

MEETING MINUTES

July 18, 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 18, 2012 at the WVARF temporary office located in the Goodwill Building, 209 Virginia Street West, Charleston, West Virginia.

ATTENDANCE:

Committee: Cedric Greene, (Chairperson); William "Bill" Monterosso, Executive Director; Everette Sullivan; Brenda Bates; Jan Smith; Phillip Mason; Mike Sheets, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: William "Bill" Monterosso, Sherrie Briggs, Leona Hoffmann

Absent: Phillip Mason, Mike Sheets
Jan Smith attended by conference call

Guests: Mike Turner, Executive Director, Randolph County Workshop
Cheri Bever, Goodwill President/CEO
Carla Cleek, Division of Rehabilitation Services
Elizabeth Sampson, Clay County Services Unlimited
Debbie Birthisel, Green Acres
Michael Hagg, Executive Director of Hancock County Sheltered Workshop & Board President of WVARF

COMMITTEE CHAIR REPORT:

Mr. Greene, I want to thank everyone for coming. We welcome the new Executive Director, Bill Monterosso and we congratulate you on the selection and we are excited about your appointment and we are here to assist you. We do the right thing for the right reasons. We take our time and try to do things right. We all work hand-in-hand and we need your leadership to fine tune.

Mr. Greene, has everyone had the opportunity to look at the minutes from our June meeting and are there any corrections?

Ms. Smith, I wasn't at the last meeting but the minutes show I was in attendance.

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

MOTION #1

Mr. Sullivan made a motion to approve the minutes. Ms. Bates seconded. Motion passed.

Mr. Greene, I wasn't aware that Marsha was leaving. I never received a letter or anything. We did appreciate her leadership and we are very appreciative of her hard work and dedication. I wish we would have had an opportunity to say a proper goodbye to her. The Committee appreciates her hard work and we wish her good luck in her future endeavors. We will get on down the highway and do the things we need to do and provide the services in the best possible way we can.

Mr. Sullivan, we need to send her a letter of appreciation from the Board.

Ms. Smith, I think we should.

Mr. Greene, I will do that and I will send you Everette, Jan and Brenda a copy of that letter.

EXECUTIVE SECRETARY'S REPORT:

No report as Mike Sheets is absent today.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Monterosso, this is my third day and I don't have much of a report. I will give you a brief introduction. I was brought up in Massachusetts. I have spent over 25 years in Wood County and I am very familiar with West Virginia and I have a lot of relationships in every single county. I do have an open door policy. My last job I had over 900 employees. I am a very simple guy. The most important thing is the people we serve. I don't micro manage. I don't need to know every detail. I believe in accountability and expectations. My role as I see it, and as I agreed, was to take this job to help WVARF. I don't believe in going into any new job just for making a decision for decision sake. I believe in taking a step back and understanding what the need is and to make a determination on what the need is and look at policies through protocol. I look at WVARF as an opportunity and a body to help those individuals with disabilities. My agenda is to have a clear understanding that it is a collective body, we are much more powerful. That will be my agenda. I will work extremely hard and look forward to the big picture. I will not be an Executive Director that sits behind the desk.

Kentucky had 120 counties and I was in every facility the first six months and I am confident I can do it in 55 counties. If you are a CRP, please expect to see me. I also want to look at, not only CRPs and what they are doing, but what are the opportunities. This is a business; this is not social working, why are we turning things away if we can make \$10.00. I believe in being proactive and not inactive. Work is who I am and I look forward to meeting you and improve where we can. While in Kentucky, people wanted to make comments about West Virginia. West Virginia was one of the few states that didn't want to borrow dollars.

Mr. Greene, we appreciate you and anything I can do to help you I will do so. We need to get caught up on the issues and get ready for the next issue.

CONTRACT PRESENTATIONS:

Northern Contracts

Sherri Briggs

Ms. Briggs, Division of Motor Vehicles (DMV) in Martinsburg has moved from Edwin Miller Boulevard to 38 Severna Parkway. Increase of 9,000 sq. ft. and also an increase in services because it is a brand new building. CRP is the Developmental Center and Workshop. Everyone agrees with this cost, DMV as well as CRP. Change order amount of \$22,770.60, an increase of \$4,236.48. DMV didn't know they would be moving so quickly.

Ms. Briggs, Division of Highways (DOH), District 4 has three sites and they asked for modification to their contracts that were voted on at the April 18, 2012 meeting. This request is due to the budget of the county offices; they have asked for the added floor care and expendables be removed.

