

MEETING MINUTES

June 13, 2012

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 13, 2012 at the WVARF temporary office located in the Goodwill Building, 209 Virginia Street, West, Charleston, West Virginia.

ATTENDANCE:

Committee: Cedric Greene, (Chairperson); Marsha Allman, Interim Executive Director; Everette Sullivan; Brenda Bates; Jan Smith; Phillip Mason; Mike Sheets, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Marsha Allman, Sherrie Briggs, Leona Hoffmann

Absent: Everette Sullivan
Phillip Mason, attended by conference call

Guests: Cheri Bever, Goodwill President/CEO
Joyce Birley, Goodwill Industries
Carla Cleek, Rehabilitation Services
Harry Keaton, Lillian James Learning Center, Inc.
Terry Poe, Lillian James Learning Center, Inc.
Terah Klein, SW Resources
Elizabeth Sampson, Clay County Services Unlimited
Kim Nuckles, ADA Coordinator, Department of Administration

COMMITTEE CHAIR REPORT:

Mr. Greene, do I have an approval of the minutes from our last meeting in May?

MOTION #1

Mr. Mason moved to approve the minutes. Ms. Bates seconded. Motion passed.

EXECUTIVE SECRETARY'S REPORT:
(Committee Account Report)

\$5,055.00 – Annual Allocation
 (50.00) – A/P Amount
 (1,487.11) – Disbursement
 261.05 – Transfer Out
\$3,256.84 – Balance Remaining

CONTRACT PRESENTATIONS:

Northern Contracts

Sherri Briggs

Developmental Center and Workshop, Grant County Office. This is a new contract to provide janitorial services to their other buildings. Division of Highways, District 5 is the contracting agency. Contract is from July 1, 2012 – June 30, 2013 at an annual cost of \$7,835.64.

MOTION #2

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

Ms. Briggs, (Extensions) Enforcement in Morgantown is asking for a one-month extension as renewal doesn't end until July 31st with WVARF.

DHHR, Region 1 – Child Support in Fairmont.

DHHR, Region 1 – Enforcement.

These three are all Child Support Enforcement.

MOTION #3

Ms. Bates moved to approve. Mr. Mason seconded. Motion passed.

Ms. Briggs, These are listed under (No Changes) on the handout of the Northern State Use Contracts.

The ones that have no changes, we have talked to them and they do not see anything they need to add or take away. It is the same as last year. They are:

DHHR, Clay County
DRS, Spencer
DHHR, Region 1, Moundsville
DHHR, Martinsville
DRS, Sistersville
MAPS, Camp Dawson
DHHR, Region 3, Kingwood
DHHR, Region 1, Wheeling
DOH, District 7, Material Lab
DOH, District 7, Lewis County Office
DOH, District 7, Heaters US-19
DOH, District 7, Headquarters, Weston
DOH, District 7, Gilmer County Office
DOH, District 7, Dis Force
DOH, District 7, Coonknob I-79 Office
DOH, District 7, Burnsville I-79 Office
DOH, District 7, Braxton County Office
DHHR, Region 1, Glenville-Gilmer County
Workforce, Elkins
DHHR, Region 3, Tucker County
DRS, Elkins
DEP, Phillipi
DNR, French Creek
BEP, Parkersburg
DNR, Parkersburg
DOH, District 3, Parkersburg, Materials Lab
DOH, District 3, Headquarters, Parkersburg
DOH, District 3, Utilities & Traffic

MOTION #4

Mr. Mason made a motion to approve the above contracts. Ms. Bates seconded. Motion passed.

Mr. Greene, what is left in the Northern?

Ms. Briggs, DHHR, Region 3 in Elkins which is due to an increase in supplies from \$33,633.84 to \$34,402.80, an increase of \$768.96.

DHHR, Region 3, Phillipi in Barbour County. This was a misprint of his hours - benefits error, from \$71,103.96 to \$71,507.04. An increase of \$403.08

Ms. Allman, this man is a custodial worker and they are under a different type of program than the workers we now hire. His benefits were grandfathered in. Salary increase.

DOH, District 7, Quarters. This is for Sq. Ft. + Service from \$3,186.84 to \$4,720.80, an increase of \$1,533.96.

DOH, Elkins, Sub wages. They want the supervisor there and they will pay for that. It is a large complex and they prefer to have a supervisor on site there. This goes from \$69,127.92 to \$69,905.40, a difference of \$777.48.

Ms. Briggs, Developmental Center and Workshop. These are increases in Workers Compensation and Unemployment. They are listed on pages four and five of the handout which was given to all members present.

MOTION #5

MS. Bates moved to approve. Mr. Mason seconded. Motion passed.

Ms. Briggs, I have one more which is for lawn care. DHHR, located at 100 Church Street in Lewisburg. This is new and it is for \$31.00 per hour.

