

MEETING MINUTES

November 19, 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. November 19, 2009 at the Governor's Press Conference Room, located at the West Virginia State Capitol, Charleston, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Everette Sullivan; Jan Smith, Phil Mason; LuAnn Summers; Jan Lilly-Stewart; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt

Guest: Doug Auten with Division of Rehabilitation Services

Note: No meeting was held during the month of October, 2009.

MOTION #1

Mr. Mason moved to approve the previous minutes as presented. Seconded by Ms. Smith. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported she had received an up-date from Emma Sue Smith with Green Acres regarding bottled water. Vandals broke into the water plant and damaged a major piece of equipment. However, they only lost one production day. According to Ms. E. Smith they are maintaining an adequate level of production materials and water. They have applied for a grant to increase their storage area and will be submitting a grant to DRS for additional assistance. They have begun to aggressively secure payment of past due accounts. This has resulted in an increase in revenue which allows them to run at least two shifts on the weekends if needed.

Ms. Hall reported she had received an answer from WVARF President Elizabeth Sampson regarding the \$9,800 expenditure from line item SUC 865 for a WVARF board meeting at Stonewall Resort. Basically, she stated that if WVARF had not conducted a meeting there they would have had to pay \$9,100 because the CNA Committee cancelled a strategic planning retreat there twice on short notice. She did not provide the delineation of the bill that was requested nor was there an explanation of the \$700 difference, which is what the committee was most concerned about. Ms. Hall said she thought the Committee should just drop the issue and proceed with business.

EXECUTIVE SECRETARY REPORT:

Mr. Price provided the following written report:

\$4,680.79 – Annual Allocation
476.00 – Total Expenses
\$4,204.79 – Balance Remaining FY09

EXECUTIVE DIRECTOR'S REPORT:

Mr. Raber reported a woman had slipped and fell at the Burnsville Rest Area. She said an excessive amount of water was on the floor. The rest area attendant reported he had mopped the floor after the woman entered the restroom and had placed a wet floor sign in the lobby. The CRP director said they would be placing more than one wet floor sign in the area and they would try to mop the lobby when there is a low volume of traffic. The CRP director contacted the woman to apologize for the accident and to ask her how she was. She said she was sore but was otherwise fine. She just wanted to ensure everyone was aware of the problem before someone else was injured.

Mr. Raber reported he has been meeting with the DOH in Elkins and the Randolph County Workshop because of some quality issues with the janitorial services. He said things have improved since he has been meeting with both parties.

He reported he had met with David Tincher, Purchasing Director regarding the commodities contract. He said Mr. Tincher had been very helpful to him in this matter. They are going to schedule another meeting which will include Joann Adkins and Ron Price. Mr. Raber is to gather some information for Mr. Tincher prior to the next meeting.

He reported the CNA Committee had met and has another meeting scheduled for December when they will elect a chairperson. Ms. Smith said it would be good if someone from the Governor's Committee could attend their meetings and vice versa, this would get the communications line open between the two committees. Mr. Raber said he would talk to Ms. Sampson about this.

CONTRACT PRESENTATIONS:

Ms. Holt reported East Ridge Mental Health had turned in all their paperwork and their desk review has been completed. They are now in compliance with all of the qualifications to participation in the program.

DMV has moved all of their Charleston offices to the Kanawha City Mall. The total square footage is 65,391. The recommended Annual FMP is \$74,608.60 for November 2009 to June 2010.

Board of Architects in Huntington The total square footage is 762. The recommended Annual FMP is \$386.79.

DNR in Parkersburg. Total square feet is 5,327. The recommended Annual FMP is \$4,134.00 from November 2009 to June 2010.

DNR - French Creek Game Reserve. Total square feet is 6,100. The recommended Annual FMP is \$14,628.35 for August 2009 – June 2010.

Department of Corrections in Martinsburg. Total Square feet is 1,360. The recommended Annual FMP is \$1,588.56.

DHHR Region 3 in Parsons. Total square feet is 4,400. The recommended Annual FMP is \$2,286.91 for November 2009 to June 2010.

Miners Health & Safety in Welch. Total square feet: 2,990. The recommended Annual FMP is \$2,110.22 for December 2009 to June 2010.

