

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

**January 8, 2026 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 Thursday, January 8, 2026 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, Jerry Boyco, and Executive Secretary Mark Totten.

Nita Hobbs and Andrea Higginbotham were present representing the Central Nonprofit Agency (WVARF, Inc.) in person or by phone. Daniel Hall of Access Strategies, LLC, was present by phone for WVARF, Inc.

Zach Sandy was present representing The Job Squad, Inc.

ITEM FOR DISCUSSION

Glenn McEndree asks about the Committee’s current vacancy. Chairperson Kim Nuckles responds that the current vacancy is for a representative from a private business. Nita Hobbs of WVARF, Inc. asks about the process to nominate a candidate. Ms. Nuckles answers that these appointments must be approved by the Governor.

MEETING MINUTES

Draft minutes for the previous meeting were sent for Committee review. Chairperson Kim Nuckles asks the Committee if they reviewed the minutes, then asks for a motion. Glenn McEndree makes a motion to approve the meeting minutes as written. John Hyre seconds the motion. The motion passes.

ITEMS FOR DISCUSSION

Ms. Nuckles indicates there are no forms for the Committee to review. As a result, she indicates this meeting is an opportunity for all parties to connect, allowing Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) to have the floor first.

1. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) reports the first state use conference had 67 attendees and 27 speakers, including two state legislators (Senators Weld and Garcia). The inaugural conference was held at Fairmont State University, with next year’s scheduled for Stonewall Resort. Ms. Hobbs states the Central Nonprofit Agency (WVARF, Inc.) wants to be good stewards of the 4.1% administrative fee that is

paid on Community Rehabilitation Program (CRP) contracts, and the firm had to raise \$10,000 to hold the event. In addition, the CNA is also fundraising for equipment for various CRPs. Ms. Hobbs indicates this is one advantage of CRP membership with the CNA.

2. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) reports the compliance-review process verifies whether members of the program have an active West Virginia Division of Rehabilitation Services (DRS) certificate, also ensuring that 75% of CRP employees have a disability. Ms. Hobbs states that ratio of disabled employees is difficult in the current job market, but the CNA is developing an action plan for getting CRPs back into compliance with these requirements when they fall below the 75% ratio. Committee Member Aaron Topping of DRS further explains the active criteria certification for CRPs and what is necessary for them to maintain compliance. Ms. Hobbs asks if the Committee has any questions about their compliance review.
3. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) reports that while the RFI Matrix Revision is not regulated by the Committee, it is something the CNA has to complete. Andrea Higginbotham of WVARF, Inc. indicates that, when the CNA puts out a request for interest to the CRPs, the matrix helps to fairly decide who gets the business. Ms. Higginbotham states the previous system, and its scoring, did not assist with these decisions. Ms. Higginbotham states that factors such as quality of service and location now contribute to the CNA's awarding of points to a CRP requesting to provide a commodity, while checking to make sure awards do not go to an entity not meeting the requirements of CRP status. Ms. Higginbotham indicates the final decision is not totally based on scoring, but the score helps the CNA determine which CRPs get business.
4. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) announces that another benefit of membership with the CNA is the upcoming launch of annual development conference this year, copying a model from other states. Ms. Hobbs cited a problem where a CRP took on a contract, but the CRP had cash flow issues and required help. Ms. Hobbs states she will give updates about this event.
5. Chairperson Nuckles provides an update related to the Governor's budget cuts and the resulting impact on CRP services. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) states that WVDRS will need to eliminate 2% of the agency's budget, impacting WVARF, Inc.'s requests. While Ms. Hobbs understands the Governor has asked all state agencies to make cuts, this usually impacts janitorial services, but usually agencies, "come back to us."

Ms. Nuckles asks if potential cuts impacting CRPs are based on the size of the entity. Committee member Aaron Topping of WVDRS explains there is one overall cut amount that is proportionally unjust on each CRP.

6. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) expresses excitement about the CNA's partnership with The Job Squad, Inc., the West Virginia State Parks, and the West Virginia Department of Tourism. While outside the purview of the Committee, Ms. Hobbs states that products such as t-shirts, printing, and keychains will be produced by

CRPs and sold on these state agency websites.

7. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) invites Committee members to attend Independent Living and State Use Day at the Legislature on January 30.

OLD BUSINESS

Chairperson Nuckles follows up on Glenn McEndree's plan to work with CRPs. Mr. McEndree indicates he does not have an update at this time, but Nita Hobbs of WVARF, Inc. indicates they will talk soon.

Referring to the 4.1% administrative fee on contracts, Ms. Nuckles states the CRPs are involved and want to know how this will affect their budgets in the future.

Mr. McEndree expresses support for the RFI Matrix revision and states the spreadsheets will allow the Committee to see more information. Ms. Hobbs indicates they will set up a meeting with Mr. McEndree and the CRPs. Ms. Nuckles asks if the RFI Matrix was something the CNA had always done; Ms. Hobbs answers affirmatively, but states the previous matrix was 20 years old and needed updating. For example, she indicates the old matrix did not take into consideration that a CRP might have multiple locations. Ms. Higginbotham states they never know when a CRP is going to "throw their name in the hat" to grow their business.

Examining the RFI Matrix, Ms. Nuckles asks if only one CRP expresses interest in business, but only scores 40 out of 100, would the CNA decide the CRP is capable; Ms. Higginbotham indicates they have before, but have also turned CRPs away, indicating some CRP awards are challenging.

Mr. McEndree asks whether a CRP's designation in the matrix will be reviewed annually; Ms. Hobbs indicates the review will take place when the CRP submits their paperwork.

Chairperson Nuckles asks if there is any discussion, questions, or concerns from Committee members.

Committee member John Hyre relates that, after a 20-year contract at Camp Dawson, his CRP's relationship with the facility was terminated when the agency indicated their employees could do a better job with the hotel. Mr. Hyre indicated that on a conference call, he was given ten days to remove his equipment from the property. Later, during an in-person meeting with a Camp Dawson representative, he was told the decision was budget based, not performance based. However, Mr. Hyre believes that Camp Dawson went on to sign a contract with another business. He stated his CRP has several scrubbers, purchased for the Camp Dawson contract, with four years of payments remaining.

Ms. Hobbs promises Mr. Hyre that his CRP will get the first Business Development Meeting. Chairperson Nuckles thanks Mr. Hyre for informing the Committee about his situation.

NEW BUSINESS

Ms. Hobbs indicates she would like the Committee to finalize another future meeting date before the end of this meeting, even if the date is tentative. Following discussion, a tentative date for a future meeting is set for September 9.

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.