

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

May 13, 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 Wednesday, May 13, 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, and Executive Secretary Mark Totten.

Nita Hobbs, Andrea Higginbotham, Morgan Hassig, and Dathum Cummings 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. Cheryl White and Juanita Nicholas were present representing Clay County Services Unlimited, Inc.

MEETING MINUTES

Draft minutes for the previous meeting were sent for Committee review. Chairperson Kim Nuckles asks the Committee for a motion to approve. Glenn McEndree makes a motion to approve the meeting minutes as written. Kim Nuckles seconds the motion. The motion passes.

ITEMS FOR DISCUSSION

The Central Nonprofit Agency (WVARF, Inc.) requested time for discussion.

1. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) drew attention to the corporation's FY2025 annual report and some additional handouts provided. Noting that after the CNA was made non-mandatory by the West Virginia Legislature in 2022, the business experienced a decline in revenue. At the same time, the Community Rehabilitation Programs (CRPs) saw an increase in the number of part- and full-time persons with disabilities employed in the state. Ms. Hobbs highlighted e-commerce portal products for Tourism and the West Virginia State Parks, with a scheduled spring launch, with five CRPs doing screen printing for clothing.

Also within their FY2025 annual report is the last State Use Programs Association (SUPRA) wage comparison report, noting that West Virginia is at the top of employee wages as a percentage of sales, concluding that the CNA is doing more with limited funds. Committee Member Glenn McEndree complimented the appearance of the annual report and its state-by-state wage comparison. Mr. McEndree asked if the state wage list

was a full or partial list of states; Ms. Hobbs answered that it only includes states who submitted data to SUPRA. Mr. McEndree also noted the report statistic that 40% of revenue goes toward employee wages.

Kim Nuckles asks why The Op Shop's spending figures are higher; Ms. Hobbs answers that is relative to the size of the organization and whether they produce goods or services, also noting that The Op Shop merged with WorkAble Industries, Inc., and the additional wages to employees are included in the hourly rate.

Additionally, Ms. Nuckles asks about the provided data on e-commerce and the line item for "miscellaneous products," asking for specifics. Ms. Hobbs states that is a coding category in the company's QuickBooks accounting software and cannot remember its exact reference, but that it is likely something WVARF, Inc. sells to another state that does not fall into any other category. Ms. Nuckles also asks about the "automotive" category; Ms. Hobbs responds that is a coded category in the company's QuickBooks. Finally, Ms. Nuckles asks if "N/A" is also a coded category; Ms. Hobbs responds affirmatively.

2. Nita Hobbs of the Central Nonprofit Agency (WVARF, Inc.) states the Committee had set up a CNA fee committee to evaluate the 4.1% administrative fee paid on Community Rehabilitation Program (CRP) contracts, explaining this is a membership requirement for CRPs. Committee member Glenn McEndree was to lead the review; Ms. Hobbs turns the conversation over to Mr. McEndree, who reiterates the discussion from the last Committee meeting. Stating that someone with more knowledge should report, Mr. McEndree calls on Zach Sandy of The Job Squad, Inc. Mr. Sandy states he will not read two (2) reports that have been distributed, but explains the 4.1% administrative fee supports the CNA's administrative functions, contract administration, RFQ review, purchase order management, and financial stability related to delayed-payment measures, protecting CRPs from cash flow disruptions in the event of delayed state payments. Mr. Sandy states the 4.1% administrative fee paid by CRPs is low compared to the national average, and that the CNA wants to request a fee increase, but is not moving forward with that request at this time. Mr. Sandy reports the CRPs seem to be satisfied with how the CNA's 4.1% administrative fee is being utilized, highlighting a few items in the commodity catalog as well as the CNA's mini-grant program where CRPs are eligible for up to \$10,000 for equipment.

Mr. Sandy also notes a goal to enhance regional impact data as evidence of the program's value through regionalized data for the Committee and state legislators. The CNA also plans to expand the annual member conference. Finally, Mr. Sandy describes a goal related to proactive engagement with state legislators.

Ms. Hobbs adds that WVARF, Inc. is working with Fairmont State University on their next economic impact report for localized data, contrasting state regions such as the eastern panhandle with the southern part of the state in order to generate more specific data about wages. Ms. Hobbs reports this recommendation by the Committee for data is a lift on their accounting staff, but is worthwhile.

There was brief discussion on whether the reporting should be broken down by WorkForce West Virginia regions or by the Division of Rehabilitation Services regions.

Additionally, there was discussion on whether the fee-review committee should meet periodically, annually, or whether the matter was closed. Ms. Nuckles asked Mr. McEndree for input; Mr. McEndree asks Ms. Hobbs what is compatible with her, potentially on an as-needed basis.

Ms. Nuckles asks the CNA, in the context of the current political climate, when WVARF, Inc. plans to ask for an increase to the 4.1% administrative fee. Ms. Hobbs responds this will be addressed in the next contract with the Division of Rehabilitation Services, since it is awarded by that agency, and they would take it up with DRS; however, they cannot speak to future musings since they are currently focused on CRPs. Ms. Hobbs states she does not like that West Virginia has the lowest CNA fee in the country.

Mr. McEndree suggests the fee-review committee meet after the next Legislative session, stating it may not be necessary to have a set meeting schedule. Ms. Hobbs states they have a suggestion box for CRPs at their conference inviting feedback on how WVARF, Inc. is using the 4.1% administrative fee. After requested input from Ms. Hobbs, David Mitchell from Goodwill Industries of Kanawha Valley, Inc. dba Goodwill Industries of the Summit finalizes that meetings should be scheduled on an as-needed basis.

