

# MEETING MINUTES

April 20, 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. April 20, 2011 at the WVARF temporary office located in the Goodwill Building, 209 Virginia Street West, Charleston, 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  
Jan Smith attended by conference call  
Phillip Mason called in for conference call but could not make connection

LuAnn Summers attended along with Brenda Bates

Guests: Elizabeth Sampson, President of WVARF and Clay County Unlimited;  
Melinda Tucker, Suttle & Stalnaker;  
Horace Emery, Suttle & Stalnaker;  
Devin Slone, Green Acres Regional Center.

### COMMITTEE CHAIR REPORT:

Mr. Greene, since we have guests with us today, everyone please introduce yourself. We have enough for a forum so we will get started as some need to leave early today.

I sent the minutes and agenda out myself on Friday or Monday.

### MOTION #1

Mr.Sullivan, if there are no objections to the minutes, I move they be approved. Brenda seconded. Motion passed.

## **CONTRACT PRESENTATIONS:**

Ms. Huffmann, change order for Beckley State Office Building. This is for increased square footage and also increased supplies. The annual amount is \$74,153.76.

### **MOTION #2**

**Mr. Sullivan moved to accept the change order. LuAnn Summers seconded. Motion passed.**

Ms. Briggs, please see Camp Dawson on page two of the Northern report which was passed out to all members. Some changes will be made to this contract and I will report on that at our next meeting.

Ms. Briggs, Workforce in Elkins has moved to a smaller building and that will decrease by \$4,461.96.

Ms. Briggs, BEP in Parkersburg combined two offices and that will increase. I am in negotiations with Jim Hash and that is why they are not listed on this comparison log.

Ms. Briggs, we are trying to get and stay in the budget since the fuel is based on \$2.50. The fuel hasn't been adjusted for a year or more than a year.

Mr. Sullivan, what is the mileage rate now?

Ms. Bates, DOH and WVARF have not set down to discuss this rate for several years.

Mr. Greene, what have you done about meeting with DOH?

Ms. Briggs, I have sent an email to Jim Hash so we can meet and get something worked out. I have not heard back from him.

Ms. Huffmann, Southern Region Report was handed out to all members. DMV at Teays Valley decreased their square footage from \$19,232.28 to \$15,972.48.

Ms. Huffmann, DOH in Lewisburg, those are scope of work added, more tasks for them so that increased those two contracts.

Ms. Huffmann, Goodwill in Huntington, all their contracts has seen an increase because of their Workers Compensation and Unemployment. These changes increased their contract.

Mr. Raber, their increases are below 3%.

Ms. Huffmann, we have all those for you to sign today Mr. Greene.

**MOTION #3**

**Mr.Sullivan, I move to approve the contracts as presented. Brenda seconded. Motion passed.**

**CONTRACT COMPLAINTS:**

Mr. Raber, I received one complaint since the last meeting and it was concerning our laundry contract with DHHR. Hopemont Hospital said that the sheets and blankets that they had received that particular day were frayed and some had holes in them. They did not contact Hancock County, but I contacted them and they drove to Terra Alta the next day for an inspection. Every piece of linen was sorted through by the Hancock County representative and the Housekeeping Supervisor at Hopemont and a total of six items were pulled and replaced. Hopemont was very pleased with the reaction to their complaint and they even apologized for being so petty. Administration was told that the numbers were much higher.

**EXECUTIVE SECRETARY'S REPORT:**

Mike Sheets absent today

No Report

Mr. Greene, Mr. Raber you report please.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Raber, as reported in the last Committee meeting, the CPA firm Suttle & Stalnaker has taken over the financial duties that were previously being performed by Chris Miller. Melinda Tucker is the CPA performing these duties and has worked with various other state agencies. Melinda Tucker and Horace Emery are here with us today. They do have a lot of experience.

Mr. Raber, an independent audit is being done by Rowan and Associates since Chris' departure and our year end audit will begin the first of July.

The CNA committee will meet at 1:00 p.m. today here at the Goodwill office to review the CNA budget. The firm Suttle & Stalnaker will be here for that meeting.

