

MEETING MINUTES

March 23, 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. March 23, 2011 at Precision Services, Inc., Gassaway, 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, Sherry Briggs, Leona Huffmann

Absent: Jan Lilly-Stewart
LuAnn Summers attended for Brenda Bates.

Guests: Elizabeth Sampson, President of WVARF and Clay County Unlimited;
Jack Saunders, BNF Technologies, Arlington, VA;
Michael Hagg, Hancock County Sheltered Workshop, Weirton, WV;
Greg Morris, PACE Enterprises, Inc., Morgantown, WV; and
John Zett, VASTEC, Washington, DC.

The Committee meeting was held at Precision Services in Gassaway, WV and Jack Holcomb, Executive Director of Precision Services, Inc., welcomed all members and guests. After the meeting Mr. Holcomb gave everyone a tour of their facility.

COMMITTEE CHAIR REPORT:

The meeting was called to order by Chairperson Cedric Greene. We may have another meeting before our scheduled April meeting and I will let everyone know. I will get the completed minutes out to everyone.

Mr. Greene, I am sure Greg Raber will bring up the issue of Chris Miller who has rendered his resignation with WVARF. This is one of the things we need to discuss is the urgency to replace Mr. Miller or what the plan is as I have a concern with signing anything without an accountant looking over it first. I get a little nervous as you have about 13M to look over.

Mr. Mason, I think that is a legitimate concern.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Raber, Chris has left the company and he has taken a job with Highland Hospital. I have hired Suttle and Stalnaker, a CPA firm and they will start tomorrow or Friday. They were highly recommended to me. They are going to be working out of my office and I will be working with them. They are going to see if someone should be working on this every day. They gave me an hourly rate and the savings is going to be around \$23,000.00.

Mr. Mason, will Chris be making more money?

Ms. Sampson, yes I understand he is.

Mr. Raber, it was a good move for him. The CPA firm Suttle and Stalnaker will be sending out statements each month as Chris did previously.

Mr. Sullivan, I want to make sure they would take care of Chris' job.

Mr. Raber, I gave them a list of things I wanted completed. They will give me the information such as who is in arrears and I will send the letters out. They will be concerned about the bills not paid.

Ms. Sampson, since Chris has left, will the Board of Directors do a check or audit to show that everything is ok? I think it is just something that everybody would feel better about. It is just good business.

Mr. Raber, Goodwill is having their awards dinner which will be held at the Marriott. Dave Accord will be leaving in July. I would like a letter coming from the Committee to him for what he has done, perhaps a plaque or a certificate.

Mr. Raber, WVARF staff has moved to the Goodwill Building at 209 Virginia Street, West in Charleston, West Virginia, 25302.

Mr. Raber, the CNA Committee met last week and they are going to meet the same day each month at Goodwill.

Ms. Smith, could there be a joint meeting where we could all meet?

Ms. Sampson, they will meet at 1:00 p.m. in the afternoon same day as our meeting which will be held at Goodwill. They have set this time aside for that.

Mr. Raber, TEMPS contract has expired and is now out for bid. Leona has a spreadsheet to pass out to all.

Ms. Huffmann, we are getting ready to start a big janitorial contract. April 1, 2011 – March 31, 2012. Lottery Commission located at 900 Pennsylvania Avenue in Charleston, WV. It will be an increase in cleaning. There are no problems with the contract. They have provided us with the Scope of Work. Annual Price is \$78,549.12. Handouts to all present.

Ms. Huffmann, DOH has contacted me – Low Impact for flagging for a person in a boat in case someone would fall. We are still negotiating.

Mr. Sullivan, you couldn't send a handicapped person out there to flag.

Mr. Raber, yes, sure we could, but it would really depend on their disability.

Mr. Raber, Greg Morris, John Zett and Jack Saunders are here regarding Records Management, putting everything together into one compact service and we will be meeting with them shortly after this meeting.

FINANCIAL REPORT:

Mr. Raber, Financial Report handed out to all members present. Over 60, \$23,423.54 or 1.4% of total accounts receivable.

Mr. Greene, we need to get the training done to understand what we sign off on as a Board of a Committee. Does everyone get this? I don't understand it.

Ms. Smith, I understand it.

Mr. Greene, when we come through the door in May or June and if I don't understand it, I am not going to sign it. We can get around the 8th feeling confident.

Ms. Sampson, that may be a good time to get the CNA Committee and this Committee together, so everyone is on the same page.

Mr. Greene, just as long as I understand it, they are welcome to come. They have not been meeting monthly.

Ms. Sampson, that is my point, they want to meet.

Mr. Greene, I am just not confident to sign off on anything without understanding it without the CPA firm Suttle and Stalnaker having looked over everything to make sure everything is correct.

Mr. Raber, does anyone have any questions regarding the handouts, Balance Sheets, etc?

