

# MEETING MINUTES

June 15, 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. June 15, 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 and Phillip Mason. Jan Smith attended by conference call.

Guests: Elizabeth Sampson, Board President of WVARF & Clay County Unlimited  
LuAnn Summers attended for Brenda Bates

### COMMITTEE CHAIR REPORT:

You have received the minutes from our last meeting.

#### **MOTION #1**

**Mr.Sullivan, if no corrections, I move the minutes be approved. Ms. Smith seconded. Motion passed.**

Mr. Greene introduced Allison Pullen who has been working as an Intern in the Cabinet Secretary's office. Roll call of all attendees.

Mr. Greene, a letter was received from Ms. Annette Francis, Executive Director of Developmental Center & Workshop, Inc., dated June 6, 2011. She recently became aware that the WV Military Authority has posted a job opening for two (2) MA Building Trades Specialist 1 positions with a salary of \$29,498 - \$44,186 at the 167<sup>th</sup> Airlift Wing, West Virginia National Guard in Martinsburg, West Virginia. People in these positions would receive health insurance benefits and the majority of the duties listed as examples of work performed for this position are janitorial in nature. I don't really know, it is possibly more than janitorial services.

Mr. Raber, CRP is not providing repair of equipment but other things CRP is more than capable of doing. It does include some of the janitorial as well.

Mr. Greene, no one has told us anything about this or at least I haven't been told.

Mr. Raber, I received this letter and job posting yesterday. They wanted to extend their current contract until September or October and they want a meeting with myself and Sherry, then they canceled the meeting. That is when they posted this. The meeting was scheduled for May 1st.

Mr. Greene, the process of posting, one of the things is the source of money. If this is federal money, I don't recall this coming in front of the Board of Personnel. One of the things I think as you go down through this letter, the 3<sup>rd</sup> paragraph. You want to be careful about putting those comments in a letter. It may be factual but I wasn't there. I think paragraph three, some would take offense. We need to find out the source of money, find out if there is a requirement to go through the Personnel Board and Purchasing should look at it to make sure they are in compliance with the contract with WVARF. I do see the word 'repair' as well. I think we need to have Purchasing look at this letter.

Ms. Summers, I think it might be advantageous for Greg and Annette to have that meeting. We don't know if they are going to end the contract but we need to make sure they follow the guidelines. Those things we need to look at. It is important that we know this information so they can let their employees know.

Mr. Raber, all military agencies we do business with have extended their contract with us except for this one.

Ms. Summers, Greg and Annette needs to schedule a meeting to get further clarification.

Mr. Greene, I will have the Purchasing Director look at this and check the requirement with the Personnel Board and how they are paying this and Greg, I would like to be in this meeting also.

## **EXECUTIVE SECRETARY'S REPORT:**

\$5,055.00 – Annual Allocation  
50.00 – A/P Amount  
1,462.40 – Disbursement  
316.30 – Transfer Out  
\$3,226.30 – Balance Remaining

### **MOTION #2**

**Everette made a motion to accept the Secretary's report. Ms. Summers seconded. Motion Passed.**

## Executive Director's Report

Mr. Raber, annual desk audits have been completed. Everyone is in compliance. See #1 and #2 of the Projected CRP costing for Products and Facility based services which a copy was handed out to all present. Mr. Sheets had asked about the total cost, see item #143, Econo Wiper has gone up from \$0.82 to \$0.85. The Bar Towel, lightweight terry toweling with finished edges went up from \$2.23 to \$2.73. This is due to an increase in supply cost and that no extra money is going toward the profit of the CRP's.

Mr. Raber, I have 23 contract renewals and I have those for Mr. Greene to sign. There are some new contracts that we are currently working on and those will be presented at future committee meetings.

Mr. Raber, since the last meeting we have talked with DOH officials about purchasing gas from their locations but were told that the Department discontinued this practice back in 2006 due to all the paperwork involved in the hassle that it was causing DOH.