DOH, rest area – 1-79 North & South at Burnsville. This is the rest area which was recently reopened after a year and a half. The recommended Annual FMP is \$173,496.33 from December 2009 to June 2010. This contract includes at least one person on the premises of both north and south bound 24 hours a day, 7 days a week. It also includes lawn care. There is a total of 10.91 acres of land to maintain.

WV State Surplus in Dunbar. Grounds contract: The recommended Annual FMP \$2,507.04 from August 1009 to November 2009. The Committee expressed concerns on how this contract was developed. Mr. Raber agreed it needs to be recalculated.

MOTION #2

Ms. Smith moved to approve the recommended fair market prices on all contracts with the exception of Surplus Property. Mr. Mason seconded. Motion passed.

Ms. Hall told the committee that DOA Cabinet Secretary, Robert Ferguson, and David Oliverio, director of General Services, want to contract with WVARF for grounds keeping at the Capitol Complex and janitorial services in Building 1 on the complex. There will be about eight people hired for grounds and another three to four for janitorial.

CONTRACT COMPLAINTS:

There were none except for what was reported in the Executive Director's report.

FINANCIAL REPORT:

Mr. Miller reported the State Use Program is averaging about \$1 million revenue each month. The over 60 days accounts receivables were \$343,639 or 18.39% of total receivables.

Ms. Hall asked if the CNA Committee had made any decisions regarding SUC 896, the Terridon software. Mr. Miller said they had not to his knowledge.

Ms. Hall asked if the audit was completed. Mr. Miller said it was and he would share it with the Committee at the December meeting.

OLD BUSINESS:

State Use Strategic Plan.

Ms. Hall said as she reviewed the plan there were two things which stood out to her. First, there needs to be a written complaint process so agency purchasers will know the process. Ms. Smith said she thought this had already been done. Ms. Holt said she would try to find it and would forward it to Ms. Hall. Ms. Hall said the process needs to be on the committee's website and WVARF's.

Second, quality assurance was a huge issue. She recommended a Quality Assurance Committee be formed which would include two members from the Governor's Committee, two members from the CNA Committee, a WVARF staff person and three members representing CRP's to begin working on this issue. The Committee agreed this was needed. Ms. Smith and Ms. Lilly-Stewart volunteered to serve.

Mr. Mason said the Committee may want to look at any past plans to see if there were some good ideas which didn't get pursued or looked into. He also said the Committee needs to look at how to identify the number of people with disabilities who could benefit from this program, where they are etc.

Mr. Mason said the Committee needs to review the code to see what changes might be needed. He volunteered to assist with this.

Laundry Services:

Ms. Hall shared letters with the Committee from Pete Cuffaro and Elizabeth Sampson regarding the laundry contract being placed out to bid.

Mr. Raber stated WVARF had filed a protest when the bid was first published regarding the specifications. The specifications were changed and a mandatory pre-bid meeting was conducted. WVARF's attorney, Ned Rose, filed a second protest which has not yet been addressed.

Mr. Raber said his question is who will get the contract if the private company's bid is a couple of thousand dollars less than WVARF's. Would it be the lower bidder? He said no one can answer this question.

After considerable discussion about the committee's concerns, the committee agreed the Governor needs to be informed about the situation.

MOTION #3

Mr. Sullivan moved to write a letter to the Governor asking for a meeting so the committee can discuss this issue with him. In addition, the committee will make a formal protest to the Purchasing Division. Mr. Mason seconded. Motion passed.

NEW BUSINESS:

Annual Report:

MOTION #4

Mr. Sullivan moved to submit the Annual Report as presented. Ms. Lilly-Stewart seconded. Motion passed.

Ms. Holt presented the first quarter State Use Activity Report. The only CRP which fell below the 75% ratio was Goodwill of KYOWVA. They have been notified they need to submit a plan of correction.

MOTION #5

Mr. Sullivan moved to accept the report. Ms. Summers seconded. Motion passed.

2010 Meetings:

After discussion the committee agreed to meet on the third Friday of each month in 2010.

Ms. Hall announced WVARF had presented Mr. Sullivan with the Mountaineer Award of his many years of service on this committee. She said they also presented her a Special Recognition Award. Mr. Sullivan expressed his thanks to everyone in regards to this.

MOTION #6

Mr. Sullivan moved to adjourn.