

MEETING MINUTES

July 16, 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. July 16, 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; Mike Sheets, Executive Secretary; Carol Jarrett, Recording Secretary.

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

Absent: Jan Lilly-Stewart and Phillip Mason were absent.

Guest: Bob Johnson, Nicholas County Workshop
Elizabeth Sampson, Clay County Unlimited
Rick Smith, CNA Committee member

COMMITTEE CHAIR REPORT:

Ms. Hall reported she had sent a letter to Ron Price thanking him for his service on the Committee.

She said Mr. Raber, Mr. Johnson and she had meet with Green Acres staff and their Board President regarding the bottled water contract on July 14. At the present time, the bottled water contract cannot be awarded because Green Acres owes the Consolidated Retirement Board past funds. They have asked CRPB to allow them to pay that back debt by paying payment every month. They have not heard from them. One of the solutions which were suggested was for Nicholas County to become the contractor of record and do all the billing. Green Acres would still bottle the water and deliver to their customers in Cabell, Mason and Wayne counties.

Ms. Hall and MR. Raber said they were impressed with the changes at the bottling plant since their last visit a year ago.

Ms. Hall introduced Mike Sheets, from the Purchasing Division, as the new Executive Secretary of the Committee.

EXCUTIVE SECRETARY REPORT:

Mr. Sheets reported:

\$3,068.01 – Annual Allocation
114.56 – Total Expenses
\$2,953.45 – Balance Remaining FY '10

\$5,055.00 – Annual Allotment FY ‘11

EXCUTIVE DIRECTOR REPORT:

Mr. Raber reported all janitorial contracts have been sent out. He thanked Ms. Briggs and Ms. Hoffman for the hard work and long hours they put into getting these contracts completed.

CONTRACT COMPLAINTS:

Ms. Hoffman reported the issues at the DOH in Dry Branch have been resolved.

Ms. Briggs reported she would be going to Upshur County to check on the DOH in Upshur County.

Mr. Raber reported the Consolidated Public Employees Retirement Board (CPRB) had filed a complaint regarding personnel not showing up for work and when they were at work not doing what they were supposed to do. They were also concerned that Goodwill Industries was not showing an interest in the issue when they would call to report them. Ms. Hall, Mr. Raber, and Joyce Birley (Goodwill representative) met with representatives of CPRB to discuss the issues. A plan of correction was developed by Goodwill. Ms. Hoffman will follow-up with CPRB prior to the meeting next month.

A quorum being established the Committee moved back up on the agenda to consider the July Committee minutes.

MOTION #1

Mr. Sullivan moved to approve the minutes of the previous meeting. Ms. Bates seconded. Motion passed.

CONTRACT PRESENTATIONS:

There were no new contracts or renewals to consider.

Ms. Briggs expressed concern because WVARF had given the DHHR in Doddridge County a waiver for janitorial services because they could not come to a price agreement. However, she has since found out that DHHR is paying a private company more than what WVARF was requesting for the same scope of work.

Mr. Raber said the DRS in Lewisburg had apparently received waivers in the past for janitorial services but this year WVARF refused to provide one. A CRP is now cleaning this building. There was some conversation regarding the pay of a person who at one time cleaned the building and the fact the CRP could not pay him that much.

FINANCIAL REPORT:

Mr. Miller reported the FY 2010 revenues were approximately \$12,713,066 As of June 30 the over 60 days accounts receivables were \$237,524 or 17.68% of total receivables.

Mr. Miller reviewed the proposed FY 2011 budget and discussed the changes which had been made.

MOTION #2

Mr. Sullivan moved to approve the budget. Ms. Smith seconded. Motion passed.

OLD BUSINESS

Ms. Hall reported the Quality Assurance Committee was meeting in the afternoon. She said she anticipated the complaint process would be finalized and ready for Committee review next month.

NEW BUSINESS:

None

Public Comments:

None

MOTION #3

Mr. Sullivan moved to adjourn. Ms. Bates seconded. Motion Passed.