

**Regular Meeting Minutes  
April 20, 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 9:33 a.m.

**ATTENDANCE**

*Committee:* Linda Maniak; 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**

Members reviewed the March 16, 2005 meeting minutes. There were no additions or corrections.

**MOTION #1**

**Everett Sullivan moved and Linda Maniak seconded that the March 16, 2005 minutes be approved as presented. Motion Passed.**

**COMMITTEE ADMINISTRATIVE BUDGET REPORT**

Executive Secretary, Scott Padon, stated that he did not have a copy of the most recent Administration's budget information from which to report. A number of minor expenses are being processed by Administration staff related to per diems, refreshments, etc.

**REPORT OF THE CHAIR**

No report.

**REPORT OF THE EXECUTIVE SECRETARY**

No report.

**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 Use
3. Awarding of Martinsburg janitorial contracts
4. Meeting with Director of Purchasing Division
5. WVARF Electronic Management System.  
It was recommended by Scott that the CNA should seek to have *wvarf.org* placed on the *Statewide Contract* page of the Purchasing Division's website.
6. Director's speaking engagement with Buckhannon Rotary Club
7. Grant to purchase computers for CRPs

8. Executive Director meeting with Office of Administration Secretary Rob Ferguson.
9. WVARF04 bottled water delivery issues
10. Higher Education marketing initiative

**CONTRACT COMPLAINTS**

Third Quarter Central Nonprofit Agency Complaint Summary

The following represents verbal, email, and/or formal Purchasing Division complaints received in the WVARF office for the 3<sup>rd</sup> Quarter FY2005:

| <i>Verbal/Email</i> | <i>Purchasing Division</i> |
|---------------------|----------------------------|
| Janitorial - 7      |                            |
| Bottled Water - 1   | <b>Bottled Water - 1</b>   |
| 20 oz. Water - 1    |                            |
| Stamp - 1           |                            |

Bottled Water Delivery

Scott presented a copy of the Purchasing Division's *Vendor Performance* form with log history completed by the WV State Tax Department about Green Acres which read under the Vendor Performance section, "Failure to deliver bottles of water on a routinely & timely basis. Four offices have run out of water within the last four months. Others & I have made numerous phone calls to Green Acres."

Glenn noted that during the past month WVARF had received that complaint and another from the Attorney General's Office regarding delivery of bottled water by Green Acres. Both agencies provided their complaints in writing to WVARF with log documentation supporting their efforts to work with Green Acres to correct the problems. Both agencies requested that Prestera become the deliverer of water instead of Green Acres.

Glenn stated that he did approve in both instances for the delivery assignment to be moved from Green Acres to Prestera upon Prestera's acceptance. Prestera agreed to pick up these sites but also indicated they were not in a position to expand or accept the transfer of additional delivery sites unless it could be assured it was going to be assigned all delivery routes in Kanawha County. Given this assurance, Prestera would consider the purchase of a box truck in order to pick up larger quantities of water from its source, Green Acres.

Glenn stated that he and Ken Kennedy visited with Green Acres last week to review these complaints and explore ways in which the WVARF04 bottled water contract can be more effective and efficient. It was determined that a meeting of those CRPs involved in the delivery of bottled water (Green Acres, Prestera, Developmental Center and Sheltered Workshop of Nicholas County) be held on April 22, 2005 at Institute.

The Committee suggested that Glenn meet with Prestera and Green Acres in order to see if the two CRPs could work out an agreement which would improve each organization's ability to effectively meet the need of all state agencies for bottled water in Kanawha, Putnam and Boone counties. Should Prestera and Green Acres not be able to work out an agreement by the next Committee meeting, the Committee agreed it was prepared to strongly recommend that Green Acres become the supplier for all bottled water products to other CRPs who will deliver and bill State Agencies with the exception that Green Acres would deliver water and bill only in Cabell, Wayne, and Mason counties:

**CONTRACT PRESENTATION – NEW AND RENEWAL**

**MOTION #2**

**Everette Sullivan moved and Linda Maniak seconded that the following new and renewal state agency service contracts be approved as presented. Motion passed.**

| AGENCY  | SITE                              | FMP PER YEAR | CRP                     |
|---|-----------------------------------|--------------|-------------------------|
| <b>NEW</b>                                    |                                   |              |                         |
| Public Shooting Range Maintenance             | Mountwood Park & Glenville        | \$1,749.61   | SW Resources            |
| DHHR - Garage                                 | Clarksburg                        | \$593.43     | Harrison County SW      |
| DHHR – Conference Room                        | Logan                             | \$2,557.20   | Integrated Resources    |
| <b>RENEWALS</b>                               |                                   |              |                         |
| WV State Rail Authority                       | Moorefield                        | \$5,570.19   | Developmental Center    |
| General Services Division<br>One Davis Square | Charleston                        | \$119,604.66 | Goodwill – Kanawha      |
| Parkways Authority – I-77 Welcome Center      | Princeton                         | \$127,847.04 | Mercer County Oppt.Ctr. |
| Parkways Authority                            | I-77 South Rest Area              | \$109,688.64 | Goodwill – Kanawha      |
| Parkways Authority                            | Administration Bldg. - Charleston | \$17,770.44  | Goodwill – Kanawha      |

**OLD BUSINESS**

**WV ARF Accounts Receivable Report**

Chris Miller presented an update report on sales revenue coming through WVARF showing year-to-date \$6,855,461 and FY 2005 annualized at 10.2 to 10.3 million dollars.

He reported the “Over 60 Days Aged Receivables” was 4.90% which is comparable on average to the last two years for this period. It was noted that WVARF is in pretty good shape right now.

**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”.

**NEW BUSINESS**

**Quarterly Update Report on 75% Ratio**

Craig presented the *2<sup>nd</sup> Quarter Ratio Update Report*. It was noted that in FY2004 three CRPs were below the 75% ratio standard. Two of the CRPs (Clay County Services Unlimited and Preston County Sheltered Workshop) continue to not meet the ratio standard. For the FY2005 2<sup>nd</sup> Quarter, there are five CRPs falling below the 75% ratio

(Clay County Services Unlimited, Preston County Sheltered Workshop, Goodwill Industries of Kanawha Valley, Randolph County Sheltered Workshop, and WATCH).

CRP Request to Develop a Product

Craig presented a letter from Bob McCoy dated October 3, 2003 to the Committee requesting that Randolph County Sheltered Workshop be approved by the Committee to develop the silk screening and embroidering, warehousing and distribution of casual uniform parts for State agencies. The Committee did not take action on the request at that time.

Craig indicated the CRP is asking the Committee to take action on that request. A summary was presented by Craig on the State's interest for uniform parts to be considered for inclusion in WVARF04. Examples of State agencies which could take advantage of this addition to WVARF04 are Environmental Protection, Forestry and Natural Resources. Environmental Protection has met with WVARF staff to explore having their uniform parts included in WVARF04.

MOTION #3

Brenda Morford moved and Everett Sullivan seconded that the Randolph County Sheltered Workshop, Inc. be approved to develop silk screening and embroidering production, warehousing and distribution of casual uniform parts for State agencies. Motion Passed

**COMMENTS FROM THE PUBLIC**

No Comments

**ADJOURNMENT**

MOTION #4

Everett Sullivan moved and Brenda Morford seconded to adjourn the meeting at 11:42 a.m. Motion Passed.

| APPROVED: May 18, 2005

(Clay County Services Unlimited, Preston County Sheltered Workshop, Goodwill Industries of Kanawha Valley, Randolph County Sheltered Workshop, and WATCH).

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**COMMENTS FROM THE PUBLIC**

No Comments

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