

MEETING MINUTES

August 20, 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. August 20, 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 Smith, Phillip Mason; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt

Guests: Elizabeth Sampson, Clay County Services Unlimited and President of WVARF
Sherrie Briggs, of Wheeling and Secretary, Treasurer of WVARF.

MOTION #1

Mr. Sullivan moved the July minutes be approved, if there were no corrections. Ms. Smith seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported Ann Lambright, Director of Consolidated Public Retirement Board was complimentary of WVARF's response to her and her staff regarding concerns with their contract. She said they had been considering hiring their own janitor because of continued frustration with WVARF. However, now they are please with the service they are receiving both from WVARF and from the CRP.

Ms. Hall reported she was scheduled to meet with the Green Acres board, but the chairman was in the hospital so the board meeting was cancelled. They plan to reschedule the meeting in September. She said ResCare who is the behavioral health provider at Green Acres is doing an analysis of the water plant. They may be willing to put some funds into the program. Mr. Mason offered to attend the board meeting with Ms. Hall and Mr. Raber.

Ms. Hall reported the Purchasing Division is getting ready to start this fall with an e-procurement process. It is web based bid and response system. She said she thought this would be a good thing for the State Use program because the system will automatically show what commodities and services are on the statewide contract.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported

\$5,055.00 – Annual Allocation
368.08 – Total Expenses
\$4,686.92 – Balance Remaining FY09

EXECUTIVE DIRECTOR'S REPORT:

Mr. Raber reported the janitorial contracts have been completed and approved by the Purchasing Division. There have been a few minor complaints but WVARF has been working through those with the state agencies and with the CRPs. He reported they are still working with Purchasing on the Commodities contract.

He said he has asked Cheri Hefflin to attend the next meeting of the Governor's Committee to review the strategic plan for the State Use Program.

He reported he attended a meeting at the Capitol on August 10 of the Employee Suggestion Award Committee. The LPN Board is stating they can do their own mailings in-house cheaper than purchasing the service through the State Use program. The request was tabled until the September meeting. A suggestion was also made to have DOH start purchasing water from Wal-Mart or another source instead of off the State Use Program. Senator Deem from Wood County supported this suggestion but the suggestion had already been denied by DOH and the rest of the Committee was in agreement with DOH. He said tried to explain to the Committee and Senator Deem about the program and that pricing includes pickup and delivery, as well as employing persons with disabilities. He said he also talked Delegate Duke from Berkeley County, and Delegate Shaver from Preston County

He reported he had received a letter from Brenda Hellwig at Job Squad discussing the possibilities of including health and welfare benefits as part of the State Use Program. Ms. Hellwig asked a company that she deals with to design a very basic plan and tell her what it would cost per employee per hour. The cost that they provided her was \$1.39/hour, which is more than \$2.00 less than what the Federal Government is required to pay per hour per employee. Using the hours worked for 2008, he calculated that at \$1.39 an hour, it would cost the state approximately \$1.18M to provide these benefits. There was discussion around this issue including, full-time vs. part-time employees, and the M-WIN program through Medicaid.

CONTRACT PRESENTATIONS:

Ms. Holt presented a janitorial contract for DHHR Region 1 Children and Families at Middletown Mall in Fairmont. The total square feet is 18,490. The annual fair market price is \$32,331.72.

MOTION #2

Mr. Sullivan moved to approve this contract. Ms. Bates seconded. Motion passed.

Contract Complaints:

Ms. Holt reported there was a complaint regarding the rest area on I-77 North. The lady stated there was no toilet paper or soap in the women's restroom. Because people were using paper

towels rather than toilet paper to toilets were overflowing. She said she went to look for a worker and found a young woman and man sitting up sleeping. She informed them of the situation and the worker said she had been busy and didn't have time to put the items in there. The situation has been addressed by Kelly Conrad, SW Resources. Immediate action will be taken on those employees.

Mr. Raber said he received a complaint forwarded to him from the Governor's Office regarding the I-68 Welcome Center in Hazleton, WV. The individual commented that a woman driving a lawn tractor mowing grass, driving fast, smoking and wasn't dressed with proper attire. There was a misunderstanding that this was a state employee. He has addressed this issue with the CRP. He also sent a letter to the person making the complaint explaining this was not a state employee; however they are expected to conduct themselves in a courteous and professional manner. He copied the letter to the Governor's Office and the Division of Tourism.

There was discussion regarding the stocking of vending machines at the rest areas in the state.

FINANCIAL REPORT:

Mr. Miller reported the total sales for FY 09 is at \$12 million. The over 60 day's accounts receivables was \$52,829 or 4.74% of the total accounts receivables.

OLD BUSINESS:

None to report

NEW BUSINESS:

The committee reviewed the ratio reports for the last quarter. Every CRP is meeting the 75% ratio except for Pace Tec. They need to submit a plan of correction. Also, Eastridge Health did not submit a report.

MOTION #3

Mr. Sullivan moved to adjourn.