

MEETING MINUTES

September 18, 2013

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Cedric Greene at 10:00 a.m. September 18, 2013 at the WVARF office located at 400 Allen Drive, Charleston, West Virginia.

ATTENDANCE:

Committee: Cedric Greene, (Chairperson); William "Bill" Monterosso, Executive Director; Everette Sullivan; Brenda Bates; Jan Smith; Phillip Mason; Don Arrick, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: William "Bill" Monterosso
Mark Jackson
Gary Wolfe
Aaron Jones

Attended by Conference Call: Brenda Bates
Jan Smith

Guest: Brenda Hellwig, Job Squad

COMMITTEE CHAIR REPORT:

Mr. Greene, Everette is on a family vacation and will not be here today. We have had introduction of attendees and guest. Brenda and Jan have you had an opportunity to read the minutes?

Ms. Bates, did we get those, who sent them?

Mr. Monterosso, I sent them and I didn't get a kick back on yours Brenda but I did get a kick back on Jan's so I had to send hers one by one. It was pretty large because of all that we sent out, I even checked my sent box. I'll have Mary send to you.

Ms. Smith, I have a question, page 19 under old business, the last paragraph on the page, it says.....Cheri it may not be a bad idea for you to invite us over to Tennessee Avenue.

Mr. Greene, that should be Tennessee Avenue, I did say Tennessee. Can we add Avenue on that?

Mr. Greene, is there a motion?

MOTION #1

Ms. Smith, I make a motion to approve the minutes.

Ms. Bates, I'm sorry but I don't have the minutes and I have looked at everything from Bill. I hate to approve them without seeing them. Can we just roll that over?

Mr. Greene, they are sending the minutes to you now. Don Arrick is not here; his last day in State Government will be today as he is moving on to another job up North.

EXECUTIVE SECRETARY'S REPORT:

\$5,055.00	-	Annual Allocation
0.00	-	A/P Personal Expenses (Act. 001)
0.00	-	A/P Employee Benefits (Act. 010)
55.86	-	A/P Current Expenses (Act. 130)
129.50	-	Disbursement
<u>0.00</u>	-	Transfer Out
\$4,869.64	-	Balance Remaining

Mr. Greene, we really do appreciate Mr. Arrick and his value as the Executive Secretary and we wish him well and God's speed in his endeavors with the Federal Government. Mr. Tincher will assign the new Executive Secretary.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Monterosso, I want to talk about the processes and policies. Mark and Gary will go over the process of the contracts. Also, sometime I think it would be good for the Governor's Committee if we could have a kind of ad hoc meeting to understand how the scope-of-work is done and how the work loading is done and to see how much detail goes into that. We had a meeting this week with LuAnn Summers as we are scheduling for CRPs to receive training on exactly what DRS needs as it relates to work placement, community based assessments, what you can do – what you can't do - what you should be doing and I think it is very much needed as I think a lot of CRPs may either be confused or don't understand it or simply don't get it. It is going to be from a joint venture. I will be attending all of them. LuAnn will be there with her liaisons, her Assistant Directors or whatever their positions are who kind of cover those regions. There will be four (4) regions and it is to make sure the liaisons are communicating with the CRPs and the CRPs are communicating with the liaisons. CRPs understand the need to increase those referrals and try to move towards a more intergraded model within the CRPs.

Nicholas County is moving towards the integrated model, they have changed their names. Harrison County is working hard towards intergraded model, not just a sheltered workshop. I think that is the goal of DRS at least on the National level, DRS is saying here in West Virginia seeing the value in sheltered workshops, but also the greater value in making it intergraded.

If not today, I want to make sure you know this, the Master Service Agreements and all CRPs have them, I have those for your signature. I will give them to you to sign at your leisure.

You should have copies of the annual report and as of this morning we made some minor changes. We know for a fact that the way the CRPs are doing their quarterly reports are not consistent and as you read the report it is really not that difficult so we are going to build a spreadsheet with the formulas and the calculations already in there. We will provide training at the next board meeting for all CRPs to make sure they understand it and make sure they realize the importance of getting that information in timely because it has an impact on other things.