3. The Community Rehabilitation Programs (CRP) compliance visits have been taking place throughout the state; there used to be 27 CRPs under the CNA, but now there are 23. So far eleven annual compliance reviews have been completed. More are scheduled; it is reported that it has been a good experience for the CNA to visit CRPs onsite.

For the compliance element, the top-level paperwork regarding each CRP's qualifications has been filed on the CNA's Microsoft SharePoint drive. This yearly review includes job performance, documentation of employee disabilities; the review sometimes requires going through paper files. The compliance visits have been mostly positive; several CRPs have older employees with no disability assessment on file, or no job coaching file documented. One goal is to ensure yearly employee performance reviews.

Mr. McEndree asks the CNA if they are getting more proficient as additional compliance visits are completed; Ms. Hobbs answers in the affirmative, adding that they also see suggestions they can pass on to other CRPs. Mr. Mitchell states they are scheduled for May, asking the CNA which facilities they want to visit; Ms. Hobbs states she is already stopping at their rest areas and welcome centers.

4. Chairperson Nuckles asks WVARF, Inc. for an update and plan regarding Clay County Services Unlimited, Inc. Ms. Hobbs reports the previous director passed away and that Juanita Nicholas is now in the position. Upon her assumption of duties, Ms. Nicholas found issues to address, including embezzlement, personal purchases, and deleted accounting records. Upon discovery, Ms. Nicholas contacted the CNA immediately; Ms. Nuckles compliments her course of action. Ms. Hobbs states Ms. Nicholas came up with steps to resolve and control the CRP's issues, including the hiring of an external CPA

firm for accountability. Ms. Hobbs stated that Ms. Nicholas even informed West Virginia House Speaker Roger Hanshaw, whose mother has since joined the CRP's board. Ms. Hobbs reports that, following a private investigation, issues have been discovered that will likely end up in criminal court; when this happens in the future, the CNA will come up with an action plan. Currently Clay County Services Unlimited, Inc. is not receiving new contracts, but they are continuing the contracts they already have.

Ms. Hobbs asks Chairperson Nuckles how often the Committee wants to see performance updates; Ms. Nuckles requests an update with every meeting, stating the Committee wants to help and that their efforts are appreciated.

Ms. Nuckles asks Ms. Nicholas when the issues at the CRP were first discovered; Ms. Nicholas states the discovery occurred about six months ago; she was employed by the CRP, but not in a role as deeply involved as the director. However, she had mentioned to board members that something was off within the organization.

Cheryl White stated she joined Clay County Services Unlimited, Inc. in October, noting issues with workers' compensation compliance and FICA taxes. Ms. White stated the CRP now has new workers' compensation coverage and they are currently up to date on other filings, paying \$31,000 and \$81,000 to the IRS, further noting that some taxes had not been paid since 2022. With some data not being available in their systems, they have had to ask the bank for statements in order to recreate records. The CRP is working with a tax advocate; they will have to meet with the federal government in person because the CRP does not have physical or electronic records as a result of their previous destruction. The CRP noted lawmakers that are friends of the organization and providing assistance.

Ms. Nuckles asks if Clay County Services Unlimited, Inc. has any technical staff that could potentially recover their digital records; Ms. White states they have reached out to their people, but they could not recover any data. Ms. Hobbs states that WVARF, Inc. just had a board member join with a background in technology.

Ms. White states the CRP is excited about an upcoming partnership with Clay County High School; the special education teachers are recruiting students for future employment.

Ms. White reports Clay County Services Unlimited, Inc. is on the right path to recovery; they have sold several buildings to recoup money and are currently waiting for payment.

Ms. Nicholas reports she is new to this type of situation, but made good connections quickly when resolving the issues. Ms. White reports that, behind the scenes, Clay County Services Unlimited, Inc. has reviewed their bylaws and articles of incorporation, rewriting them for board approval. In addition, they are creating a safety manual for the first time.

5. Chairperson Nuckles requests a report from Ms. Hobbs of WVARF, Inc. regarding the legislative rule for the Price Modification Form and the process for a price increase request. Ms. Hobbs reports the CNA reached out to Purchasing Director Samantha Willis

and had a meeting where guidance was requested. The meeting and its questions focused on getting back to what is written in state code, particularly in regard to comparison bids.

Ms. Hobbs stated that, with seven workforce regions, for increase requests for janitorial contracts specifically, it was especially difficult for Andrea Higginbotham's team at WVARF, Inc. to come up with the 27 required bids. She stated that, to get actual bids for comparative purposes, WVARF, Inc. had to pose as fake companies in order to get competitors to provide bids, which ended up being a waste of time because WVARF, Inc. was not going to contract with those companies for janitorial services.

Purchasing Director Samantha Willis told the CNA that, when getting comparative bids, WVARF, Inc. was to start at the beginning, then when a price increase is requested, compare the data on how costs went up for the specific commodity.

Ms. Hobbs stated that WVARF, Inc. is prepared to move forward when the company needs to request a price increase, and reports the conversation with Purchasing Director Willis was positive.

OLD BUSINESS

There is no old business.

NEW BUSINESS

Discussion takes place on a schedule for future meetings, with tentative dates being set for September and January 2027.

Brief discussion took place on whether Google Gemini would help the Executive Secretary with notetaking for Committee meetings.

Chairperson Nuckles asks if there is additional business for the Committee. Ms. Nuckles asks for a motion to adjourn the meeting. Glenn McEndree makes a motion to adjourn. Kim Nuckles seconds the motion. Meeting is adjourned.