

# MEETING MINUTES

December 10, 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. December 10, 2009 at the Division of Rehabilitation Services in Institute, WV.

### ATTENDANCE:

Committee: Penney Hall (Chairperson); Everette Sullivan; Jan Smith, Phil Mason; Brenda Bates; Ron Price, Executive Secretary

WVARF Staff: Greg Raber, Chris Miller, Pam Holt, Sherrie Briggs

Guest: Joyce Birley, Goodwill Industries of Kanawha Valley

### MOTION #1

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

### COMMITTEE CHAIR REPORT:

Ms. Hall reported she had spoken to Larry Puccio, the Chief of Staff, earlier in the week and nothing had been resolved on the laundry contract since the Committee met with him on Wednesday, November 25. She also reported she had received a response back from the Purchasing Division regarding the Committee's protest on the laundry contract being placed out for bid. She said they denied the request for a hearing on this matter.

Mr. Sullivan asked it be reflected in the minutes the letter that Pete Cuffario sent to Governor Manchin and others on this issue was very good and was appreciated.

There was some discussion around the issue of the laundry services bid. Mr. Raber said WVARF is still looking at alternatives if WVARF does not win the bid.

### EXCUTIVE SECRETARY REPORT:

Mr. Price reported they had been no changes since last month.

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

## **EXECUTIVE DIRECTOR'S REPORT:**

Mr. Raber introduced Sherrie Briggs as the new Northern Contract Manager for WVARF. Sherrie was employed by one of the CRP's prior to accepting this position.

Mr. Raber reported the CNA Committee met in late November and will meet on January 13. Michael Martin, Mayor of Mount Hope has agreed to serve on the Committee. There are still two vacancies and Ms. Sampson, president of WVARF, is trying to get those filled prior to the meeting. Ms. Smith asked if the Committee could have a list of the membership of the CNA Committee. Mr. Raber said he would share it.

Mr. Raber reported he had met with David Tincher, Ron Price, JoAnn Adkins and three other individuals from the Purchasing Division regarding the Commodities contract. They have agreed to work on this contract item-by-item. Mr. Tincher prepared a spreadsheet he would like to have used in the preparation of the contract. The first item they are going to address are the wiping cloths. Mr. Tincher also asked for WVARF to review their records and see how often the items are ordered from the current contract. If there has been little or no ordering of an item over the last 12 months the Committee may want to consider removing it from the contract. Mr. Raber said this may be one of the things the Quality Assurance Committee looks at to help in the determination process.

Mr. Raber thanked the members who were able to attend the meeting with the Chief of Staff regarding the laundry contract.

He reported there had been a complaint regarding the Mineral Wells rest area regarding an offensive odor and lack of toilet paper. The CRP responsible for this rest area was notified and they have corrected the problems they can, however the odor is coming from the sewer and they have contacted the Department of Highways about the situation.

## **CONTRACT PRESENTATIONS:**

Ms. Holt presented the following contracts for consideration:

Air National Guard in Charleston. Total square footage is 45,589. The recommended annual FMP is \$66,886.92.

WV Surplus Property in Dunbar lawn care. The recommended per visit price is \$137.88 from April to November 2009.

Capitol Complex grounds keeping with General Services. There will be six people plus a lead worker on this contract. So far, they have hired primarily disabled veterans. The recommended annual FMP is \$182,861.52 which includes overtime for evening and weekend shifts.

### **MOTION #2**

**Mr. Sullivan moved to approve the recommended fair market prices on these contracts.**

**Ms. Smith seconded. Motion passed.**

Ms. Hall presented a request from the Lillian James Learning Center to provide janitorial services for Fayette, Raleigh and Summers counties.

### **MOTION #3**

**Ms. Smith moved to approve this request. Mr. Sullivan seconded. Motion passed.**

### **CONTRACT COMPLAINTS:**

Cornerstone Building, there were no MSDS manuals and the staff were using Clorox disinfecting rags to clean the fixtures in the restroom. Goodwill Kanawha addressed these problems by meeting with staff and emphasizing they were to use only those cleaning supplies provided by Goodwill. There were MSDS manuals in the main janitorial closet, now there are signs in all the closets indicating where the MSDS manuals are located. All chemicals not having MSDS sheets were removed or their sheets were added to the manuals. General Services has been asked to supply the MSDS sheet for hand soap.

Green Brook Building, there were a number of complaints involving this building: Janitor closets needing cleaned out; MSDS manuals not in place; wet floor signs left out; equipment and supplies scattered throughout the building; deo blocks placed over drains; stuff stored under sinks in rest rooms; and stairwells needed added to scope of work. Goodwill Kanawha has addressed the issues. The closets were cleaned out, Green Brook is a new state owned building, and the stuff in the closets was left by the old owner. There were MSDS manuals with the chemicals but General Services did not know where they were kept. Staff has been instructed not to leave wet floor signs out. They are being placed in or near the janitorial sinks. No Goodwill equipment was scattered throughout the building or under the sinks in the rest rooms, this stuff belonged to the employees and has been removed. Deo blocks were placed over the drains at the customer request because of the plumbing in the building. WVARF and General Services are working to develop new scope of work for this building since the stairwells had been part of the previous owner's responsibility.

Building 74, another newly purchased building by the State. The complaints were: janitors were using Clorox rags to clean the stainless steel in the building and were leaving the restrooms shut down during breaks. Goodwill Kanawha has addressed this issue by informing the staff not to use the Clorox rags being supplied by state employees. They were also told to finish cleaning restrooms prior to taking a break or going to lunch. The building occupants were very pleased with the condition of the building.

### **FINANCIAL REPORT:**

Mr. Miller reported the State Use Program is averaging about \$1 million revenue each month. The over 60 day's accounts receivables were \$272,064 or 16.59% of total receivables. There was a lot of discussion regarding these overdue payments. It appears there are a number of factors involved in this including the federal budget not being passed and agencies working on continued resolutions, and the lateness of some of the contracts getting approved. WVARF did have to borrow against their line of credit in October to meet their 60 day guaranteed payments to CRPs. This \$200,000 loan was paid off at the end of November.

Mr. Miller informed the Committee that the financial audit did not find any problems.

### **OLD BUSINESS:**

State Use Strategic Plan:

Ms. Holt had provided a copy of a complaint process which had been developed. Ms. Hall did not think it had actually ever been approved by the Committee. Ms. Hall suggested the Committee table discussion of this issue until the next meeting.

Ms. Holt said she did not have a plan of correction from Goodwill of KYOWVA for their falling below the 75% ratio in the first quarter.

**NEW BUSINESS:**

Following are the meeting dates for 2010 all meetings will start at 9 a.m. in the Small Conference room at Rehabilitation Services except as noted:

January 15 at the Capitol complex at 10 a.m.

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 17

**Public Comment:**

There was no public comment.

**MOTION #4**

**Mr. Sullivan moved to adjourn.**