We had a meeting yesterday with reviewing the temp services. This is probably kind of an off outside the meeting conversation but I just want to bring this up as I just need to know how to process this. I had a meeting yesterday with Purchasing to go over the temp services and we had met months ago to look at the process and expedite how we do these contracts so that a month or two months don't go by before signatures. We also took a look at our temp services and how do we engage the temp services more efficiently and more effectively and create opportunities for more individuals who need the work - to get work. One of the things that came up and I confirmed this, kind of with Purchasing yesterday because they weren't sure, was that they were thinking about putting temp services out for bid. I don't think we need to have a lengthy discussion here but I think we need to have a discussion about what does that mean. I said, "does that mean anyone could bid on it," and they said yes, so I don't know if a CRP could bid on it or should they or if we; a) we either bid on behalf of the CRPs or; b) if it is not a set aside or satisfied program anymore, can WVARF even bid on it, because if it is not directly related to state use.....so there are a lot of questions and we probably need to have a discussion.

Mr. Greene, this is in regards to temp contracts? What would be an example of that?

Mr. Monterosso, General Services where they have the Administrative staff. They are primarily administrative positions or if we have a contract and we know there is a start date for 30 or 45 days because of the timing of the Governor's Committee, but the agency needs services, we can put a temp in there. Then there is specific guidelines, there is fixed costs. There are four regions in the temp agencies because Martinsburg wages pays a little more than Beckley, anywhere from \$8.25 to \$8.50 an hour. I would like to have a discussion with that. When I talked to Purchasing they said they were thinking about putting it out for bid in a few weeks but we will get something out to you in the next two or three weeks. They were not really sure if they were going to put it out for bid or not.

Mr. Greene, what percentage...

Mr. Monterosso, I don't know what percentage but it is almost a half million dollars. And, the temp contracts are up for renewals so this was a good time to start pulling people together, start looking at some of the things we can live by and some of the things that have been perhaps outdated or maybe help the state agencies with some efficiencies. So, the question came up is it being put out for bid, or are we negotiating and Purchasing wasn't sure.

You have the annual report and if you will look at it and let me know if you have any comments. It looks a lot different than what you did and I take full responsibility for it. Aaron said he was confident in the numbers. What happened was, staff didn't take the time to change the numbers and I took care of that internally. I dealt with that with individual staff and I apologize to the Committee for that, even though it was a draft, we need to make sure we take the time to make sure everything is right.

Mr. Greene, we have looked at it and I got Brenda and Jan's comments and do you have any comments or are we ready for a motion?

Ms. Smith, I think it looks good now.

Ms. Bates, I have one thing and I am not trying to belabor the point Bill, but the whole idea of conflict of interest on the first page where WVARF is the CNA, it didn't have anything to do with the Committee or anything else - it was just about WVARF and the Board of Directors and it was presented in the RFP response - in response to the conflict of interest. I think you put the Governor's Committee in there also and that needs to come out because that really wasn't about the Governor's Committee. You did change it because I made the comment on it and you worked on that and I appreciate that. That is my only other comment.

Mr. Monterosso, do I need to change it again or am I good?

Ms. Bates, you just need to take the Governor's Committee out of that sentence because it really didn't have anything to do with the Governor's Committee conflict of interest.

MOTION #2

Ms. Smith made a motion to approve. Ms. Bates seconded. Motion passed.

Mr. Greene, if you would change that one line and send to me, actually it really needs to be submitted to Brenda, to her Director at DRS, am I correct Brenda it is your Director's responsibility to submit to the legislature?

Ms. Bates, I don't know, I thought DOA did it.

Mr. Greene, I think it is DRS responsibility to send it.

CONTRACT PRESENTATIONS:

Mr. Jackson, I have only one and Gary will take care of everything else. I have a change order in the Bridgeport/Philippi, DEP office. They moved from Philippi to Bridgeport. There was a mix up on how they wanted the change order done. I redid this contract the way Mr. Adkins wanted it. I sent it to him and he said it would help him get this through Purchasing with the explanation on it.

Mr. Greene, let's have a motion to approve the Bridgeport, DEP.

MOTION #3

Ms. Smith, I make a motion to approve the contract. Ms. Bates seconded. Motion passed.

