

**Minutes of the West Virginia Governor's Committee for the
Purchase of Commodities and Services for the Handicapped
May 19, 2015
Nitro, WV**

The West Virginia Governor's Committee for the Purchase of Commodities and Services for the Handicapped met on May 19, 2015 at 10:00 a.m. to conduct business and consider other administrative matters. Present at the meeting: Chairperson Kim Nuckles; Committee members Everette Sullivan, Jan Smith and Becky Howard; Carol Jarrett, Purchasing Division; Douglas Auten, Division of Rehabilitation Services, Joyce Birley, Goodwill Industries of Kanawha Valley, Cheri Bever, Goodwill Industries of Kanawha Valley, Mike Sheets, Purchasing Division, Jimmy Meadows, Purchasing Division, Bob Paulson, Department of Administration, Megan Cobb, Department of Administration, Susannah Carpenter, Department of Administration and Aaron Jones, Mark Jackson, Gary Wolfe, Roy Woodard of the Central Nonprofit Agency (WVARF).

APPROVAL OF MINUTES

The members of the Governor's Committee received the minutes from the April 15, 2015 Committee Meeting prior to this meeting. Mr. Sullivan moved to accept the minutes as written, and Jan Smith seconded the motion. The Committee approved these minutes by unanimous consent.

CONSIDERATION OF COMMITTEE FORMS FOR APPROVAL

FY 16 Federal Minimum Wage Certification Form

After discussion, and upon motion of Ms. Smith, and seconded by Ms. Howard, the Committee voted to approve the FY 16 Federal Minimum Wage Certification Form for use by the CNA and CRPs to certify that the CRPs are paying their employees at a minimum, the federal minimum wage.

FY 16 CRP Employee Compensation Form

After discussion, and upon motion of Ms. Smith, and seconded by Ms. Howard, the Committee voted to approve an amended FY 16 CRP Employee Compensation Form. The amendment served to remove employee-specific information. The form is for use by the CRPs to request approval from the CNA to pay their employees any wage in excess of the federal minimum wage.

FY 16 Commodity of Service Fair Market Price Form

Upon motion of Ms. Smith, and seconded by Ms. Howard, the Committee voted to approve the FY 16 Commodity of Service Fair Market Price Form for use by the CRPs and the CNA to communicate market price, spending unit comments and proposed fair market prices for commodities and services provided by the CRPs to state agencies.

Fair Market Price Modification Form

Upon motion of Ms. Smith, and seconded by Mr. Sullivan, the Committee voted to approve the Fair Market Price Modification Form, for use by the CRPs and the CNA to alter fair market prices for commodities and services provided by the CRPs to state agencies during the term of a contract.

CNA REPORT

WVARF presented materials regarding their budget, but failed to present the materials required by W.Va. Code St. R. §186-5-6, including the program fee, which must be justified and presented annually for approval by the Governor's Committee. A motion was made and seconded by Ms. Howard, to table discussion and voting of the WVARF budget until the June, 2015 Meeting.

Mr. Sullivan requested that WVARF present a 'budget narrative' to the Governor's Committee. Aaron Jones of WVARF agreed to provide a budget narrative to the Governor's Committee.

FAIR MARKET PRICE DETERMINATION

WVARF failed to present any goods or services for the Committee's review regarding fair market price determination.

OTHER BUSINESS

Old Business

The Committee asked Aaron Jones whether the CRPs are being reimbursed for their work by WVARF. This is in response to many statements and complaints by CRPs that the State is not paying timely for services rendered. Aaron Jones stated that he was not aware of any instances where CRPs have not been reimbursed for their work. The CRPs are being paid, and employees are not being impacted.

New Business

Three items of new business were brought to the Committee's attention, and will be addressed at the next meeting or soon thereafter. First, Governor's Committee Meetings will change to another location. Second, the Governor's Committee needs to begin work to set performance standards for WVARF. Finally, Mr. Sullivan requested

that the Committee place a resolution on the agenda for the next Governor's Committee meeting to encourage CRPs to pay employees more than minimum wage.

NEXT COMMITTEE MEETING

The next regular Governor's Committee Meeting is scheduled for 10 a.m. DRS Office, 3rd floor conference room, 10 McJunkin Rd, Nitro, West Virginia.