

MEETING MINUTES

June 18, 2009

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

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. June 18, 2009 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); Everette Sullivan; Brenda Bates; Jan Lilly-Stewart; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt.

Guests: Bob Johnson, Sheltered Workshop of Nicholas County
Elizabeth Sampson, Clay County Services

Minutes from the May meeting were mailed to committee members.

MOTION #1

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

COMMITTEE CHAIR REPORT:

Ms. Hall reported the final rules for the Committee were filed with the Secretary of State's Office. They will take effect on July 1, 2009.

Ms. Hall reported she and Mr. Raber were not able to meet with the board of Green Acres. The board cancelled its meeting scheduled for June 18. A letter from Green Acres was given to members which indicated they were applying for a grant from the Bernard McDonough Foundation. Ms. Bates reported Green Acres was not represented at a DRS meeting regarding the ARRA (stimulus) grants they will be rewarding to CRPs. Mr. Johnson said he is preparing a proposal for Green Acres consideration.

Ms. Hall said Green Acres is facing another deadline with the committee. They have to provide backup information on the costing of water. The deadline to submit this information is June 26. If the information is not provided water may be removed from the statewide contract.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported.

\$1,133.88 – Annual Allocation
5,000.00 – Supplemental Fund Transfer
232.56 – Total Expenses Paid
\$5,901.32 – Balance Remaining FY09

EXECUTIVE DIRECTOR REPORT:

Mr. Raber reported WVARF staff has continued to focus on the preparation of contracts. He reported the desk reviews have been completed. Eastwood is the only one which has not submitted all of their paperwork.

CONTRACT PRESENTATIONS:

Ms. Holt presented four contracts which were the result of the closure of the Fairmont Office Building:

DHHR Regional Office, 2,401 square feet. The monthly FMP from April 13 to June 30, 2009 is \$531.44.

DHHR Child Support, 2,171 square feet. The monthly FMP from April 13 to June 30, 2009 is \$451.13.

DHHR Call Center, 2,256 square feet. The monthly FMP from April 13 to June 30, 2009 is \$496.29.

Temporary space in the Middletown Mall, trash removal, sweeping and mopping for DHHR Children and Families. The monthly cost was \$158.82.

New contracts will be prepared for these locations starting on July 1, 2009.

MOTION #2

Mr. Sullivan moved to approve the contracts as presented by Ms. Holt. Ms. Lilly-Stewart seconded. Motion passed.

Ms. Holt presented a contract for Building 74 in South Charleston which houses the Division of Natural Resources. DNR moved from Building 3 on the Capitol Complex. The building is 2,256 square feet. The FMP for May 8 to June 30, 2009 is \$35,794.

A new contract will be prepared starting on July 1, 2009.

MOTION #3

Mr. Sullivan moved to approve the Building 74 contract. Ms. Bates seconded. Motion passed.

CONTRACT COMPLAINTS:

Mr. Raber reported there was a complaint at the Welcome Center on I-81. A gentleman using a guide dog was told by the attendant he could not bring his dog inside. The superintendent was there and quickly solved the problem. The CRP is going to send the gentleman an apology letter and do training with their employees.

There was also a complaint from the DOH in Buckhannon that their janitor had not shown up for work for three days. Mr. Raber contacted the Buckhannon Upshur Work Adjustment Center about the issue. Lee Dixon, the Executive Director of the Center, said he could not get anyone to fill in. Ms. Hall said this type of thing happened in the past and Mr. Dixon had provided a plan on how to ensure work was done in this type of case. Mr. Raber is contacting him about this matter.

Ms. Hall reported there was an incident at the Capitol involving two janitors. At least one of them was fired.

FINANCIAL REPORT:

Mr. Miller reported he had submitted a claim with the WV Court of Claims against the Human Rights Commission for nonpayment of an invoice.

Mr. Miller reported the over 60 day accounts receivables were \$68,705 or 6.27% of total accounts receivable.

OLD BUSINESS:

Ms. Holt reported they had received the third quarter reports from all the CRPs except for Green Acres. Ms. Hall is to send them a letter.

NEW BUSINESS:

Ms. Hall said the goal is to have all the contracts ready for approval prior to the July 16 meeting.

MOTION #4

Mr. Sullivan to adjourn.