

MEETING MINUTES

May 21, 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. May 21, 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; Brenda Bates; Jan Smith; Phillip Mason; Carol Jarrett, Recording Secretary.

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

Guest: Elizabeth Sampson, Bob Johnson, Marsha Allman, Thad Wilson

MOTION #1

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

CHAIRMAN REPORT:

Ms. Hall told the Committee Ron Price, the Committee's Executive Secretary, had retired. She will send him a letter thanking him for his services on this Committee.

EXCUTIVE SECRETARY REPORT:

Ms. Jarrett presented the report.

\$ 352.56 – Total Expenses paid since last meeting

\$3,248.41 – Balance Remaining FY10

CONTRACT COMPLAINTS:

Ms. Briggs reported that East Ridge Health Systems in Morgan County had requested they be released from the janitorial contract at the DHHR office in Morgan County. The Developmental Center & Workshop in Keyser agreed to take over the contract for the remainder of this year as well as to take on the contract for next year. At this point DHHR is very happy with their work. Ms. Hall asked a follow-up call or visit be made to them prior to next month's meeting.

Ms. Huffman said Goodwill Industries of Kanawha is having still having problems finding workers for the DOH at Dry Branch due to transportation issues. She reported DOH is happy with the floors being mopped and dried; however, there were still some problem areas such as supplies not getting delivered to the site. Ms. Hall asked there be a follow-up call or visit be made to them prior to next month's meeting.

Ms. Hoffman reported the DD Council had complained about a worker not showing up. Joyce Birley at Goodwill was informed of the situation and has agreed to do an extra day of work one week to make up for not showing up. Ms. Hall asked there be a follow-up call or visit prior to next month's meeting.

Ms. Hall reported Mr. Dixon from the Buckhannon-Upshur Work Adjustment Center had provided a plan of correction to the committee in regards to the issues which were identified at the DOH in Hampshire County. Ms. Briggs said she had spoken to Melissa Jordan with the DOH and things have improved. Ms. Hall said the plan of correction did not meet her expectations and asked Ms. Briggs to work with Mr. Dixon to get a suitable plan. Ms. Briggs said she would be meeting with him prior to the June Committee meeting.

CONTRACT PRESENTATIONS:

Ms. Briggs reported the DEP in Philippi had requested janitorial services. A request for interest went out to CRPs since this is a new contract. A waiver was granted so they could have someone empty trash, etc.

The Committee reviewed the Qualifying Matrix report for CRP the two CRP's which had expressed interest in the contract.

MOTION #2

Ms. Bates moved to grant the contract to CRP A. Mr. Sullivan seconded. Motion passed.

CRP A is the Randolph County Sheltered Workshop.

The recommended fair market price (FMP) for the DEP in Philippi is \$9,127.69 for a thirteen month time period from June 1, 2010 to June 30, 2011.

MOTION #3

Ms. Bates moved to approve the recommended FMP of \$9,127.69 for 13 months. Mr. Sullivan seconded. Motion passed.

Mr. Raber presented janitorial contracts for renewal:

| Agency | Location | 2011 Yearly Cost | Difference from 2010 |
|----------------|------------------------|-------------------------|-----------------------------|
| BEP | Morgantown | 14,161.92 | 0 |
| Child Support | Morgantown | 7,863.00 | 0 |
| Child Support | Sutton | 8,204.40 | 0 |
| DEP | 105 South Railroad St. | 22,140.00 | 0 |
| DHHR Region 1 | Wheeling-Ohio Office | 35,059.08 | 0 |
| DHHR Region 1 | Claksburg | 41,184.96 | 0 |
| DHHR Region 1 | Marshall County | 22,847.52 | 0 |
| DHHR Region 1 | Wetzel County | 26,419.20 | 0 |
| DHHR Region 3 | Lewis County | 35,813.52 | 0 |
| DHHR Region 4 | Clay | 12,854.64 | 0 |
| DMV | Bridgeport | 15,664.56 | 0 |
| DOH District 4 | Monongalia County | 8,023.44 | 0 |
| DOH District 7 | Braxton County | 10,515.24 | 0 |