Mr. Greene, this is for lawn care work to be done weekly + delivery to landfill.

Ms. Allman, this is in the historical district in Lewisburg.

MOTION #6

Mr. Mason made a motion to approve. Ms. Bates seconded. Motion passed

Southern District

Leona Hoffmann

WV Lottery, located at 900 Pennsylvania Avenue in Charleston, WV. They wanted floors, 3, 4 and 5 to be on a separate contract. This contract is for 5-days a week, \$85,296.60, from June 14th through March 31st. In March they want to have a contract for all floors. The contract was sent to the Purchasing Division and they wanted this particular contract separate.

Mr. Greene, no one is being harmed.

Mr. Sheets, they are having the building renovated and they have tenants moving in at different times.

MOTION #7

Ms. Bates made a motion to approve. Mr. Mason seconded. Motion passed.

Ms. Hoffmann, we received a cancellation notice for South Central Regional Jail from Dave Shingleton. They were 6-days shy from a 30-day notice.

Ms. Hoffmann, Service only Agreement for Air National Guard (ANG), Coonskin Drive, Charleston for Janitorial Floor Care. Total period amount of \$9,713.16. This is for 28,356 sq. ft. strip and wax work to be serviced by Goodwill Industries of Kanawha Valley.

MOTION #8

Ms. Bates made a motion to approve. Mr. Mason seconded. Motion passed.

Ms. Hoffmann, Goodwill of KV, substitute wages applied and supplies were added. See pages one and two for information. Copy of handout to all present.

Department of Environmental Protection (DEP) in Kanawha City took out floor care. In 2012, \$379,344.84 to \$270,819.36 in 2013, a difference of \$108,525.48.

Barbers & Cosmetologists canceled.

Mr. Green, do you have any questions for Southern?

Mr. Mason, no.

Mr. Greene, we don't need to deal with DEP today. Do I have a motion to approve the Southern contracts?

MOTION #9

Ms. Bates made a motion to approve. Mr. Mason seconded. Motion passed.

Ms. Hoffmann, that is about 170 contracts for Cedric to sign.

CONTRACT COMPLAINTS:

Ms. Allman, we did have a few but they were taken care of. We had no formal complaints.

Mr. Greene, Ms. Briggs and Ms. Hoffmann, I want to thank you a lot for just being very mindful when you are presenting something to the Committee. When you present contracts to us, we expect you have talked to them and have their feedback as we are not going to have drama after you present. You are very professional and courteous and I believe it is the way it should go, just continue to do the same identical thing.

Waiver Report:

Ms. Allman, regarding water for Department of Transportation (DOT) located in Moorefield, there is no delivery route to that area.

Ms. Allman, we have had two waivers for SOAP, they either did not have service in the area or noninterest.

Waivers given for Goodwill of Kanawha Valley. WV Division of Forestry was unable to locate a worker to take a 2-month assignment. Department of Administration, General Services Division was unable to get a background check in 48-hours. You have to file within 48 hours. They have to have a pool of individuals for background checks and that is very difficult to maintain.

Mr. Mason, who controls the timeline?

Ms. Allman, they couldn't get someone with a background check.

Mr. Greene, my point, if anyone needs work and the requirement is for a background check, they already have to have a pool of workers. The entity is saying they need someone within 48 hours. I think it is reasonable because there is a remedy and you have to have a pool that may or could incur a cost that they may never use. Makes it difficult to get the requirement of the state.

Ms. Bates, how long?

Ms. Allman, it takes two to six weeks to get the background checks. They need the state background check and the National.

Desk Review Report:

Ms. Allman, we collect information that is required by State Law. Copy was handed out to all members. As you can see the columns across the top of the page are: CRP, Director/CEO, CRP, Desk Review Response, 501 © 3, Articles of Incorporation, Bylaws, DOL Wage Certification, Board List, Insurance Cert, SOS Reg. Charitable Org. and the last column is CNA/CRP Master Agreement. We verify that they are an approved vendor. We received everything back except for two and Ms. Sampson turned her report in this morning and we have 100% who has turned those in. Cedric, I have with me today documents that you will need to sign.

Mr. Greene, I was in a meeting yesterday and I want to pass on that you need to make sure businesses need to register with the Secretary of State's office, let's just make sure they do that.

