASSIGNMENT WORKSHEET comparing the results of information provided by four CRPs interested in being assigned the Martinsburg janitorial contracts. The CRPs were not identified by name so that a decision could be made based solely on merit.

Based on the information presented, Glenn stated the CNA recommendation for assignment of the contracts was *CRP A, Developmental Center & Workshop, Inc.* Two CRPs appeared to be equal in capability and capacity. The basis for recommending the Developmental Center came down to its low volume in State Use Program sales.

**MOTION #4**

***After a brief discussion, Brenda Morford moved and Linda Maniak seconded that the eight (8) Martinsburg janitorial contracts be reassigned to the Developmental Center & Workshop, Inc.***

The Committee did request the names of those CRPs who requested to be considered for the assignment of the contracts. They were Developmental Center & Workshop, Inc.; Integrated Resources, Inc.; PACE Training and Evaluation Center, Inc.; and Preston County Sheltered Workshop, Inc.

WV ARF/CRP Annual Agreement

Glenn offered that WVARF will bring to the next meeting recommendations for changes in the *WVARF/CRP Annual Agreement* to the Committee. Regarding language in the agreement under insurance, Scott suggested "...equal to or exceeding the minimum established by BRIM".

Worker Wage Rate - Martinsburg

Concern was expressed that the worker wages may be a detriment to the potential success of the newly assigned CRP. Craig stated that he has presented paperwork to the Department of Highways central office justifying the

need to raise the rate for workers and supervisors at the Martinsburg Rest Areas \$1.00 per hour. He is awaiting approval for the rate increase.

**NEW BUSINESS**

No new business

**COMMENTS FROM THE PUBLIC**

No Comments

**ADJOURNMENT**

***MOTION #5***

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

**NEXT MEETING**

April 20, 2005

9:30 a.m. to 12:00 p.m.

F. Ray Power Building

Small Conference Room

WV Division of Rehabilitation Services

Institute, WV

**WVARF**  
**Executive Director Report**  
**Governor's Committee**  
**April 20, 16, 2005**

1. We have additional site reviews scheduled. We had to delay continuation of the site reviews due to WVARF having to take over the State Use contracts in Martinsburg.
2. The WVARF Board approved "Interim Contract Assignment Policy" was used in determining who to award the Martinsburg contracts to. It worked well.
3. Developmental Center has assumed the Martinsburg contracts effective April 1. WVARF managed the contracts for most of the month of March. The agreements only allow for a thirty day notice for CRPs to terminate contracts. This does not allow sufficient time to go through the process of choosing a new CRP. WVARF staff spent considerable time to assure a smooth transition.
4. Met with Dave Tincher on March 29 to discuss how WVARF might work together with Purchasing Division to identify new opportunities. The meeting went well with an open dialog.
5. Met with Tom Kittredge on March 31 to discuss implementation schedule for the e-management system being developed by Terradon. Developed a timeline for implementation.
6. Spoke about the State Use Program at the Buckhannon Rotary Club on April 5.
7. Met with Daniel Harnsberger on April 8 to work on submission of a grant to purchase computers and training for CRPs to participate in the e-management system being developed by Terradon.
8. Along with Chris Miller, met with Office of Administration Cabinet Secretary Rob Ferguson and Heather Connolly & John Poffenbarger on April 11 to discuss misconceptions about WVARF. More dialog will follow.
9. Meeting scheduled on April 22 to discuss water and delivery issues. Those expected to attend are: Developmental Center, Green Acres Regional Center, Nicholas County Sheltered Workshop and Prestera. We will be discussing how to improve our delivery system.
10. Ken Kennedy has been working with CRP directors on development of higher education marketing initiative.