| Agency | Location | 2011 Yearly Cost | Difference from 2010 |
|------------------|---------------------------------|-------------------------|-----------------------------|
| DOH District 7 | Coonknob I-79 | 4,842.24 | 0 |
| DOH District 7 | Dist. Materials Lab & Sign Shop | 12,045.24 | 0 |
| DOH District 7 | Gilmer County | 12,692.52 | 0 |
| DOH District 7 | Weston Headquarters | 61,989.72 | 0 |
| DOH District 7 | Heaters US 19 | 2,798.16 | 0 |
| DOH District 7 | Lewis County | 4,431.48 | 0 |
| DOH District 7 | Upshur County | 8,965.92 | 0 |
| DOH District 7 | US 33 | 2,514.00 | 0 |
| DOH District 7 | Buckhannon Equipment | 20,325.48 | 0 |
| Div. of Tourism | Triadelphia | 6,999.24 | 0 |
| DRS | Morgantown | 8,571.12 | 0 |
| DRS | Spencer | 7,633.56 | 184.68 |
| DRS | Weston | 5,172.96 | 0 |
| DRS | Sistersville | 3,536.64 | 0 |
| General Services | Weirton State Office Bldg. | 70,117.32 | 0 |
| State Treasurer | 258 High St. Morgantown | 1,642.92 | 0 |
| Tax & Revenue | Clarksburg | 5,283.00 | 0 |
| BEP | Logan | 12,705.60 | 0 |
| DHHR Region 2 | Boone/Madison | 25,135.80 | 0 |
| DHHR Region 2 | Teay's Valley | 26,928.72 | 0 |
| DHHR Region 2 | Wayne | 24,289.56 | 0 |
| DHHR Region 2 | Charleston | 99,888.36 | 0 |
| DHHR Region 2 | Hamlin | 16,901.88 | 0 |
| DHHR Region 2 | Pt. Pleasant | 17,312.52 | 307.20 |
| DHHR Region 4 | Lewisburg | 43,097.88 | 0 |
| DHHR Region 4 | Welch | 33,666.24 | 0 |
| DHHR Region 4 | Summersville | 22,979.64 | 0 |
| DHHR Region 4 | Marlinton | 8,015.40 | 0 |
| DHHR Region 4 | Webster Springs | 14,984.16 | 0 |
| DHHR Region 4 | Hinton | 13,501.56 | 0 |
| DHHR Region 4 | Pineville | 22,802.28 | 0 |
| DMV | Logan | 14,089.44 | 0 |
| DMV | Hurricane | 19,232.28 | 0 |
| DMV | Kanawha Mall | 118,696.68 | 0 |
| DMV | Beckley | 60,472.92 | 0 |
| DMV | Huntington | 14,305.92 | 0 |
| DMV Warehouse | Hansford St. | 6,985.20 | 0 |
| DNR | Apple Gove | 3,123.12 | 0 |
| DNR | McClintic WMA | 3,080.52 | 0 |
| DOH District 1 | 801 Ruffner, Charleston | 112,070.52 | 0 |
| DOH District 9 | Harts Run | 3,319.80 | 0 |
| DOH District 9 | District Headquarters | 38,909.40 | 0 |
| DOH District 9 | Greenbrier County | 11,162.64 | 0 |
| DOH District 9 | Harts Run I-64 Lewisburg | 3,230.64 | 0 |
| DOH District 9 | Union-Marion County | 5,280.24 | 0 |
| DOH District 9 | Hinton-Summers County | 7,215.36 | 311.28 |
| DRS | Pt. Pleasant | 4,450.20 | 0 |
| DRS | Logan | 6,092.88 | 0 |

| Agency | Location | 2011 Yearly Cost | Difference from 2010 |
|------------------------|------------------|-------------------------|-----------------------------|
| DRS | Mullens | 3,018.60 | 0 |
| French Creek | French Creek | 16,125.60 | 0 |
| Medical Examiners | South Charleston | 40,965.24 | 0 |
| Grievance Board | Charleston | 6,687.48 | 0 |
| Miners Health & Safety | Charleston | 9,036.00 | 0 |
| School Bldg. Auth. | Charleston | 7,339.44 | 0 |
| Air National Guard | Charleston | 66,886.92 | 0 |
| Army National Guard | Charleston | 8,724.36 | 0 |
| Coal Heritage | Beckley | 1,782.48 | 0 |
| Insurance Commission | Charleston | 56,253.84 | 0 |
| Insurance Commission | Beckley | 6,500.40 | 0 |
| Insurance Commission | Big Chimney | 11,601.24 | 0 |
| State Surplus | Dunbar | 14,804.52 | 0 |
| Geological & Econ. | Charleston | 1,529.52 | 0 |
| Senior Services | Charleston | 4,295.64 | 0 |
| Public Service Comm. | Charleston | 78,956.64 | 0 |
| Treasures Office | Charleston | 4,036.08 | 0 |
| DEP | Teays Valley | 5,612.76 | 0 |
| DEP | Logan | 22,828.56 | 0 |
| DEP | Welch | 8,393.64 | 0 |
| DEP | Elkview | 5,722.92 | 0 |
| DEP | Oak Hill | 29,498.52 | 0 |
| ABCA Warehouse | Nitro | 7,699.92 | 0 |
| Homeland Security | Big Chimney | 6,720.00 | 0 |
| Emergency Services | Big Chimney | 1,922.16 | 0 |
| DOH District 9 | Oak Hill | 14,356.44 | 157.48 |
| DOH District 9 | Summersville | 9,674.04 | 842.88 |

MOTION #4

Mr. Mason moved to approve FMP of the contracts. Mr. Sullivan seconded. Motion passed.