EXECUTIVE DIRECTOR'S REPORT:

- 1) The Statewide Janitorial Contract will end on July 30, 2012. We now have prices for equipment and expendables from four different vendors. I will be sending out a comparison chart via e-mail for your review. Although we cannot require CRPs to purchase their supplies from the approved vendor, the pricing provided will give an updated guideline from which to work on new contracts written after the WVARFJAN13 is approved and accepted.
- 2) We have received Change Order #13, which is for the inclusion of secure document shredding and scheduled container services to the statewide contract, WVARF10.
- 3) New office space is supposed to be completed by July 1, 2012. Perhaps the next meeting of the Governor's Committee will be held there. We are concerned that this is the busiest time of the year for the WVARF staff with all the new contracts and the urgency of getting invoices out for the end of the fiscal year.
- 4) Plans are being made to provide training to all State Use Eligible CRPs in July. So far we have speakers who will discuss affordable life insurance for CRP client-workers and janitorial services – new and improved supplies and equipment. I have also been in contact with the compliance office from WV Division of Labor, Wage & Hour Section, and hope to arrange for a speaker. There will also be a time for open discussion and idea sharing regarding the contract process and best practices. This CRP State Use Eligible Training will be July 12th from 1:00 p.m. – 5:00 p.m. at the Stonewall Resort.
- 5) I attended a joint meeting of the Statewide Independent Living Council and the State Rehabilitation Council on June 6, 2012. I learned about two available grants for a “Drop In Center” for individuals with mental health issues and individuals with substance abuse problems. I referred the information to the CRPs which operate in the two areas where the grants are available.
- 6) The WV Regional Jail Authority has informed WVARF that they will not be renewing their janitorial contract after it expires June 30th. This service was being performed by two part-time workers from Goodwill Industries of Kanawha Valley.

Mr. Greene, how are the payments from General Services?

Ms. Allman, payments are coming in.

Ms. Allman, Financial Reports as of April 30, 2012. There is an allowance for uncollectable accounts. Monies not received prior to June 30, 2011, we have that down to \$15,000. We did change that. We added [until our accountants have taken care of this] and the number has come down significantly.

The over 90 days, we are working on those constantly.

Payables we have under control as of April 30th as well.

Statement of Activities, that is for the period ending April 30th.

Actual revenues, \$11.5M – \$11.515M, a \$14,000 difference and that would be the net increase.

Mr. Greene, is there a motion to accept the Executive Director's Report?

Mr. Mason, I have some concerns about the numbers for the Payables and Receivables. The significant amount for receivables and payables for the 60-90 days and over 90 days. Is that a concern for anyone else?

Mr. Greene, that is why I asked about Department of Administration, everything in regards to General Services – 30, 60 and over 90 days as that is due to the drama, and it is starting to work its way out.

Ms. Allman, we are billing accounting for the hours of service, we are providing the payable to Goodwill and they are requesting full payment by the month.

We have a meeting this week to compare invoices. There may be a lawsuit between Goodwill and WVARF.

Mr. Mason, if you take out Department of Administration what would it look like then?

Ms. Allman, it would be \$37,000 less.

Mr. Greene, you are talking about over 90 days. There is still \$70,000 out there, is that what Mr. Mason is asking?

Ms. Allman, I am confident the state will pay the bills we have sent to them. The \$37,000 over 90 days that is what we are getting from General Services, from the state.

Mr. Mason, when I look at \$1.8M in accounts receivable, what would that \$1.8M turn into? If we were to remove the drama, if we remove Goodwill and Administrative Services.

Mr. Greene, it would still be \$1.8M. My concern is \$140,000. I am not worried about it as it is the state. I think Marsha is confident they will come through.

Ms. Allman, typically, we send to the agency and what I have been trying to do is find out what top person is in charge. I am confident that the next report will come down significantly. The state pays like 60 days in arrears.

Mr. Mason, those numbers are pretty big. The accounts receivable has an effect on the accounts payable. The accounts payable, evidently we have someone out there that is sitting on the payment.

Ms. Allman, we do check that very closely. This report is dated April 30th. May 1st a lot was taken care of – the over 60 and 90. We do take this very seriously. I know how important that money is. I appreciate your concern.

Ms. Bates, at one point we had a process in place where anyone over 90 days would get a letter and that would take that down. The letters were sent to the state agencies that were over 90 days. You get more action that way.

Mr. Greene, Marsha you may want to look at the letter they used to send to people over 90 days.

Mr. Mason, if the state is having that kind of delay with us what are they having with other vendors?

Mr. Greene, those going over the 30 days, the 30 days is an absolute given. I would be more concerned about the 90 day.

Mr. Greene, is there a motion to accept the Interim Executive Director's Report?

MOTION #10

Mr. Mason made a motion to accept the Interim Executive Director's Report. Ms. Bates seconded. Motion passed.

OLD BUSINESS:

Ms. Allman, we have discussed water delivery that has been brought up on the Waiver Report time and time again. We have guests with us from the Lillian James Learning Center and SW Resources.

Mr. Keaton, we have worked with the WVARF staff and Green Acres Regional Center regarding water. This will be for five counties in West Virginia: Wyoming, McDowell, Mercer and Summers. Raleigh and Monroe at a later date.