I would like to point out that one of the obstacles we face in doing contract renewals is having the customer come back to us after contracts have been signed and want changes made to the contract. Next year we will be enforcing the statute much more rigorously that states the customer has ten (10) days to respond back to WVARF with any changes once they are presented with the contract. We may need the help of the Governor's Committee to support this. Many of our customers have these contracts in their hands for a month or better before they are presented to the Committee, but it seems that they do not review them in a timely manner until we have finished our process, thus requiring double the work in many instances.

Ms. Summers, has there been some concerns like say for example, the CRP has to send someone to cover for a particular shift, are they complaining if someone takes off sick? Replacement costs if someone calls in sick.

Mr. Raber, I haven't heard anything.

Ms. Briggs, if they don't have someone, then we adjust the bill.

Mr. Sullivan, what about the gasoline deal, no way we could get any relief from the State?

Mr. Raber, DOH doesn't allow that anymore.

Ms. Briggs, Mr. Hash, they did get an increase. The agency, the state is paying the \$4.00 to have their grass cut.

Mr. Sullivan, that doesn't help the employees who drive for miles.

Mr. Greene, couldn't do it for legal reasons. You can't have public citizens pull up to a state pump and fill up. That is not the answer.

Ms. Briggs, Mr. Hash did say they are not taking any more customers.

Mr. Sullivan, I thought we could get some relief for those that had to drive 40 miles round trip. I thought we could get some relief for them.

Mr. Raber, the state wasn't willing to entertain that for the workers.

Mr. Greene, two months ago if it was \$2.00 a gallon and now you get \$4.00 for the acreage. Is there no way to infuse that to the employee?

Ms. Briggs, DOH would not entertain an increase if it showed an increase in the hourly rate.

Mr. Greene, they are saying, it is ok for CRP's to make a profit but not pass it down to the employee.

Mr. Sullivan, I think the workers are getting only six (6) hours of pay.

Mr. Greene, how does that ripple down to the employees? I remember taking care of the employee & the CRP running a business. How do you operate and stay in business.

Ms. Smith, I was hoping we could start buying gas at DOH again. Our workers are paid what the contract allows if we could buy from the state again that would save money.

Mr. Greene, that was the whole intent to take care of the employees. No business in America is going to do a job when you pay 0.50 cents for a cup when you paid \$1.00 for it. You can't compare a state employee with a CRP employee. Do they get health care benefits?

Ms. Briggs, they get 16 total sick days and they don't want to do that any more.

Mr. Sullivan, I thought we were going to get gas money for the employees who have to drive two hours a day to pay for gas.

Ms. Sampson, some of us do pass on for an increase.

Ms. Summers, some CRP's can't or won't.

Mr. Raber, the bottom line is an increase in pay. I have heard from Mr. Hash and others that janitors are scumb of the earth. He has made it a point to tell me and he says why should I pay them \$8.00 an hour when I pay my summer employees \$8.00 an hour.

Mr. Raber, every year we try to put 10% - 15% increase in wages.

Ms. Summers, as the Committee, if we say the employees should be paid this—what allows the state agency to say 'NO'?

Mr. Greene, it is the contract negotiations. They are questioning the worth of an employee which is already \$3.00 below the standard rate. I will take this for action.

Mr. Raber, this program is more scrutinized than any program I have seen. The more information you give them the more they try to cut their cost.

Mr. Sullivan, our obligation is to see we have Fair Market Price (FMP). Why shouldn't we be concerned about the prevailing wage for the employee? They pay the same amount for a loaf of bread, it costs the same for them.

Ms. Summers, if they are doing something not in their contract then we shouldn't do it. We need to negotiate more.

Ms. Sampson, I think there is something about prevailing wage in the code.

Mr. Raber, I believe prevailing wage was taken out and has to be at least minimum.

Mr. Greene, how can I say NO. Also, I will talk to Dave Tincher with Purchasing Division – is there a requirement.