Mr. Raber reported on new items for the commodities contract:

Presort mail Copy, Black and White \$0.080 per copy; Copy Color \$0.343 per copy

MOTION #5

Mr. Mason moved to approve the addition of these two items to the presort mail contract and the suggested FMP. Mr. Sullivan seconded. Motion passed.

Survey Stakes:

Lath Strip – ½"x1 ½" x 36", 25 per bundle \$13.880
Wood Survey Stake – 1"x1 ½"x24", 25 per bundle \$14.750
Wood Survey Hub – 2"x2"x18", 25 per bundle \$15.100
Wood Survey Hub – 2"x2"x24", 25 per bundle \$17.750

MOTION #6

Mr. Sullivan moved to approve the addition of these items to the contract and the suggested FMP. Ms. Bates seconded. Motion passed.

Microfilming:

Add document shredding to allow for the destruction of records which have been microfilmed. \$6.287 per box.

MOTION # 7

Mr. Sullivan moved to approve the addition of this service to the contract and the suggested FMP. Mr. Mason seconded. Motion passed.

Laundry Delivery Costs per delivery not to exceed:

| | |
|----------------|----------|
| DHHR Bateman | \$420.10 |
| DHHR Hopemont | \$293.56 |
| DHHR Lakin | \$365.01 |
| DHHR Manchin | \$257.45 |
| DHHR Pinecrest | \$488.92 |
| DHHR Sharpe | \$309.90 |
| DHHR Welch | \$589.62 |

MOTION # 8

Mr. Mason moved to approve the suggested FMP for laundry delivery. Mr. Sullivan seconded. Motion passed.

Data Imaging:

Media set up and digital delivery of images \$28.398.

MOTION #9

Ms. Bates moved to approve the addition of this service to data imagining and to approve the suggested FMP. Mr. Sullivan seconded. Motion passed.

FINANCIAL REPORT:

Mr. Miller reported that as of April 30 the over 60 days accounts receivables were \$227,127 or 11.15% of total receivables. He said it appears as that the total sales for FY 2010 would be around \$12 million.

Ms. Hall said she had spoken to Ms. Bates in regards to some issues she had seen in the proposed FY 2011 CNA budget. She asked for a motion to table discussion on the budget until the June Committee meeting so these issues could be worked out. Ms. Allman said she had met with the CNA Committee to answer their questions in regards to the budget and would be glad to do the same for the Governor's Committee. She said there was an error in the budget the Committee had received that on page 2 line item 820 of the Executive Committee really belongs under the CNA Committee. She said some of that money was planned for outreach and site visits. She also said the Association had loaned the CNA Committee \$350,000 to get started and wanted to know when the Association could expect the repayment of this loan.

MOTION #10

Mr. Sullivan moved to table the 2011 budget until next month. Mr. Mason seconded. Motion passed.

MOTION #11

Mr. Sullivan moved to table the question of the repayment of the \$350,000 until the next meeting which is June 18, 2010. Ms. Bates seconded. Motion passed.

OLD BUSINESS:

Ms. Hall reported the Quality Assurance Committee did meet and had started work on a complaint process. They were meeting again after the Governor's Committee meeting.

WVARF staff presented the 3rd quarter ratio report. All of the participating CRP's were above the 75% average.

NEW BUSINESS:

Mr. Mason asked if there was any response from Mr. Ferguson's office regarding the last meeting to discuss commodities. Ms. Hall said the Committee along with the WVARF staff and the CRPs will need to determine if they want to open up the law to make changes to better define how the fair market price should be arrived at. This information will need to be ready to go by the start of the session in January.

Mr. Mason said the Committee needs to also keep in mind that we need to market the State Use services to both the State and to the people who are served in the program.

Ms. Hall said that one thing the Committee gotten away from this year was an Action Plan for the CNA. In the next few months an action plan will need to be developed which addresses some of the issues in the strategic plan.

PUBLIC COMMENT:

Ms. Sampson asked if there had been some comment about getting rid of the State Use Program by a legislator. Ms. Hall said Steve Thompson, an attorney with the House Government Organization Committee, was in attendance last month. That committee is looking at vendor preferences in the purchasing code during the interim session.

Ms. Allman asked why the low impact monitoring went down by \$4.00. Ms. Hall said this is the number that WVAR had provided to the Committee. Mr. Raber said he would look at it and see if there is a possibility to get it increased.

MOTION #12

Mr. Sullivan moved to adjourn.