Mr. Wolfe, we sent this out the first of the week then we had a change since then on the Matrix that we were going to do on a new contract for DMV at Summersville, West Virginia. The CRP #2 has withdrawn so we have changed the contract to the CRP that was interested, which was Nicholas County Workshop. One of the issues with that, we were ready to present that last month but if you remember, Mark and the state agency had a question on the number of hours. What I am going to do real quick, I want to point out, we have put something on the board so the Committee can see how we arrived at these numbers because after that meeting Mark had gone over to the state agency and once he sat down, we had a 5.46 hours and he decided he wanted 4 and when we were done he decided he wanted 5.46 hours. I want to show you how we arrived at that. When we go into a building, it is actually five stories so this is the basement, 1st, 2nd, 3rd, 4th and 5th. We go through this building and we have a new measuring device that is so accurate. We have a lot of changes on some of these assessments as it is really accurate. This was a 42,000 sq. ft. building and when I was done in favor of the state it was actually about \$38,000. I think the wheels just were not accurate and this laser is. When we go through the building, we will mark a C for carpet, R for resilient flooring, CT for ceramic tile, any kind of surface as this one just happens to have those three and then I will even mark the steps separately. In the book, Mark will show you in just a second – that's how we arrived at those numbers. Once we have done all this we bring it back and I start tabulating. I mark everything for carpet in yellow, everything with resilient in orange and everything in ceramic tile in green, etc. Sometimes there is wood or concrete and I will use a different highlighter so we will know what it is. On the sheet I broke down the floors then I start adding up all the square footage then I get a total which is \$38,283 sq. ft. for the entire thing and that includes the steps. Then we do the scope-of-work and we want to work on that as it is kind of vague and I think there are things that might be added to it that might be simpler. We go over it with them and they fill it out, once the state signs it and sends it back then we tabulate all this then Mark will take this book, ISSA 540 workbook and inside that just about anything you are trying to clean, it tabulates it down to the second by industry standard how long that is supposed to take. All we have to do is take our sq. ft. based on how often they want it with frequency, tab it to that book and then it will tell us exactly what that number is. When we come up with 5.46 that sounds like a crazy number but we don't just think that ourselves, we take the information that is necessary, and this is the step we learned obviously when we went to Utah. That is how they showed us how to tabulate this and it is industry standard. I just wanted to show you how we got to that so this month we are going to present the DMV again and now they have decided the 5.46 was exactly what it would take in order to do the building.

Mr. Greene, just assuming, they probably thought how the homeowners do, when a person shows up instead of just giving me a new motor you're trying to give me a whole air conditioning unit.

Ms. Smith, this is what I have been asking to do for years so I am glad WVARF is making that change because that will increase our credibility and also show our professionalism that we are using standards that are used industry wide.

Mr. Wolfe, once you see the sheets Jan, and I worked pretty hard on them.

Ms. Smith, I have my own version of how I do them so I understand. Once you start doing it, it makes everything easier.

Mr. Monterosso, we'll take a picture for you Jan and send it to you.

Mr. Jackson, when we are doing the new contracts we are now formulating it so that it is easier to understand. The cleaning schedule directly correlates with the scope-of-work and we are putting it in chronological order so that you can go down the scope-of-work and directly see it right on the contract for the work loading.

Mr. Monterosso, as part of the Standardization Committee we're going to be working hard at taking this process through the contracts making sure that the CRPs have training that is pertinent to the business and if people aren't in the janitorial business we want them to be experts in the janitorial business and give them the resources and the knowledge and we will be leaning on some of the better quality workshops who take that business seriously to roll out some training. The other thing, as we are going through whereas Mark and Gary are doing these assessments we are having them accurate. I don't care if it comes in the favor of the CRP or the state as long as it is right and accurate. When we initially went through the first round of looking at every single contract some contracts were off 8,000 sq. ft. in favor of either the state or the CRP. We want to make sure it is accurate, that it is right and build that credibility and at the same time building professionalism, having those quality assurances, quality improvements in place. As a result of this, there have been a couple of corrective action plans that have gone out to various CRPs to make sure they are maintaining the standard that the state agencies are purchasing. A lot of positive things have come from this.

Mr. Greene, what does it mean when I see 'hour' here, is that how much time for the year for that contract.

Mr. Jackson, for that particular contract for each task based on what we have loaded in there, work per hour whatever that task is.

Mr. Greene, what does 3896 mean?

Mr. Jackson, that is how many sq. ft. you can clean in an hour.

Mr. Wolfe, these numbers are based on industry standards so if you are hiring a professional company – we are holding the CRPs to the same standard that you would for any professional janitorial company out there. Right Jan?

Ms. Smith, yes and that is what we should be, a professional cleaning company. I think once people get used to this idea they will see how it is beneficial to both the customer and the vendor. It has worked so well for us. There are all kinds of ways you can work with it if there is heavier traffic, certain areas, it can be worked to where both parties are very satisfied with the outcome.

