

MEETING MINUTES

September 17, 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. September 17, 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; Phillip Mason; Executive Secretary; Ron Price; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt

Guest: Cheri Heflin, Nickie Williams, LuAnn Summers

MOTION #1

Mr. Sullivan moved to approve the minutes from the August meeting. Mr. Mason seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall introduced Cheri Heflin to present the strategic plan developed for the State Use Program. Ms. Heflin explained the process used in the development of the plan. They conducted two focus groups with CRP's, a stakeholders meeting, and surveys of CRP's and customers. The response from the customer survey was very good, however the response from the CRP's was poor which made it difficult to address some needed issues.

Ms. Haflin said, based on the comments received and on the surveys, the focus of the State Use Program needs to be on:

- Training of WVARF staff, CRP staff and employees of the program,
- Updating website,
- Marketing of the program, and
- WVARF staffing since there are currently a number of critical unfulfilled positions.

She expressed concern the WVARF budget allocates very little money toward training and marketing since these are two critical areas in the future success of the program.

Another area of discussion was the need for a quality assurance program in which the CRP's are held accountable and responsible for their performance. Ms. Bates said DRS is in the process of developing CRP standards by which all CRP's will have to abide in order to be certified as a DRS provider. This could impact the State Use Program because one of its criteria is that the CRP has to be certified by DRS in order to participate in the program. There was also a discussion of the importance of being able to identify potential people with disabilities who may be eligible and interested in participating in the program. The Committee agrees this is a critical component of the program, and discussed possible ways to obtain this information.

Ms. Hall asked if a copy of the strategic plan and the CRP standards could be sent to the members prior to the October meeting. Both Mr. Raber and Ms. Bates said yes they could be. At the October meeting the committee will discuss any recommendations or issues it may need to address with these two documents.

Ms. Hall reported she had spoken with Josh Caldwell with ResCare concerning bottled water at Green Acres. He said they had done an analysis of the bottled water plant and found the same types of problems the committee found. He said ResCare is ready to invest a significant amount of funding into the program, if the Green Acres board is acceptable of their terms.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$4,686.92 – Annual Allocation
6.13 – Total Expenses
\$4,680.79 – Balance Remaining FY09

EXECUTIVE DIRECTOR'S REPORT:

Mr. Raber said the WVARF Awards Banquet is October 8th, 2009. The guest speaker will be Robert Chamberland from NISH.

He said he will be attending the Purchasing Conference with Ms. Hall at the end of September. They will be conducting a presentation of the State Use Program.

He reported all the issues have been resolved on the janitorial contract. He said while meeting with DOH regarding their contracts he was given a booklet listing all their districts and locations. Currently, WVARF is only servicing a small percentage of these locations. He said one of WVARF's first activities will be to try to get into those areas

He shared a letter from a State Use employee thanking WVARF for the pay raise for the janitorial staff who has worked at one of the rest areas for five years without a raise.

CONTRACT PRESENTATIONS:

Ms. Holt presented a new contract with DOH, Lewisburg. It was awarded to Gateway Industries since they have a history with them. The building is 862 square ft. to be cleaned one day a week. The monthly fair market price is \$139.30, \$1,313.00 for October 1, 2009 to June 30, 2010.

MOTION #2

Mr. Sullivan moved to approve the annual Fair Market Price of \$1,313.00. Ms. Bates seconded. Motion passed.

CONTRACT COMPLAINTS:

Mr. Raber reported there were no complaints during the past month.

FINANCIAL REPORT:

Mr. Miller reported the total sales for FY '09 is at \$12 million. The over 60 day's accounts receivables was \$59,484 or 4.19% of the total accounts receivables.

The Committee discussed a \$9,821.15 charge in the 865 SUC line item, contract-related travel, because it accounted for 98.21% of the annual budgeted amount. Mr. Miller reported this was the cost for a meeting at Stonewall Resort. While the Committee understood WVARF had an obligation to Stonewall for a meeting that was to be conducted there for a stakeholders meeting that meeting never occurred. WVARF's board met there and all of their expenses were covered including lodging and meals. The Committee said part of the funds could be allocated to the State Use program but not all of them.

MOTION #3

Mr. Mason made a motion that we send a letter to the President of WVARF asking for a delineation of line item costs for this event. Mr. Sullivan seconded. Motion passed.

OLD BUSINESS:

None

NEW BUSINESS:

Ms. Hall and Mr. Raber informed committee members of a possible problem with the laundry services contract with the seven (7) State Hospitals. White Way Laundry in Huntington has been successful in lobbying their delegate into questioning why the contract was not put out for bid. Ms. Hall stated that in her opinion the Committee did everything they were obligated to do to ensure that a fair market price was established for this service.

However, there is a possibility that the Mildred Bateman Hospital laundry will be bid out. Ms. Hall distributed two letters to the Committee which were a result of a meeting conducted in Senator Bowman's office earlier in the week. She said her biggest worry about this is the precedent this may set for the program.

MOTION #4

Mr. Mason moved that the Committee direct Ms. Hall to respond to the issues to Secretary Ferguson with full endorsement of the Committee. Mr. Sullivan seconded. Motion passed.

MOTION #5

Mr. Sullivan moved to adjourn.