

**MEETING MINUTES**  
**January 31, 2008**

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

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m., January 31, 2008 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

**ATTENDANCE:**

Committee: Penney Hall (Chairperson); Pete Cuffaro; John Liller; Jan Smith; Lou Ann Summers for Brenda Morford; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Mike Turner; Mary Jones

Guest: John Posey, Prester Center.

The minutes from the previous meeting were presented for consideration.

**MOTION #1**

**Mr. Sullivan moved to approve the minutes as presented. Ms. Smith seconded. Motion passed.**

**COMMITTEE CHAIR REPORT:**

Ms. Hall reported the opening of the bids for CNA has been delayed and is currently scheduled for February 19, 2008.

She reported she was working with the Office of Technology to develop a website for the Committee. It will be connected to the Department of Administration's page. One phase of this is to get all the minutes from previous meetings scanned on to CD's. Precision Services is currently working on scanning all the minutes from 1989. The minutes will be archived on the website.

She said she is still working on establishing a standardization committee. Finally, she reported Mr. Cuffaro is resigning from the committee effective July 1, 2008.

**EXECUTIVE SECRETARY REPORT:**

\$2,190.28 – Annual Allocation  
483.07 - Total Expenses  
\$1,707.21 – Balance Remaining FY'08

## **EXECUTIVE DIRECTOR REPORT:**

Mr. McEndree reported he, Mike Turner, and Ashley Hackney attended the Tenth Annual SUPRA Conference in San Antonio. They learned about products other states are producing which West Virginia may be able to do as well. Mr. Turner said he is going to get with the Marketing and Planning Committees to discuss the possibilities.

Mr. McEndree said a Legislator has received a complaint from a vendor who lost a contract to the State Use Program. He said he is trying to get a meeting with him to discuss how contracts are awarded and explain the State Use Program. The complaint came from Delegate Jim Morgan on behalf of White Ways Cleaners in regards to laundry services at Mildred Bateman Hospital in Huntington. The vendor claims the hospital is paying more for this service than they had previously. Mr. McEndree said he does not know yet how much the hospital will be paying for this service under the State Use Program because it has only been operational for about two or three months. The first month was start-up which would be more because of the initial stocking costs. The second month there was a flood and hospital staff used towels to clean up the water which resulted in additional towels having to be delivered. Mr. Liller said he knows both Delegate Morgan and the owner of White Ways and would speak to them on a personal level about this issue.

Mr. McEndree said staff has had discussions with several agencies about possible new contracts. He said WVARF staff continues to gather data for costing of all janitorial contracts. Since the WVARF04 contract has been extended through March 2008, they are taking extra time to review for accuracy, provide the CRP's opportunity to review and seek input from the customer.

He reported they conducted their Legislative Breakfast on January 25. There were about 75 people in attendance, approximately 23 Delegates and 4 to 5 Senators.

He reported Kathy Holtsclaw from the Department of Highways reports they are scheduled to tear down the Burnsville rest area in July. However, the bids were much higher than what they had anticipated and they are putting the project back out to bid, so the closing date for the rest area is up in the air.

## **CONTRACT PRESENTATIONS:**

Mr. M. Turner presented two new contracts for consideration and three contracts with modifications.

Department of Environmental Protection in Teays Valley –janitorial services. Two CRP's expressed interested. The only basic difference between the two CRP's was CRP #2 has fewer State Use contracts.

### **MOTION #2**

**Ms. Smith moved to award the contract to CRP #2. Mr. Sullivan seconded. Motion passed.**

Prester Center will be the contractor for DEP in Teays Valley.

Department of Education in Beckley – janitorial services. Two CRP's expressed interested. CRP #2 is in the county and has fewer State Use contracts.

**MOTION #3**

**Ms. Smith moved to award the contract to CRP #2. Mr. Liller seconded. Motion passed**

The Lillian James Center will be the contractor for the Department of Education in Beckley.

Mr. Turner presented the following pricing information:

DEP in Teays Valley a 5 month FMP of \$4,822.32.

Department of Education in Beckley a 5 month FMP of \$6,047.64

Retirement Board in Kanawha City wanted additional disposable supplies for a 5 month FMP of \$39,029.76, a difference of \$2,129.28 from the original FMP.

Military Affairs & Public Safety in Big Chimney wanted their floor stripped and waxed for a 5 month FMP of \$1,698.36 a difference of \$127.80 from the original FMP.

Treasurers Office in Charleston wanted to remove some supplies and services from their contract for a new 5 month FMP of \$3,086.76, a difference of (\$728.52).

**MOTION #4**

**Mr. Sullivan moved to approve the prices for these contracts. Mr. Cuffaro seconded. Motion passed.**

**CONTRACT COMPLAINTS:**

Mr. Turner reported DHHR filed a complaint regarding the courier services contract held by Pretera. DHHR had expected the boxes of records to be picked up at the 55 local DHHR offices and transported to archives by the end of December and thus far only three counties have been picked up. Failure to pick up the boxes is creating a storage problem. WVARF met with DHHR officials on January 14, 2008. They agreed to a plan that would have all boxes removed from DHHR offices by the end of March '08. Pretera has indicated that they cannot complete the task and want to withdraw from this contract. Until the contract can be put out for the CRPs to bid on WVARF will coordinate the execution of the agreed upon plan.

The janitorial issue in the DHHR office in Kingwood, Preston County has been resolved. The problem revolved around time and appropriate attire. The office is allotted three hours daily and the workshop had been sending two or three people daily and paying mileage from the workshop. The solution was to allow the temp assigned to the office to work an additional three hours per day doing janitorial work, thus giving this individual 40 hours of work per week, avoiding payment of mileage and allowing DHHR to have someone they like and trust to do the janitorial work. The rate of pay is the same for both jobs.

Mr. Turner say Brenda Morford stopped by the Burnsville Rest Area and found it to be littered with paper and generally in an unacceptable condition. A follow-up call was made to Precision Services and it was learned that just prior to her stopping at the rest area a bus load of school children had stopped in the rest area and left it in a very untidy condition, which is not an uncommon problem in all rest areas.

He said the DEP in Kanawha City complained about quality of floor care. Jim Holley with General Services reported no issue as the floor was linseed oil and there is no way to get the gloss they want on the floor.

He reported Rehab Services in Morgantown complained about the price being high and that door was being left unlocked at night. After investigation by Rehab they found the price was not too high, in fact the WVARF

price was the lowest of the three quoted. The CRP has come up with a check list to ensure the door is locked every night.

**OLD BUSINESS:**

**CQI**

Mr. M. Turner distributed copies of the summary of findings of field reviews conducted between 2005 and 2008. There was discussion regarding the results of the reviews and possible areas for future training. Mr. Turner reported the next round of reviews would begin in mid-to-late spring.

Ms. Hall reported the FMP rules committee will meet in February.

**FINANCIAL REPORT:**

Mr. Miller reported billing through December amounted to \$5.7M. They are billing monthly around \$50,000. The aged receivables (over 60 days) through December 31 were \$460,367 or 21.94% of the total receivables. Mr. Miller reported since this report was generated the over 90 days or \$104,120 were paid. Committee members expressed concern over this especially if a new CNA is appointed they only have to have \$375,000 in reserve to pay the CRPs.

**NEW BUSINESS:**

No new business

**PUBLIC COMMENT:**

None

**MOTION #6**

**Mr. Sullivan moved to adjourn.**