Mr. Wolfe:

- 1) The first contract is DRS in Moorefield, West Virginia. This is new business; it is a brand new building. I put out an RFI on August 28th and we had several to respond but just one CRP was interested. We awarded that contract to Developmental Center in Romney. The contract period from October 15, 2013 - December 31, 2013 and the contract monthly amount is \$1,254.86. Total contract amount is \$3,211.08.

Mr. Greene, any questions about this particular contract?

- 2) The second contract is Workforce West Virginia and this is also new business. It is located in Moorefield, West Virginia. New construction – these buildings are right in line. I also sent out an RFI on September 6th. Several responded but only one was interested. This was also awarded to Developmental Center. The contract monthly amount is \$749.51. Total contract if \$2,248.53 which runs from October 1, 2013 – December 31, 2013.
- 3) DOH in Parkersburg, West Virginia. That is an existing contract and we have a change order. There are actually four different buildings on this one site. One is the headquarters, small trailer that a couple of guys worked out of, another building and one building caught fire so we were called and the CRP said we are not really cleaning that but they are on two separate contracts. We don't know the square footage of where that break down is since they had combined them could we come and measure that and figure out what we can eliminate because we don't want to charge if we are not cleaning it. When we went there we eliminated those two which totaled about 4495 sq. ft. The trailer was removed also and they decided to clean that on site themselves as it was a small trailer. Then we re-measured the two remaining buildings and again with this new device we were able to get a much more accurate measurement and the square footage was off a little over 2200 sq. ft. so, we took those two buildings and combined into one contract, eliminating the other. The total on that contract is 23,878 sq. ft. Monthly charge is \$4,140.39 and the contract period amount is \$24,842.34 and that contract we had taken back to July 1, 2013 – December 31, 2013 because it was an extension but when we did it they were already cleaning it so the DOH state agency as well as the CRP agreed that since the cleaning was being done that way we took it to July 1st.
- 4) This is the DEP at Bridgeport, West Virginia that Mark has already talked about.
- 5) Bill do you have one for General Services, Building 97, – Region 2, Williamson/Mingo County (extended 6 month contract).

Mr. Monterosso, this is one of the things that General Services, that stack that was already approved but because it was January 9 they wanted all the documentation. For whatever reason, they got everything except for Building 97 so we are bringing that before you.

- 6) DMV in Summersville, West Virginia. This is also a new building (new contract). We have had the temp services in there cleaning it. The second CRP withdrew last night so it was awarded to CRP 1 which is Nicholas County Sheltered Workshop. Contract amount is \$1,331.52. For that contract period running from October 1, 2013 – December 31, 2013 is \$3,994.56.

Mr. Greene, on #6 just be sure you have the documentation for your records whether it is by email, memorandum saying was contacted September 17th at 5:15 (date and time) and they withdrew for whatever reason.

Mr. Wolfe, today I had the matrix and we were going to hand that out but just last evening they sent us a text and withdrew then the Executive Director stopped by and said, “hey, we apologize we are stepping out of that.”

Mr. Greene, would you put a note on that so when you get six months down the road, you can go back to it and you have your documentation.

Mr. Wolfe, that is what I do Cedric; I take notes and date every time I talk to someone with any changes. We have also created new contract checklist because what we had before I think you may have noticed that board, that is outside, this is what we used to do in the hotel business and I would list the contracts and put this check-off sheet. So what we do now, we will put a check and date when that phase of the work is done on the contract then we initial. If when we look back it will have Mark's or my initials on it. So there is a story in each one of these. Now we have one central spot for all new contract business until it goes in the book. Once it is checked here it is in the documents that is when we take it off the board and release it. It goes all the way through – we are not losing anything.

Is there a motion for the contract DRS, Moorefield, WV; Workforce WV, Moorefield, WV; DOH, Parkersburg; DEP Bridgeport, West Virginia; Building 97, Williamson/Mingo County; and the DMV – RFI that the one CRP withdrew from. Is there a motion for five (5) of those contracts?

MOTION #4

Ms. Smith made a motion to approve. Ms. Bates second. Motion passed.

Mr. Greene, I just want to make a statement, what you have done with the board that is very nice. It means someone has taken the time to put that together because you can't just make that up and it looks impressive. When someone asks you a tough question as to how did you arrive at that.....it is really nice to pull out those six (6) sheets of paper to say, this is how we arrived at that, you still may be wrong but at least you have a method.

Mr. Wolfe, I have been doing that from the beginning, just my idea of how I do things but we have now put it where Bill said I want you to clean this up and put this in here so everybody understands this process.

