

# MEETING MINUTES

February 16, 2011

## GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Cedric Greene at 10:00 a.m. February 16, 2011 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

### ATTENDANCE:

Committee: Cedric Greene (Chairperson); Everette Sullivan; Brenda Bates; Jan Smith; Phillip Mason; Jan Lilly-Stewart; Mike Sheets, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Sherry Briggs, Leona Huffmann

Phillip Mason attended by conference call.

Absent: Jan Smith and Jan Lilly-Stewart

Guests: Debbie Birthisel, Green Acres  
Elizabeth Sampson, Clay County Unlimited

Meeting was called to order by Chairperson Cedric Greene. Copies of the minutes from the November 19<sup>th</sup> meeting as well as December 22<sup>nd</sup> and 29<sup>th</sup> meetings were handed out to everyone. Mr. Greene briefly went over the minutes to update everyone present.

Mr. Greene, Mr. Tinchler has said the contract with Green Acres has been approved. Also, Mr. Raber will assist Debbie with Green Acres to assist her in this endeavor and Brenda Bates will help as they, Green Acres received a grant of \$474,000 from them.

### **MOTION #1**

**Mr. Sullivan, I move to approve the contract. Ms. Bates seconded. Motion passed.**

### EXECUTIVE SECRETARY'S REPORT:

Mike Sheets reported...

\$ 5,055.00 – Annual Allocation  
    12.41 – A/P Amount  
    725.28 – Disbursement  
    216.30 – Transfer Out  
\$ 4,101.01 – Balance Remaining

Mr. Greene, can you give me some information regarding this money?

Mr. Sheets, this is authorized by the Legislature and handled by the Finance Division.

Ms. Bates, there has never been a problem with getting the money.

Mr. Sheets, the individual on the Committee signs the financial form for travel, and then I take to the Finance Division for payment.

Mr. Raber, I have met with Central Non-Profit agencies and we have talked about moving the meetings around once a month and I have recommended the next one be in Gassaway at Precision Services. Microfilming, Document Imaging, do we want other CRP's? Hancock County and PacTec are in Morgantown. December we will go to Green Acres. I know they have gotten a lot of equipment and upgrades. I do know they had beautiful poinsettias for Christmas.

The biggest thing I want to report today is that there has been some problems with the facility here and WVARF has moved out and the office is still not set up yet. Internet should be up and running soon. Once we get settled, I will be looking for a permanent location. We are temporarily located on Virginia Street at Goodwill and Goodwill is helping the state as well with moving.

Don't have information in front of me but I wanted to make everyone aware that Hancock is looking to get into the 'toner cartridge' business. They should have something to the Committee soon and we will be updating 'mats' as well and adding to the contract. The laundry contract is for hospitals and they want all state agencies to use the contract also.

Mr. Mason, I talked to you a couple of weeks ago about moving around for our meetings which gives us a hands-on approach when you physically go there. I think that is a wonderful idea.

Mr. Greene, Ms. Bates, Greg and I have set our meetings for next year, they are:

March 16, 2011  
April 20, 2011  
May 18, 2011  
June 15, 2011  
July 20, 2011  
August 17, 2011  
September 21, 2011  
October 19, 2011  
November 16, 2011  
December 21, 2011

One day per quarter we will get out and see some things, have our meetings at locations previously mentioned.

## **CONTRACT PRESENTATIONS:**

Ms. Huffmann, Insurance Commission in Beckley moved into a new building changing their square footage. Previous annual was \$8,582.40. The new annual price is \$10,819.08 and the new amount was approved by the customer.

DHHR, Bureau of Children & Families, Hamlin/Lincoln County. This changed because of a retirement by \$8,000. Annual price is \$50,442.00. Goodwill of Huntington wants the entire contract.

DHHR, Region 4, Greenbrier/Lewisburg. I did an audit and the janitor was cleaning more than the cost of the contract. The increase was \$821.40 for an annual price of \$43,919.28.

Mr. Sheets, the Workers Compensation and Unemployment differ between the three of these contracts?

Ms. Huffmann, if one of them has a different rate, some rates will go up and some will go down. Changes will change every six (6) months.

### **MOTION #2**

**Mr. Sullivan made a motion to approve the contracts. Mr. Mason seconded. Motion passed.**

\_Mr. Raber, Stream Access contract. These are contracts at DNR sites throughout the state and DNR wants us to mow grass, pick up litter at these areas, etc. This is the 5<sup>th</sup> or 6<sup>th</sup> year we have done this. Complaints have gone down to nothing with us doing this. We have a set amount we have to work with. For example: Kanawha Falls is a location that he wants done every month now, 12 months a year. Others are done eight months a year. There are 101 sites and we have eleven CRP's participating. It was \$120,000 and we made \$122,000 due to the cost of gasoline increase. With 101 locations and with that increase I think that is good. Handouts were given to all present.