Marion County Office - \$5,547.12 removed expendables. Change order of \$5,375.88, a decrease of \$171.24.

Mannington Office - \$3,072.24. Floor care and expendables. Change order of \$2,140.56, a decrease of \$931.68. The contract that you voted on in April, approved, signed and at the lowest level, the person found it was coming out of their budget but he thought it was coming from their budget and said he could not afford that. The Op Shop said they would pay for that.

Ms. Briggs, District 4, location is Materials Lab in Fairmont for floor care and expendables. Change order now \$6,653.40, a decrease of \$1,601.28. CRP has agreed to the change.

Ms. Smith, we have done this floor care so long, we are bearing the burden because there wasn't a CRP that even provided that for years. The folks at the Capitol feel that is being unfair and they are working on that.

MOTION #2

Mr. Sullivan moved that we approve those three. Jan recused herself. Brenda seconded. Motion passed.

MOTION #3

Mr. Sullivan made a motion to approve the Division of Motor Vehicle in Martinsburg. Brenda seconded. Motion passed.

Southern Contracts

Leona Hoffmann

Mr. Greene, Ms. Bever has some concerns about Building 88. We will hold tight on that. DOH, Field Maintenance Office located at 1401 Smith Street in Charleston. We will hold off on this one also.

Ms. Hoffmann, DHHR, Region 4, Union Monroe County, \$6,295.80 annually. I may have to take out an RFI for that.

Ms. Hoffmann, General Services, Building 88 located at 7 Players Club Drive in Charleston, \$21,279.36 annually. It is a tile & marble warehouse office and they needed someone to clean that building. I was asked who could clean this for them. Mr. Hash chose another CRP over Goodwill.

Ms. Hoffmann, DOH at the Capitol will move into this building. Mr. Hash felt Goodwill had the business and he wanted to share with another CRP and he wanted Presteria to get that building.

Ms. Bever, I have a concern about that procedure as it is inconsistent with what we have in place right now. We had two CRPs and then an RFI was sent out for that. We have another building that we take care of. July 2nd an RFI went out and I asked, WHY? I was told it was a new contract. I asked what "NEW" means and was told it had been awarded to Presteria. I will give you the full packet for all issues.

Ms. Smith, I would like to have copies of that if you could send that to me.

Ms. Bever, I will send that to you when I get back to my desk.

Ms. Bever, I would request that this contract not be assigned to Presteria. We need to move forward from here.

Mr. Greene, do you do the cleaning on that building?

Ms. Bever, they are all in the same kind of block location/area.

Mr. Greene, you are thinking that since you do the other three or four you should do this as well.

Ms. Bever, in the past they added floors in the Lottery building and as each floor was added there was not an RFI. I have a couple of concerns. Why was this customer told only two CRP's so that an RFI could be sent out to bid on? It seems we allowed the customer an option that seems to be inconsistent.

Ms. Hoffmann, as I understand the customer is also allowed to pick whatever CRP.

Ms. Bates, I don't think that is correct. There are written rules how we choose CRPs and the Committee knows what the process is. We have a lot of new members since that process was established. I need to go back and see what was written as to what the process was. If the CRP is correctly serving that has some impact but where different agencies with many floors.....

Ms. Bever, that information is in the packet that I just passed out.

Ms. Smith, it is my belief that if a CRP has that, they would have the first option.

Mr. Greene, take the Capitol building, when they are rebuilding or redoing, should we go back to Goodwill or go out with an RFI?

Ms. Smith, Goodwill already holds the contract for that building.

Ms. Bever, we should revisit this and make sure it is workable. We have rules in place now and the rules we have in place now should be how we award.

Ms. Hoffmann, I was told to do an RFI and everything.

Ms. Bates, I know at that time we had a Subcommittee and we have a process in place. If that has not been followed, we need to go back if the process was not followed for the new one you provided and go with whatever the process is.

Ms. Bever, if you look at the packet I gave you it has the process that we should follow.

Ms. Bates, I think there are a lot of changes going on with state government. There are other things that play a role in that. It would be good to have a copy of that procedure to go over again to make sure we are doing it correctly.

Mr. Sullivan, we now have a new Executive Director and perhaps he would like to take that for action.

Mr. Monterosso, at the next meeting I will have that and report back to you.

