

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

MINUTES

Special Meeting of March 21, 2018

**Office of the State ADA Coordinator
Building 1, Room E-131 – Capitol Complex
Charleston, West Virginia**

The West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped met on Wednesday, March 21, 2018, at the West Virginia Department of Administration's conference room located in Building 1, Room E-131 of the Capitol Complex in Charleston, West Virginia. Chairperson Kim Nuckles welcomed everyone and called the meeting to order at 10:10 a.m.

Committee Members Present: Chairperson Kim Nuckles, Douglas Auten

Committee Members Attending via Telephone: Jan Smith, Chris Weikle

Absent were Everett Sullivan and Mark Totten. Joyce Jones took minutes in Mr. Totten's absence.

Guests present were: Aaron Jones – WVARF; Gary Wolfe -WVARF.

The first order of business was to bring forth the minutes for the November 8, 2017, December 28, 2017 (special meeting) and January 18, 2018 meetings, for review by the Board. Chairman Nuckles asked if there were any corrections or changes to these minutes. Board Member Douglas Auten stated that in the minutes of the special meeting held on December 28th, he was the one who motioned for acceptance of the new deferred pricing, and not Board Member Weikle. Mr. Weikle agreed. There being no more changes or corrections, a motion was made to accept the minutes as corrected. The motion passed unanimously and all three (3) sets of minutes were accepted into record.

ITEMS FOR DISCUSSION:

Fair Market Price Forms Approved at January 18, 2018 Board Meeting:

Chairperson Nuckles called the Board's attention to the items for discussion as listed on the meeting agenda: **Item No. 1:** Fair Market Price Forms: Chairperson Nuckles stated that at this time we do not have the fair market price forms draft from the Purchasing Division that was approved at the January 18th meeting. The document was approved and put in place, but can be "tweaked" as the Board deems correct. Board Member Jan Smith expressed her concern for the

extra burden the Community Rehabilitation Programs (“CRP’s”) will have to bear because of the information requirements in its current state, especially when this burden is not put upon all others as well.

Aaron Jones also expressed his concern as well because he feels the information required will take days to gather in some cases. Chairperson Nuckles stated Board Member Jan Smith should review the document and report as to what changes to the document she thinks should happen, and she will meet with the Purchasing folks to get explanations as to why the questioned information on the form is necessary, so it can be determined what should remain on the form and what should be deleted or changed. Aaron Jones asked which form should be used in the interim – the old or the new. Chairperson Nuckles stated that since the new form was approved by the Board, it should be used.

No. 2: Status of the Soap and Paper Recycling FMP Forms: Chairperson Nuckles asked about the missing form(s). Aaron Jones stated that the soap was received on March 10th. He stated the new pricing information was posted on the website, but there was a website crash which waylaid the process. He also said that the issues of getting contract authorizations approved by the Purchasing Division and the Attorney General’s office often takes over sixty (60) days. Chairperson Nuckles stated that she will make herself familiar with the processes so she can sort out where the problems lie, where the missing form is, and she will report her findings at the next meeting.

No. 3 – Hourly Rate - Holiday Pay: Discussion was had regarding the contract rates of pay being utilized for janitorial services by WVARF, as well as an invoice for services rendered to DHHR that remains unpaid because of differences in opinions on hourly versus per-job per-building rates. Further discussed was the fact that some invoices are over three (3) years old, and it seems that the procurement person is unable to work with WVARF, and this needs to be reported to his supervisor for resolution.

Aaron Jones reported that DHHR got behind when the changeover to OASIS occurred. He stated that additional personnel have been hired to catch-up. Also, a recent billing for DHHR jobs [one-fifth of the months that were left], in a lump sum amount has caused issues. He said that individuals are monitoring the person instead of the building/job, and it is causing problems. Aaron Jones stated that if this continues, employee hourly rates need to be reviewed, especially if this billing is going to be based on hourly rate rather than per-job rates, contract per contract. Board Member Jan Smith reported that it has always been evaluated by square footage and use of the building, and she pays everyone an hourly rate, and it should remain as such, and that is the problem causing the financial issues. Board Member Smith stated if we were going to change over, everything would have to be reevaluated as to what the customer wants, the number of people needed, the building uses which may cause more or less dirt, etc. She further stated that this is the way it was *before* the change. Discussion was had regarding past operations versus

this current change. The workers' benefits, past and present, and the current lack thereof, were also discussed.

OLD BUSINESS:

Chairperson Nuckles asked the Board for an update on the issue of contracts surrendered by Goodwill and a report was given by Aaron Jones. Discussion was had about the state use contract expiring in May 31, 2018. Doug Auten reported that Charlene Miller is working on this matter and this should be out for bid very soon. This is a very involved process, per the Chairperson.

NEW BUSINESS:

Discussion was had regarding the janitorial contract which expires June 30, 2018. It was the Department of Administration that did the contract last year; however, this year the Board was asked. If there is any hold-up, the Board should be notified and take the appropriate action. The question of extending this contract was discussed. It was mentioned that there are about 250 contracts that will expire on this date as well, and will be up for bid. Board member Smith stated the first thing should be a review of everyone's rates, if we are going to stay with the hourly rate. Board Member Smith said if we are making changes, we need to make it right. She stated that this is not the way janitorial rates should be set; should be square footage. Everyone cannot have the same rate.

Next meeting will be April 25, 2018, at 10:00 a.m.

There being no further discussion on the matters of business, a motion was made to adjourn the meeting. The motion was seconded. The vote passed unanimously, and this meeting was adjourned at 11:20 a.m.