

# MEETING MINUTES

March 19, 2010

## 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. March 19, 2010 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; LuAnn Summers; Jan Smith, Phillip Mason, Jan Lilly-Stewart; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Sherry Briggs, Leona Hoffmann

### MOTION #1

**Ms. Smith moved to accept the minutes as presented. Mr. Sullivan seconded. Motion passed.**

### COMMITTEE CHAIR REPORT:

Ms. Hall reported the new Committee website is almost completed. There will be a place for people to complaints which will go automatically to Mr. Raber the first time it is made and to Ms. Hall subsequent times. Mr. Mason suggested also having a place where compliments can be made.

### EXCUTIVE SECRETARY REPORT:

Ms. Hall presented the report since Mr. Price was absent:

\$3,637.53 – Annual Allocation  
    36.56 – Total Expenses  
\$3,600.97 – Balance Remaining FY10

### EXECUTIVE DIRECTOR'S REPORT:

Mr. Raber reported Ms. Hoffmann has been hired as the southern contract manager for WVARF. He said the Parkways Authority has notified WVARF they were not be renewing the contract on the Beckley building due to fiscal reasons. He said they stated the decision has nothing to do with the services; it is a financial cut they are making.

He reported WVARF had monitored SB 478 which outlined the duties of the Purchasing Director. However, the words "and services" was stricken throughout the affected section of the Code. While services were defined as part of the definition of commodities there was concern

that this might provide a loophole to which could allow state entities to not purchase through the State Use Program.

Mr. Raber reported that \$400,000 was cut from the workshop lien item in the DRS budget. There was a good deal of discussion regarding this issue by committee members.

## **CONTRACT PRESENTATIONS:**

Ms. Briggs presented two contracts for Tourism in Morgantown. The first contract was from July 2009 to March 19, 2010 for two days a week. The recommended fair market price (FMP) was \$1,560.00. The second contract was for the same location from May 2008 to June 30, 2009, it was discovered that while the work was done in this location no contract had ever been submitted. This was also a two day a week contract with a recommended FMP of \$2,116.80.

### **MOTION #2**

**Mr. Sullivan moved to approve the recommended FMP for these two contracts. Mr. Mason seconded. Motion passed.**

Ms. Hoffmann presented a contract with the Division of General Services at the main Capitol during the legislative session. The contract started with three workers and then went to one worker. The recommended FMP was \$9,582.20 for a contract period of January 31 to March 31, 2010.

### **MOTION #3**

**Ms. Smith moved to approve the recommended FMP for this contract. Mr. Sullivan seconded. Motion passed.**

Ms. Hall reported she and MR. Raber had met with David Accord, Executive Director Goodwill Industries of Kanawha Valley to discuss the contracts they have with the state. The meeting was a result of a meeting with David Oliverio and Sue Chapman from General Services. Ms. Hall said she thought the meeting went well and Mr. Accord promised to look into the issues which arose. Ms. Hall reported they also passed along the compliments General services had regarding the grounds maintenance crew.

## **CONTRACT COMPLAINTS:**

Mr. Raber reported he had received a complaint from JoAnn Adkins with Purchasing regarding a complaint she had received from the Department of Education regarding bottled water. He said he is researching the issue, but Nicholas County, which delivers the water, had not received any complaints.

Ms. Hoffmann reported the Department of Highways Dry Branch office had filed a complaint that the floors were left extremely wet after mopping, employees were leaving before all work was completed and the floors were not being buffed. WVARF has asked for a written plan-of-correction from Goodwill Industries of Kanawha. Ms. Hoffman will report on this next month.

## **FINANCIAL REPORT:**

Mr. Miller reported the over 60 days account receivables as February 28 were \$7,253 or 0.50% of total receivables.

## **OLD BUSINESS:**

Goodwill in Huntington never presented a plan-of-correction for not meeting the 75% ratio. WVARF staff needs to check on this.

## **NEW BUSINESS:**

Mr. Mason said he had been told there was a problem with getting some contracts approved by the Purchasing Division. Mr. Raber said he believed what Mr. Mason was referring to was the commodities contract. He said he had met with JoAnn Adkins, Ron Price and David Tincher with the Purchasing Division about this issue and what they are trying to determine is whether or not the costs submitted by WVARF is the FMP. He said WVARF has provided them with a lot of information but they have not heard back from them in more than a month and a half. Ms. Summers asked if there needs to be a meeting between the committee and Mr. Tincher to inquire about the status and what needs to be done to get this contract approved.

### **MOTION #4**

**Mr. Mason moved that Mr. Tincher be asked to meet with the Committee either at the April 16<sup>th</sup> committee meeting or before that date if necessary. Mr. Sullivan seconded. Motion passed.**

### **MOTION #5**

**Mr. Sullivan moved to adjourn.**