FINANCIAL REPORT:

Mr. Jones, the financials are for the period ending July 31, 2013 which is our first month of the new year. We did have to draw on our line of credit during the month due to the fact that we weren't being paid within the 60 day period with our guarantee to the CRPs. Actually this past month there was \$378,000 that was due us that was over 60 days so we had to hit the line of credit again.

Mr. Greene, did you get the letter I sent to Secretary Bowling?

Mr. Jones, yes and we haven't had a response on that.

Mr. Jones, if you look at the Statement of Activities – Budget vs. Actual. Again I plugged in the approved 2014 annual budget numbers for the whole year based on one month's percent of that and we should be looking at 8.33% or 8.67% on sales and 8.77% on administrative expenses, then 8.22% on other expenses. In examining this you see that it shows a Change in Asset of \$60,316.79 but in reality there was one CRP that didn't bill us at all during the month of July for a total of \$42,298.68. At this point after one month and that number may decrease too once we see if something else hasn't been billed to us from the CRP. That would leave an actual Change in Asset of about \$18,000.

Our Corporate Insurance we have to make up a sizeable down payment on that first month so you will see that is \$3,156.18 and the total for the year is \$12,695.00.

As far as the AP goes, basically everything is paid. I did make an addition to the bottom of this report that shows anything that was paid since 7/31/13 and you can see those totals at the bottom of the page.

Mr. Greene, so if a CRP doesn't invoice you then how do they pay their people?

Mr. Jones, I have no clue. But the thing of it is, most of those are janitorial contracts and we already have them set up in the system where they automatically bill and when they turn their bill into us is when we process them to be paid.

Mr. Jones, on the receivables, the over 90 is \$100,000.00 and we have been paid \$8,309.53 so it is \$92,541.70 right now. We did not receive anything from the Diamond Building on the invoice we discussed earlier. On the over 60, it was \$54,575.16 and \$26,950.46 has been paid so it is now \$27,624.70. Went back and looked to get a little history of where we were a year or so ago, actually a little longer than that and the over 60 day period back then was \$375,000.00. We are working to eliminate those two columns. We are calling and sending memos so hopefully we can get that cleared up. There are a few items that may just need to be adjusted off because there were differences in contracts that nobody ever cleaned up so I'm just trying to clean up as we go.

On the budget I don't know if you need a copy of it, but I did make the changes to the approved budget and there are some items on here that I have been investigating that we may want to go back and review. One was the health insurance item and we get charged for that retirement fund that we don't get any benefit from but for us to be a part of that we have to pay an extra \$176.00 per employee, per month just to be a part of the PEIA. I think when this was generated a portion of that may have been left off so we may need to revisit the health insurance item.

I did go back and check on Everett's question on the workers compensation and that amount is what we are billed. We are billed 21 cents for all our clerical people, 21 cents per hundred. That portion of workers comp is only like \$600.00+ dollars but then we also have another portion we pay for cleaning for the one gentleman who is still on our payroll but that is billed to DHHR I believe is how that is handled.

The unemployment, again it's paid, we are on a reimbursement plan so if you laid off everybody in this building that number is going to go up, hopefully we are not going to have any layoffs but most of the numbers that were there for the prior year – this past year were for Marsha Allman who turned in unemployment for the period she worked here.

The retirement numbers, FICA numbers all those tie right to the salaries so they are in good shape.

Mr. Greene, when you spoke about PEIA, does that mean that you all have PEIA health insurance?

Mr. Jones, yes, we are like an affiliate for the state, we are eligible for it but in order to get it we have to pay that retirement which we don't get. It has been investigated and they just say that is the way it is.

Mr. Greene, say that again.....just shoot me an email about that \$176.00 so I understand it so I can talk to the Executive Director of PEIA, Mr. Cheatham because sometimes things don't make sense, like that doesn't make sense. Just shoot me an email and I'll get with Mr. Cheatum and have him come back to me as to why we do that. If we are going to talk about transparency and talk about holding you accountable to show us the money then we need to make sure that we are holding PEIA or CPRB or anybody else accountable to say, hey – why am I actually paying that. Often times when you pull away at the onion there is no factual basis. Send me an email and let me forward on to Mr. Cheatum so he can show me how they arrived at that.

Mr. Greene, is there a motion to accept the Financial Report?

MOTION #5

Ms. Smith made a motion to accept the Financial Report. Ms. Bates seconded. Motion passed.