Mr. Greene, we have evidently been given guidance to do it one way and now we need to get on down the highway. You are doing a good Job Ms. Hoffmann, this is just a little bump in the road, just don't take this personally. Bill will pull the policy and we will all be on the same page.

Ms. Bever, this is business and this is a good time to take a look at these practices.

Ms. Smith, so many buildings being built and we really do need to get these answers defined.

Mr. Greene, on Building 88 and DOH, let's just hold tight on those and our Executive Director will check them out.

Mr. Greene, after we get that information for Leona, if that is a priority, let us know right away Bill and I can work on that and approve on email.

FINANCIAL REPORT:

Mr. Greene, as for the Financial Report, I don't understand any of this. It is just too much.

Ms. Bates, the detail is important on what the money is being spent on, CNA and WVARF. If we had a synopsis to say.....then it would help because the most important thing is what the Committee has to do is to see how the State Use dollars are being spent. Once we see that then that is what we need. I need to know that certain things are not being done and that the Rules are being followed.

Mr. Greene, don't give me 15 sheets of financials when I just need a summary sheet. This is just too much and it is confusing. Bill, if you could focus on that, then that would be great.

Ms. Bates, Suttle & Stalnaker are doing the financials. If they could come here at our meeting even for 15 minutes that would be beneficial especially if we have any questions. They could come in and speak for 15 minutes and then leave as it would be nice if they could be here just to ask questions.

Ms. Monterosso, I will take action on that.

OLD BUSINESS:

Ms. Bever, I have given you all three packets and we will get back on track.

Mr. Monterosso, once you start looking at those policies, nine out of ten times it leads to more questions. I already have about six questions in my mind with that scenario. I would like this Committee, I am assuming that it will have to go to a Committee to help shape and form which will be in the best interest of the association. A fair way to say we are getting a Fair Market Price (FMP) and the best quality.

Ms. Bever, I came here only a year ago as the Executive Director of Rehabilitation. I shared this information with the WVARF Board. It is a really good opportunity to go back and look at all of this.

Mr. Greene, for that time it was business, a good policy but things change.

Ms. Sampson, Bill, the value is the main responsibility of this Committee, that we get the best deals for our buck.

Ms. Bates, Bill, one of the most important things is that going back to the law and the procedural rules and we get away from that and there are some things in the procedural rules that we need to be doing. You need to go back and make sure you are following those basic Rules.

Ms. Sampson, we all need to pay attention to the Legislature. Sometimes those things are up for discussion and that would be another thing for Bill as well as the rest of us.

Ms. Bever, the criminal background legislation that was passed in the legislature affected only the Capitol, but there are agencies and they are requesting a background on the temp check and there is not time to do that.

Mr. Greene, when you do a background check on an employee, you are spending funds that you may not have the funds for that. It is a cost of doing business. Just the price you are doing drug testing. I agree with Ms. Sampson, we stay engaged in what is going on with the Legislature.

NEW BUSINESS:

None

PUBLIC COMMENT:

None

Ms. Birthisel, I would like to share with all of you an article in the Charleston newspaper. They did a write-up regarding Green Acres. It was also in the Beckley newspaper as well as in the Mason County newspaper. We have sold a lot of water since the storm. We tried to meet the demands. So far, by the Grace of God, I have been able to keep up. If somebody wants water send them on over.

Ms. Birthisel, we have been working with Marshall University and with ResCare. We got a new piece of equipment and we are trying to get started with that. We are also looking at money to get the 20 oz. bottles. We have the 5-gallon and we are working on getting that installed. It will be between \$50,000 and \$100,000 to get started. We may have to have an expansion to put reserve water. We are storing on campus.

Mr. Sullivan, Marshall works real close with the building trades and you can talk to Steve Burton and he may be able to help and guide you in getting that installed.

Ms. Birthisel, it was a great article and we are very proud of it.

Mr. Greene, we welcome the new Executive Director and we are here to help you. We thank Ms. Briggs and Ms. Hoffmann for all their hard work. If it doesn't kill you it will make you stronger. We also thank Ms. Jones for all her hand work. Didn't you have a receptionist to leave?

Ms. Hoffmann, yes she has left.

Mr. Greene, Bill, we welcome you and please feel free to call me at any time. We have other things going on over here but we will always make time for you.

Ms. Bever, this room is also available to you Bill if and when you need it and also to this Committee should you need it. I understand your new place is nice. Just let me know when you need it.

Ms. Sampson, we are moving forward and Bill, we welcome you and we want us to keep on moving forward.

MOTION #4

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