Ms. Briggs, cost CRP's a different amount of money. This is what the state will get. The average amount for one site for two people for one hour of labor (Fair Market Price (FMP) determination. This also includes travel. Ms. Briggs had a handout for all in attendance.

Ms. Bates, total visits – eight months. Some wants monthly service, by-weekly, four times a week such as Kanawha Falls.

Mr. Raber, one unique location, they take care of Mason Lake and Dixon Lake and one of them has a shooting range and they pick up all the shell casings, etc. Also, Kanawha Falls is the only one on a year around basis.

### **MOTION #3**

**Mr. Sullivan made a motion to approve the contracts. Mr. Mason seconded. Motion passed.**

Ms. Briggs, one small DMV contract, Bridgeport, CRP is doing the contract. There is a Request for Information (RFI) out for that. They want to give it up because they can't find reliable people to do the work. It is a very small shop. DMV wants them in there at 7:30 a.m. The closing date for the RFI is Friday and a new CRP will take that over. The new people will just take over the contract; it will not come to this Committee. They clean at the old price until a new contract comes up.

### **FINANCIAL REPORT:**

Mr. Miller, gross revenue \$48,000 over budget. Over 60 days is \$106,684.15 or 9.2% of total accounts receivable. Mr. Miller had hand outs for all present.

Mr. Mason, \$1,163,970.58 total amount of receivables that is a lot of money lying around that we could have. Another is our accounts payables, 1,347,122.69, that is a lot and I don't understand that. I am sure there is a reason, I just don't understand it.

Mr. Miller, on this particular one, receivables and payables, you can see from our revenues in one month's time we do about a million in billing and contract expense about a million a month. Customer will usually pay us in 50 days receivables.

Mr. Mason, I guess my thought is that democratic process could move things up a little bit. We need to pay our bills a little quicker and our customers could pay us a little quicker.

Mr. Miller, the state will not pay for services until the services are provided. We have done that consistently. We don't think there is anything we could do to help this situation.

Mr. Greene, what is this \$350,000.00.

Mr. Miller, in order to establish an account we took \$350,000.00 out of WVARF's funds and put into another account.

Brenda, CNA Committee has not met for months and we can't let that happen. It was August or September we met. CNA Committee needs to be scheduled immediately before the next State Use meeting.

Ms. Sampson, Michael Martin the Chairperson is working on that and we should be having a meeting very soon.

Mr. Raber, we usually have the meeting here.

Ms. Bates, when you schedule this meeting, I will need to check my schedule so please check with me before you set the date because I need to be there.

Mr. Greene, what is our role?

Ms. Bates, they ask for our opinion. It's a compliance type thing that we are working on the same page. Actually, Debbie Lovely asked that I attend.

Mr. Greene, \$350,000.00 transferred from where?

Mr. Miller, WVARF owns the entire amount.

Ms. Bates, that amount came from how much money we needed for capital. We set that amount so that CRP's could be paid.

Mr. Mason, does that relate to cash?

Mr. Miller, set up as a payable more or less a liability.

#### **MOTION #4**

**Mr. Sullivan made a motion to accept the Financial Report. Mr. Mason seconded. Motion passed.**

Mr. Greene, I would like to set up an appointment so that I can understand that.

Mr. Sheets, could we get that in writing because I don't understand that either, a synopsis for us perhaps.

Ms. Bates, since we have several new members and I think what we possibly need to do is have a meeting. The Committee was sure there was no conflict of interest. We need to go through the history as it is a ten (10) year history.

Mr. Greene, what we will do, let's look at an opportunity that Mr. Mason will fiscally be here and for you guys to put on a presentation so we can get smart about it. I don't like signing anything that I don't understand. If we were talking about \$5.00 or \$10.00 I would write a check, but for this amount of money I need to understand it. We just want to get straight about it.

Mr. Raber, Mr. Mason will attend the next board meeting and afterwards we will be able to meet at that time.

Ms. Bates, a lot of things we need to know protects WVARF and we need this information before we pass the budget.

Mr. Greene, Mr. Mason, if you could meet with us on March 16<sup>th</sup>? When we get to Sutton no one will be in a rush to leave and we can just stay and understand the process.

Mr. Raber, the CRP will provide lunch for us on that day.

## **NEW BUSINESS:**

Mr. Greene, we do appreciate our guests for coming.

Ms. Sampson, I am asking on behalf of WVARF, when a contract, a product, service or whatever is presented and you approve it, would you allow the Purchasing Director to change it?

Mr. Raber, the Purchasing Director has the final say so.

Ms. Bates, you are exactly right. The Purchasing Director can say no, then it comes back to the Committee and we come to a compromise.

Mr. Sheets, generally it is evaluated due to the cost, change or review.

Mr. Greene, Mr. Tincher has the authority to approve, decline. We appreciate our guests asking questions.

Mr. Raber, I have done a little follow-up with Ms. Miller and the Retirement Board and she is fine with everything.

## **MOTION #5**

**Mr. Sullivan made a motion to adjourn.**