Mr. Monterosso, Brenda did you get the financial report?

Ms. Bates, yes I have everything. We can vote on the minutes as I received them also.

Mr. Monterosso, are you satisfied with the budget now with the line items or is there additional work we need to do?

Ms. Bates, I think it is good from what I can tell.

Mr. Greene, if you have had the opportunity to look at the August 21st minutes. We have already had a motion, is there a second by you Brenda?

Ms. Bates, yes Sir.

Mr. Greene, all those in favor signify by stating I, so moved. The minutes have been approved.

Mr. Greene, fourth quarter state use ratio report?

Mr. Monterosso, it is in your packet, Harrison County. There are two items in old business and we have already talked about the Service Agreement. It is the last two pages of your packet. It is an update from the state use ratio report. One agency that fell under the threshold – you have the correct response and it is self-explanatory. It shows where they currently stand which shows them at 80% so they are back in good standing. The individuals were supposed to bring in their proof of disability, it is not the way I would do it, but they have corrected it and we are sharing it with you.

Ms. Smith, I understand what you are saying, not the way you would do it, but I have also been in that seat and sometimes even you will call the counselor and the counselor will say they are going to send to us but they don't keep their appointment with the counselor and things happen. Especially when it is a smaller contract you can get out of whack really easily.

Mr. Greene, I will take the service agreement, I'll take those to sign and then return to you. Is there any new business.

OLD BUSINESS:

None

NEW BUSINESS:

Mr. Monterosso, we are looking to have our banquet on November 12th at the Embassy Suits and hopefully that doesn't conflict with any of your other agendas. We are trying to have it earlier in the evening.

Mr. Greene, I think it is October 27th, Pace is having their annual awards and I will go up to that on October 27th.

Mr. Monterosso, we have been working pretty extensively trying to open the door to Tax and Revenue as it relates to secure document handling. I had a meeting with them yesterday morning and I think we have cracked the door and they are going to let us view their Clarksburg document handling for the building they occupy at the Huntington Bank that they have to vacate and it is a state of emergency. They have to be out of there by the 30th and they have a whole entire room full of documents that need to be handled so they are going to allow us to do it the most secure way as the industry standards. I had a meeting with the Commissioner with Tax and Revenue and he said we could use this hopefully to set precedence and be able to fully engage Tax and Revenue and handle their secure documents.

Mr. Greene, Pace is doing that?

Mr. Monterosso, yes and the good thing is they said we will have to tell IRS and I said Pace is the actually the exclusive provider of the IRS.

Mr. Greene, what is the status of the issue with shredding documents with Workforce. It was like a million dollars.

Mr. Monterosso, you're talking about the Auditor's Office with imaging with Precision? They are wanting a waiver. I had a meeting with David Williams who is with the State Auditor's office. Dave Tincher is actually the one who called me and told me what was going on and he said, "I don't think you need to give him a waiver." Precision was coming in at twice the cost and I don't mind giving a waiver if it is way out of whack or there is absolutely no way we can't do it. I hate giving waivers, but I'm not convinced that we are not comparing apples to apples and that there is not double blind imaging, all the quality assurances that step by step by step and there is a lot of shading and we have outlined that for Dave Williams just as being a good steward of tax dollars as well. Some of the shadiness of a couple of different businesses that has come in under bid and left and you are left holding the bag or there are all kinds of issues and errors. We are not issuing them a waiver.

Mr. Greene, when is the last time you guys have interacted about that.

Mr. Monterosso, he sent me an email and said he was going to be on vacation and I'm not sure if he is back from vacation yet or not. He wanted me to give him an answer that day before he left for vacation and I wasn't ready to give him an answer.

Mr. Greene, who potentially would do that type of work?

Mr. Monterosso, Precision and they do our work and they do quality work. They have done the Treasurer's office, Secondary Education, Health Departments, Courthouses, etc.

Mr. Greene, we just need to make sure we stay in front of that, keep in the forefront of your mind to call them periodically to say what the status is.

Ms. Bates, Cedric, October 27rd is a Sunday.

Mr. Greene, it's that Friday, I think.

Ms. Bates, let me know.

Mr. Greene, ok I'll let you know.

PUBLIC COMMENT:

None

MOTION #6:

Ms. Bates made a motion to adjourn. Ms. Smith seconded.

COMMITTEE MEETING DATES FOR 2013

October 16, 2013
November 20, 2013
December 18, 2013