Mr. Raber, the janitorial contracts are more than halfway completed and we hope to have the remainder of the contracts ready to present at the next Governor's Committee meeting.

Mr. Raber. I spent three days at Institute last week and all items have been moved out. WVARF moved as much as they could to their temporary offices at Goodwill and some items had to go into storage. I will begin looking for a permanent office location at the end of this month.

**MOTION #4**

**Mr. Sullivan made a motion to accept the report. Brenda seconded. Motion passed.**

Mr. Greene, we are going into an Executive Session now since Mr. Sullivan has to leave.

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Executive Session is now over and we are now continuing with the Governor's Committee for the Purchase of Commodities & Services from the Handicapped.

Mr. Greene, no decisions were made during the Executive Session. We do not have a forum since Mr. Sullivan has left.

Ms. Bates, we wanted to advise the Committee that the Division did say we wanted to award a grant to Green Acres. However, because Green Acres owes Federal taxes we are unable to give them the grant. Federal money is for State Use.

Guest – Mr. Slone, I appreciate what all of you have done for us even though we didn't get the money.

Mr. Raber, Debbie Birthisel with Green Aces, I wanted to let you know that her Mother just passed away this morning.

Mr. Green, Greg if you would tell her we send our condolences to her.

Mr. Greene, our meeting last month, we went to visit Precision Services, I just wanted to say that we appreciate Greg setting that up for us. We all really enjoyed ourselves. The work there was very informative. The employees welcomed us and showed us around the entire operation. We could see they are proud of what they do. The staff was very professional. It was good for us to see their operation.

**FINANCIAL REPORT:**

A copy of the financial report was handed out to all members.

Mr. Emery, this is March 31<sup>st</sup> statement and it is based on all the information we had day before yesterday. It does not have necessarily complete information. Nonprofit should use the term Financial Position; also, the term Net Assets is to be used.

Ms. Bates, is it because CRP's have not reported as they normally do?

Mr. Emery, that is one area we need to focus on to see if there is a way we can speed up the process. The goal would be to have March statement complete.

Mr. Greene, you stated the program "Peachtree" had not been updated.

Mr. Emery, as I understand, Chris was not doing the bank statements within "Peachtree", but it is more efficient to do in the Peachtree software.

Mr. Raber, he was doing that in Excel.

Mr. Greene, I am fairly certain it is easier to manipulate Excel than it is Peachtree.

Mr. Raber, I wanted it done in Peachtree.

Mr. Greene, how long has it been since we used Peachtree?

Ms. Bates, never

Mr. Greene, if you see these auditing's, why would a person do that? How is that going to come back to us? I would have also assumed that would be done according to your standards.

Mr. Emery, Excel is doing by hand and Peachtree for some people is the bank reconciler. Would be much easier using Peachtree and we are using Peachtree.

Mr. Emery, Chris started things in Excel and that was the reason he got behind. We need to find out the ones that need to be billed every month.

Ms. Sampson, some CRP's have not billed WVARF in a timely fashion and some are routine/standard every month.

Mr. Emery, we haven't had time to look at that.

Mr. Emery, regarding Net assets, we don't have all the revenue recorded, so this is not correct. We just didn't have enough time to get it done.

A copy of the Statement of Activities was given to all members.

Mr. Emery, this is the same report you have been seeing before we came on board.

Ms. Bates, are you customizing accounting to how it should be?

Mr. Emery. It appears income from prior years.

Ms. Bates, if there is extra money, that has to be put into a project. It has to be used for State Use - \$378,026.36 is for State Use Only.

Mr. Emery, it needs to be reflected as this Committee utilizes that money. We will incorporate that into the report making it easier to follow up.

Mr. Emery, amount over 60 days is \$4,701.17.

Ms. Bates, we still need to know what state agencies are over 90 days. This doesn't show what agency that is and we need to know that.

Mr. Greene, who will be doing the billing?

Mr. Raber, the same person that was doing the billing will continue to do that.

## **OLD BUSINESS**

None

## **NEW BUSINESS:**

None

## **PUBLIC COMMENT:**

None

## **MOTION #5**

**Brenda made a motion to adjourn**