

Minutes of the West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped

**November 18, 2015
Regents Room, Building 7
Charleston, West Virginia**

The West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped met on Wednesday, November 18, 2015 in the Regents Room at 10:08 a.m. Chairperson, Kim Nuckles called the meeting to order and welcomed everyone. Jan Smith attended by telephone.

Present at the Meeting: Chairperson Kim Nuckles; Committee members; Jan Smith, Chris Weikle and Douglas Auten.

Roy Woodard, Aaron Jones and Gary Wolfe were representing the Central Nonprofit Agency (WVARF).

Guests present: Megan Cobb, Department of Administration; Bob Paulson, Department of Administration; Bill Barry, General Services Division, and Greg Melton, General Services Division.

APPROVAL OF MINUTES

Approval of Minutes from the October 21, 2015 meeting.

MOTION #1

Ms. Smith moved, seconded by Doug Auten, to approve the October 21, 2015 meeting minutes. Motion passed.

ITEMS FOR ACTION

Sub-Committee to set WVARF Performance Standards

Ms. Nuckles informed committee members there was miscommunication regarding the Marlow/Bunker Hill contract. This issue was resolved and a new fair market form signed on November 12, 2015.

Ms. Nuckles asked the subcommittee to set a timeline and benchmarks for establishing WVARF performance standards. Ms. Smith, Mr. Weikle and Mr. Auten plan to meet in early January, 2016, to prepare a draft of these standards. The sub-committee hopes to finalize these standards on or before the March 16, 2016 meeting.

WVARF invoices and payments

Ms. Nuckles informed the committee that she contacted several state agencies regarding outstanding invoices and payments.

Ms. Nuckles informed the committee that it is WVARF's job to drive collections.

After two days of phone calls to state agencies, Ms. Nuckles assisted with state agencies paying over \$700,000 in outstanding invoices.

State agencies expressed several concerns regarding WVARF invoices, including but not limited to, untimely and/or incorrect billing and invoices, failure to receive service agreements and not receiving services paid for. WVARF will work to improve these issues.

Ms. Nuckles also suggested WVARF begin by insuring that all contact information for each agency is correct. This should help alleviate wait time to process invoices. Most state agencies, with the exception of DHHR, accept e-mailed invoices.

OLD BUSINESS

None

NEW BUSINESS

None

2016 MEETING SCHEDULE

Ms. Nuckles set the 2016 meeting schedule:

- January 20, 2016 at 11:00am at the Goodwill Industries Prosperity Room
- March 16, 2016 at 10:00am at the Goodwill Industries Prosperity Room
- May 18, 2016 at 10:00am at the Governor's Cabinet and Conference Room
- July 17, 2016 at 10:00am at the Governor's Cabinet and Conference Room

MOTION #2

A motion was made by Mr. Weikle, seconded by Mr. Auten to adjourn. Motion passed.