Mr. Mason, looks like the bulk is processing of payments.

Mr. Raber, as far as customers' who owe money, most of those have been taken care of. We called the Purchasing Division and the Auditor's office regarding changing of address and that is why some of this is a little late in receiving payment.

Ms. Smith, for the 60 days that WVARF is supposed to be paid.....

Mr. Raber, the CPA's will be taking care of that. We have a guaranteed payment plan that CRP's will get paid in 60 days.

Mr. Greene, Division of Natural Resources, \$12,000, Stream Access, I think that has already been taken care of.

Mr. Raber, I will check on that with DNR.

Mr. Greene, we sent a letter to Culture & History.

MOTION #1

Mr. Sullivan, I move to accept the Financial Report. Mr. Mason seconded. Motion passed.

Mr. Greene, could I have a list of the CNA members?

EXECUTIVE SECRETARY'S REPORT:

Mike Sheets reported...

\$ 5,055.00 – Annual Allocation
0.00 – A/P Amount
837.69 – Disbursement
<u>216.30 – Transfer Out</u>
\$ 4,001.01 – Balance Remaining

Mr. Green, at the end of the year does that money stay or is it returned?

Mr. Sheets, it will be returned to the General Fund, a New Year appropriation for the next fiscal year.

CONTRACT PRESENTATIONS:

Mr. Raber, the Janitorial contracts (Contract Comparison Report) handed out to all present.

Mr. Greene, this Rehab move, hopefully by April we will be back to normal and this will be faxed to you.

Ms. Huffmann, this Contract Comparison report will be filled out as the contracts are approved. Copies handed out to all members present.

Mr. Greene, I think it is impressive that the prices have not gone up.

Mr. Raber, I think these ladies have done a great job with keeping the prices down. In most cases we ask for a dime or twenty cents.

MOTION #2

Mr. Mason made a motion to approve, Jan Smith seconded. Motion passed.

Mr. Raber, Lottery Commission contract. This will begin next week. This building is 13 floors. This contract is for cleaning five floors. CRP is Goodwill and we sent out an RFI and Goodwill is the only one who was interested. We sent to all interested in the State Use Program. We gave them the Scope of Work, etc. If any CRP responds they get the contract. We take care of the complaints. The building is in good shape. They also have some private businesses there – a Bank as well as other state agencies. We are cleaning the private businesses as well. I think they will start construction in May and it will take about a year.

Ms. Summers, when you say it goes out to bid; do you have a list who is interested in that?

Mr. Raber, we send to everyone, anyone who is involved in State Use Program. They also have to fill out something to show they are not members of State Use Program.

MOTION #3

Mr. Sullivan made a motion to approve the contract and Mr. Mason seconded. Motion passed.

Mr. Raber, DOH, District 9 Substation Peterstown. We have a new change order and it has increased by \$1,000 which increases the hours of the contract.

MOTION #4

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

Mr. Raber, DHHR, Region 2.

Ms. Huffmann, this contract used to exist, General Services contacted me in February and we have the contract back now and I am presenting it as a new contract today. This is the new Williamson Building.

Mr. Raber, they own the building but giving up the janitorial and giving it back to WVARF.

Ms. Huffmann, Integrated Services was previously doing this.

MOTION #5

Ms. Smith moved to approve. Mr. Sullivan seconded. Motion passed.

Mr. Raber, Kent Dawson – Preston County is going to increase their square footage by October which is a new gymnasium.

Ms. Briggs, they are happy with the services we provide and they have asked for a day person to keep their floors clean as well as their pool area. This is a huge training facility.

Mr. Raber, another contract is for the State Treasurer's office which is 2,100 square feet at a cost of \$1,600.00 yearly. New contract once a week for janitorial cleaning.

MOTION #6

Mr. Mason moved to approve. Mr. Sullivan seconded. Motion passed.

Mr. Greene, Debbie with Green Acres.....

Ms. Summers, we got a grant for them and I believe it was around \$400,000.00. They want to expand so they can have more bottles in reserve, storage space, better trucks for delivery, etc.

Mr. Raber, they are thinking of adding a new production shift.

Mr. Greene, I am hoping they succeed.

Ms. Summers, I don't think we will let you forget about her.

Mr. Greene, we will go and visit them in December.

Mr. Raber, they have a green house and it is an antique, historical and they have applied for grants for that.

Mr. Mason, I have heard the land used to be Mark Twain's farm.

NEW BUSINESS:

Mr. Raber, Nicholas County deliveries of water. About 2-3 weeks ago they had some problems with Brick Street and Brick Street applied to something else. They were down for four days then they got their coverage reinstated. It was Brick Street's error.

PUBLIC COMMENT:

None

MOTION #7

Mr. Sullivan made a motion to adjourn. Mr. Mason seconded.