Ms. Allman, I would like for you to address whenever a CRP wants to take on a new service or product we request they justify their capacity, tools, workforce, space, tools, funding they would need until the money starts coming in.

Mr. Keaton, we have been working with the state about two months now as well as with Leona with the WVARF staff. We have gotten prices for the bottles, etc. We can employ 3.5 - 4.5 people in our area that did not have employment before. We can expand without any problem. We will be aggressive. We have a 16-ft. box truck and an entire building to warehouse. We will try to start out with what we have now and expand. Our finances are in place. We have tried to double check everything. I would like to think we can deliver what we say we can.

Ms. Klein, I have been through pretty much the same process as he has with Green Acres. We are hoping we can expand what we do and expand the service area and the number of customers. We have a cargo van, a grant for another van for delivery. We have a storage warehouse consisting of 8,000 sq. ft. We are looking at 2-3 clients.

Mr. Greene, has someone on your staff walked through with someone who has already currently doing it?

Mr. Keaton, Mr. Poe's friend has been to Green Acres and we have had multiple discussions with Green Acres. We verbally walked through everything with them. Once we get a dedicated staff we will be going through it. We will be purchasing from Green Acres.

Mr. Keaton, I have heard Division of Highways in Mercer County has said that Green Acres has broken down while attempting delivery here.

Ms. Klein, we have heard the same thing. We want to distribute water to cover: Wood, Pleasants, Tyler, Wetzel, Marshall, Ohio, Ritchie and Doddridge counties.

Ms. Allman, we got a call from the Division of Motor Vehicles and they recently had a state meeting and they were talking about the water and another person was having problems and they were from the Parkersburg area and that will help that situation also. This will help with the waivers also.

Ms. Bates, who pays?

Ms. Allman, WVARF does all the billing.

Mr. Keaton, if we do well then WVARF will do well.

Ms. Bates, the state would pay Green Acres for the water. The reason we have this contract is because Green Acres has the contract for the water and the issues have been the delivery of water. I thought Green Acres paid the people who delivered the water. Who pays who?

Ms. Allman, that is a hard question to answer. In some cases the CRP pays. We bill the state.

Ms. Bates, I just want Purchasing Division to accept. We don't have a water delivery.

Ms. Sheets, I think it is bottled water. If you want to deliver you have to work through Green Acres.

Ms. Bates, this issue has come up previously as it has been an issue with Green Acres in the past. The water is on the contract but not the delivery. You guys are going to have to work this out with Green Acres. Green Acres bills the state and not WVARF. That was one hot major issue in the past. You are going to have to work through Green Acres to get paid.

Ms. Allman, we bill the state for Nicholas County.

Mr. Keaton, we pay Green Acres up front, then our contractors, then through WVARF. It is our expenditure up front. We make delivery, WVARF bills the state agency. WVARF keeps their 4.1%.

Ms. Bates, this also came up in the past. I just want to be sure. I think it is a great idea. I just want it to be done correctly. We want to keep the water contract and one of the major issues is the delivery. This is my only comment. I am all for it, just get it through the process correctly.

NEW BUSINESS:

Ms. Allman, Capitol Complex regarding Mat Service. Walking mats 4' x 10' and 4' x 20'. They have been working with the Lottery Commission and General Services and they are requesting for the Complex and the Lottery walking mats 4' x 10' and 4' x 20'. They are requesting to add this to the contract starting in July. This is under Laundry for Hancock County Sheltered Workshop. Spreadsheet for this handed out to all members present. We are requesting to add this to the contract and have all their mats picked up and cleaned. The price on this works out to .31 cents per sq. ft. These specific sizes were not on the contract.

MOTION #11

Mr. Mason made a motion to add both sizes of the mats to the contract. Ms. Bates seconded. Motion passed.

Ms. Allman, they are assisting Green Acres with the service and these two businesses are stepping up to the plate.

MOTION #12

Ms. Bates, I move we accept both proposals for water delivery. Mr. Mason seconded. Motion passed.

PUBLIC COMMENT:

Ms. Sampson, Cedric, I wanted to make a comment to say that I continue to be very impressed with you and the way you conduct business. I am also impressed by these two ladies, Sherrie and Leona with the way they have presented their contracts. Also, I have been impressed with Kathy Torman; her work has been very well done. She is at the front desk here at WVARF.

Mr. Greene, I also want to acknowledge the State Coordinator for Americans with Disability Act (ADA). She will possibly be taking my place if this is what the Cabinet Secretary would recommend. She will possibly be taking on this roll. The last ADA Coordinator may be taking my place. The CRPs will benefit by her involvement. We welcome you. Also, Everette had a commitment out-of-town for today but he is fine.

Ms. Allman, the package to me or to the meeting was sent to the people who come to the meeting.

MOTION #13

Mr. Bates made a motion to adjourn.