

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

**September 9, 2025 Meeting  
In Person and Telephonic from Room E-131  
Capitol Complex Building One  
Charleston, West Virginia**

The West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped met Tuesday, September 9, 2025 in Capitol Complex Bldg. 1, Room E-131, Charleston, West Virginia, at 11:00 AM. Chairperson Kim Nuckles called the meeting to order.

Present at the Meeting or by telephone: Chairperson Kim Nuckles, Committee Members Aaron Topping, Glenn McEndree, John Hyre, and Executive Secretary Mark Totten.

Guests Present at the Meeting: Brittany Rutrough from the West Virginia Department of Administration.

Nita Hobbs, Andrea Higginbotham, and Morgan Hassig were present representing the Central Nonprofit Agency (WVARF, Inc.) in person or by phone.

Zach Sandy was present representing The Job Squad, Inc. David Mitchell was present from Goodwill Industries of Kanawha Valley, Inc. dba Goodwill Industries of the Summit.

John Davidson was present by phone as a member of the public.

**MEETING MINUTES**

Draft minutes for the previous meeting were sent for committee review. Chairperson Kim Nuckles asks the Committee if there are any questions about the minutes, then asks for a motion. John Hyre makes a motion to approve the meeting minutes. Glenn McEndree seconds the motion. The motion passes.

**FAIR MARKET PRICE MODIFICATION FORM**

1. One (1) Fair Market Price Modification Form for Bright Horizons, Lillian James Learning Center, Inc., Hancock County Sheltered Workshop, Inc., Developmental Center & Workshop, Inc, SW Resources, Inc., Preston County Workshop, Inc., Precision Services, Inc., Goodwill Industries of KYOWVA Area, Inc., and Integrated Resources, Inc. for customer-labeled water bottles.

Ms. Nuckles asks if the Committee has comments or questions.

Glenn McEndree makes a motion to approve; seconded by John Hyre. Item voted on and approved by Committee (1 form).

## ITEMS FOR DISCUSSION

2. With only one form on the scheduled agenda, Chairperson Nuckles asks Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) if there are other forms for the Committee to consider. Ms. Hobbs responds that the CNA has been notified of a shortage for low-impact monitoring, and as a result, they are looking for another Community Rehabilitation Program (CRP) to offer the service. Ms. Hobbs states they may need to submit additional forms to the Committee before the next meeting.
3. As a result, Chairperson Nuckles indicates her desire to schedule the next Committee meeting with January as the goal, prior to the start of the next Legislative session. Ms. Hobbs agrees. The next Committee meeting is scheduled for Thursday, January 8, 2026; Ms. Nuckles indicates the information will be posted on the West Virginia Secretary of State's website and the Committee website.

## OLD BUSINESS

4. Glenn McEndree indicates he would like to discuss issues mentioned in the previous minutes for April 16, 2025, specifically regarding Committee members sharing workload. Chairperson Nuckles thanks the Committee for this offer of support and asks members to reach out to her with suggestions for tasks that members would be good at handling within the program.

Mr. McEndree asks Ms. Nuckles if it would be appropriate for him to work with the CRPs to see if there is anything that needs to be included, suggesting he could communicate with Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) to come up with a skeleton plan of ideas. Ms. Nuckles responds by thanking Mr. McEndree for the great idea. Mr. McEndree indicates the CRPs should have insightful information on their work.

5. Following up another item in the April 16, 2025 minutes, Mr. McEndree asks Executive Secretary Mark Totten for an update on the Committee website's Google searchability. Mr. Totten responds that a request was sent to Google to index the Committee website and that he will check on the status of the page's appearance in the search engine.
6. Mr. McEndree concludes by saying the frequency of Committee meetings has already been addressed. Ms. Nuckles thanks him for following up. Andrea Higginbotham from the Central Nonprofit Agency (WVARF, Inc.) asks for clarification on whether the Committee has discussed scheduling meetings throughout the entire year. Mr. McEndree responds affirmatively. Chairperson Nuckles indicates that the varying schedules of members and guests make long-term scheduling difficult, but that she will defer to the Committee for a plan. Mr. McEndree expresses a desire to schedule more meetings ahead of time, but not to set future meetings "in stone" to keep flexibility in the schedule. Ms. Higginbotham indicates that the Central Nonprofit Agency (WVARF, Inc.) feels

rushed when creating data because Committee meetings are not set. Expressing a desire to compromise, Ms. Nuckles sets an additional Committee meeting date for Wednesday, May 13, 2026 at 11 AM, also indicating she will send out a note about the meetings scheduled today. Ms. Nuckles adds that she understands Ms. Higginbotham's statement about preparation.

7. Andrea Higginbotham of the Central Nonprofit Agency (WVARF, Inc.) states they submitted a ten-day comment period about the Fair Market Price Modification Form just approved by the Committee. Ms. Higginbotham indicates two customers noted the price increase, but stated the respondents misunderstood which pack of water whose price was increasing, concluding that WVARF, Inc. cleared up this confusion.

Ms. Nuckles requests the Central Nonprofit Agency (WVARF, Inc.) submit the comments received so she can review and forward the data to the West Virginia Purchasing Division.

#### NEW BUSINESS

Chairperson Nuckles indicates the Central Nonprofit Agency (WVARF, Inc.) has topics for discussion.

Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) states this lighter meeting agenda is a good opportunity to talk about other items. Regarding the 4.1% administrative fee paid by the state to the CNA for Community Rehabilitation Program (CRP)-produced commodities and services, Ms. Hobbs states the focus of WVARF, Inc.'s business is to employ persons with disabilities, citing their costs associated with coordinating with other organizations throughout the state, and public-outreach initiatives showcasing programs and recreation opportunities, including travel to sites like Blackwater Falls State Park, Chief Logan State Park, growing expos at two different locations, and the Agency Purchasing Conference at The Resort at Glade Springs.

Ms. Hobbs explained these were opportunities for WVARF, Inc. to talk about Community Rehabilitation Programs (CRPs) and make these neighborhoods aware of the programs. Ms. Hobbs expressed appreciation to the West Virginia Purchasing Division for having WVARF, Inc. and approximately seven CRPs at the Agency Purchasing Conference in August.

Ms. Hobbs further stated the 4.1% administrative fee gives the Central Nonprofit Agency (WVARF, Inc.) the opportunity to fund a mini-grant program that reinvests in Community Rehabilitation Programs (CRPs), with various "mini grants" already awarded.

Ms. Hobbs announced WVARF, Inc.'s upcoming awards banquet at Fairmont State University, expressing excitement about the invitations that have been sent out for the event.

Chairperson Nuckles complimented Ms. Hobbs update before asking if any Committee members had questions or comments. Mr. McEndree asks Ms. Hobbs about the dates for the

banquet at Fairmont State University; she replied the event will take place October 28-30, 2025, and that WVARF, Inc. can provide complimentary hotel rooms for Committee members.

David Mitchell from Goodwill Industries of Kanawha Valley, Inc. dba Goodwill Industries of the Summit indicated it was great to see the Community Rehabilitation Programs (CRPs) at the Agency Purchasing Conference.

Chairperson Nuckles states she has signed the Committee-approved Fair Market Price Modification Form for Executive Secretary Mark Totten to deliver to the Purchasing Director. Ms. Nuckles asks for any additional comments, questions, or concerns.

Kim Nuckles asks for a motion to adjourn the meeting. John Hyre makes a motion to adjourn. Glenn McEndree seconds the motion. Meeting is adjourned.