Mr. Raber, the city of Weirton has had a major water break and has been out of water since Friday. That is the reason we did not have our meeting today in Hancock County. We will go there next month.

## **CONTRACT PRESENTATIONS:**

### **REST AREA**

Eleven (11) contracts listed below were approved via email with the Committee.

<b>Rest Areas</b>	<b>Old</b>	<b>New</b>	<b>Difference-year</b>	<b>Monthly</b>
I-70 Valley Grove (this was closed (2009))	\$135,614.57	\$135,800.89	\$186.32	\$15.53
I-79 North/South at Servia	265,432.52	265,693.54	261.02	21.75
I-79 South w/Welcome at Morgantown	168,002.64	168,135.24	132.60	11.05
I-77 South & North w/Welcome at Mineral Wells	263,771.36	264,098.14	326.78	27.23
I-79 North/South at Meadowbrook	292,896.60	294,502.78	1,606.18	133.85
I-81 North/Bunker Hill/South Marlow with Welcome Center	398,592.87	399,849.33	1,256.46	104.71
I-64 East/West at Hurricane	273,377.52	273,961.16	583.64	48.64
I-64 West/Welcome at Huntington	155,552.88	155,752.22	199.34	16.61
I-68 West/with Welcome Center at Hazelton	188,581.72	188,787.25	205.52	17.13
I-79 North/South at Burnsville	297,422.24	298,652.77	1,230.53	102.54
I-77 Welcome Center at Williamstown	135,251.24	135,386.41	135.17	11.26

## **CONTRACT COMPLAINTS:**

Ms. Briggs, I spent two hours going to DHHR in St. Marys, two hours while there and two hours to return back to the office to answer a complaint about three toilet bowl brushes they had purchased locally and that item was in the contract. And, they didn't think they should have had to pay for a mop bucket.

## **FINANCIAL REPORT:**

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

### **MOTION #3**

**Mr. Sullivan moved to accept the Financial Report. Ms. Summers seconded. Motion passed.**

## **OLD BUSINESS**

Ms. Sampson, I have tried several times to talk to Ms. Lovely with Rehabilitation Division and Greg is also working on this as well. This is regarding a letter I received from Ms. Lovely outlining concerns they have with the current WVARF and go over issues they have with the contract.

The next scheduled meeting for the Governor's Committee will be held at the Hancock County Sheltered Workshop in Hancock County on July 20, 2011.

Mr. Sullivan, how are things at Green Acres?

Mr. Raber, things seem to be going pretty well. They have not been late on any of their payments.

Mr. Sullivan, what about Internal Revenue?

Mr. Raber, they are paying them also. I did attend one of their fund raisers. They have a foundation and they are really getting involved.

Mr. Sullivan, I am just hoping they can get back in line for the grant.

Mr. Greene, our Intern goes to Ohio State and she will be working on special projects for me. I will be at the Purchasing Conference to discuss the State Use Program. My Intern will be doing the power point.

Mr. Raber, I offer to be of assistance to you in any way.

Ms. Smith, I am hoping I will be in shape next month to be at the meeting.

Ms. Sampson, this will be my last meeting here with the Board. Mr. Michael Hagg will be taking my place. I just wanted to let you know that. Mr. Greene, I like you. You get things done and you are very pleasant.

Mr. Greene, I appreciate your passion and your years of service. You are also passionate in looking out for the CRP's and that they are being treated fair. We appreciate you as well and we look forward to seeing you at our meetings.

Ms. Sampson, the CNA Committee now has a full committee. Tom Rodd was recently appointed. It is a good cross section.

Mr. Sullivan, I have also known you had a warm spot in your heart for organized labor.

## **NEW BUSINESS:**

None

## **PUBLIC COMMENT:**

None

## **MOTION #4**

**Mr. Sullivan made a motion to adjourn. Ms. Summers seconded. Motion passed.**