

MEETING MINUTES

February 19, 2014

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. February 19, 2014 at the WVARF office located at 400 Allen Drive, Charleston, West Virginia.

ATTENDANCE: Cedric Greene, (Chairperson); Aaron Jones, Acting Executive Director; Everette Sullivan; Carol Jarrett, Recording Secretary.

ABSENT: Phillip Mason

WVARF Staff: Aaron Jones
Mark Jackson
Gary Wolfe

Attended by Conference Call Brenda Bates
Jan Smith
Brenda Hellwig

Guests: Joyce Birley, Goodwill Industries of Kanawha Valley
Carla Cleek, WV Division of Rehabilitation Services

COMMITTEE CHAIR REPORT:

Mr. Greene, good morning to everyone. We have a quorum and we will call the State of West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped to order. We have Ms. Bates, Ms. Smith and Ms. Hellwig on line.

Mr. Greene, we need to approve December's and January's Meeting Minutes.

MOTION #1

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

Mr. Greene, two things I want to report:

- 1) Aaron you should have received the questions from the sub-committee and have you responded?

Mr. Jones, yes I sent that back to them the same day I received it.

Mr. Greene, the sub-committee had a question of Aaron and he has assured me he has answered and sent that information back to them. We may do an emergency meeting or an unscheduled meeting based off what Aaron has responded to the questions that the sub-committee has asked; and

- 2) This is a very, very nice document that I received in the mail from you Aaron. It is very nicely put together, very easy to understand. Your staff did a fabulous job on this and it is very impressive.

EXECUTIVE SECRETARY'S REPORT:

Committee Account Report:

\$5,055.00 - Annual Allocation

\$	0.00	- A/P Personal Expenses (Act.001)
\$	0.00	- A/P Employee Benefits (Act.010)
\$	(50.00)	- A/P Current Expenses (Act.130)

\$ 50.00 - Total A/P

\$	(350.00)	- Disbursement (Act.001)
\$	(26.79)	- Disbursement (Act.010)
\$	(591.91)	- Disbursement5 (Act.130)

\$ 968.70 - Total Disbursements

\$	0.00	- Transfer Out (Act.001)
\$	0.00	- Transfer Out (Act.130)
\$	(57.00)	- Transfer Out (Act.130)

\$ 140.00 - Total Transfers Out

\$ 3,896.30 - Balance Remaining

EXECUTIVE DIRECTOR'S REPORT:

Mr. Jones, our Board meeting was scheduled to meet last Friday but due to the weather we had to cancel. That has been moved to next Wednesday, February 26th. Also, our Legislative event which was scheduled for Thursday night had to be postponed and that has been moved to Wednesday, February 26th also at the Embassy Suites in Charleston. The Board meeting is at 2:00 p.m. in the afternoon and the Legislative event is at 6:00 p.m. that evening. Both are to be held at the Embassy Suites.

We have requested and the Board is in the process of submitting resignations to be effective tomorrow February 20, 2014. That was the questions submitted by the Committee on the RFP. They are in the process of sending us their resignation letters. The CNA Committee will take over tomorrow as the Board of WVARF and they will be electing officers and moving forward as our governing body starting tomorrow.

The other thing is our four (4) month extensions. We received letters yesterday from the Purchasing Division giving us the opportunity to extend our current contracts for the four (4) month period. I have these two letters here and they cover the janitorial and the commodity contracts. The Temp contracts, we submitted a bid on the 7th of January and I talked to Mike Sheets yesterday and he was going to research and see where it stands. I don't know if we need to do a one (1) month extension on that or what as that expires at the end of this month.

Mr. Greene, is it the same kind of letter I did for the four (4) month?

Mr. Jones, I have prepared two letters and one of them covers the janitorial and the commodities and I don't know on the temps whether we need to do a month extension on it as it normally runs a little different than the other two. We prepared a letter just to extend it for one (1) month but again I don't know if we need to sign that or whether we need to hear back from Purchasing.

Mr. Greene, this four (4) month one I have done.

Mr. Jones, I haven't seen it. They have approved it but this is the letter we want to send with our service agreements.

Mr. Greene, this is for commodities, right?

Mr. Jones, commodities and janitorials.

Mr. Greene, yes I did this letter, I signed it and sent to Dave Tincher a week ago.

Mr. Jones, we just need a copy of it.

Mr. Greene, Brenda and Jan, is there a motion for me to sign a four (4) month and a one (1) month extension on both temporary and janitorial and commodities in order to keep things in place until the subcommittee has made a recommendation to the Committee as it relates to contracts for the temp, the commodities as well as the janitorial?

MOTION #2

Ms. Smith, I would make a motion that you sign the letter for the four (4) months and one the (1) month extension to keep the contract valid. Mr. Sullivan seconded. Motion passed.

Mr. Jones, we have those all printed and they are ready to go, we just need to put the letter with it so we should be able to go with the extensions.

Mr. Jones, our quarterly report was a part of your packet. That information is submitted by the CRPs. This is the Quarterly report for State Use Program.

Ms. Smith, this isn't right and we found out that when the change was made on how the reporting was done that he misunderstood it and I know there needs to be an adjustment on ours and I'm thinking on others also. When I looked and it said only 93 of our 134 employees were persons with disabilities, I knew that was wrong. Actually our number is 127. I think the people didn't understand the change that was made. There may need to be an adjustment on several of them.

Mr. Jones, didn't you also change your total on the State Use to 80+?

Ms. Smith, yes there was another change to 88. I think we need to bring a corrected one back next month or you could send it to us during the month so we would have the right numbers.

Mr. Jones, what she is referring to mainly, we added two columns to the report so that each CRP could report their total employees and their employees with disabilities just for statistical reasons – has nothing to do with State Use. Some of the CRPs are still plugging in numbers that don't add up. We will work with them and I'll bring that up at our Board meeting so that we can go forward and they will understand what we are asking for.

Mr. Jones, we had a couple we were looking at on the direct labor wages that had fallen below the 75% and they are researching those and we called them to make them aware of it. The Developmental Center is at 58.91%. Sheltered Workshop of Nicholas County is 74.14% right on the border. They are reviewing their contracts. Nicholas County has a new Director now and I think the lady that actually prepared this report has retired or has left; therefore, we are working with them to make sure they understand what we need.

This should be six (6) month totals for what we have to date and we are constantly working with these people and stressing to them how important it is that they get these accurate because these are the numbers we use in our Annual Report when the time comes for that to be presented. I will follow-up on the Developmental Center.

Mr. Greene, Brenda do you or Jan have any questions or concerns?

Ms. Bates, no we just need to get those numbers up.

Mr. Jones, Jennifer Bennett runs the Nicholas County Workshop. Annette Francis runs the Developmental Center.

Mr. Jones, our Annual Report is complete and these are finalized copies. You are welcome to take those for your record. We will be presenting those at the Legislature Event, passing them out as well as mailing them to our Legislators' and the Governor. Those are completed and if you will notice the CRP that printed the Annual Report for us we put the recognition on the front page as they did an excellent job.

Mr. Sullivan, Aaron do you have any Legislative agenda that you need to be discussing with the Legislature?

Mr. Jones, the Board has prepared an agenda and that will be presented. Brenda Hellwig will be one of the presenters. There is a list and I'll be sure you get a copy.

Mr. Sullivan, that is ok I was just concerned that maybe if there was an item of concern we may be able to help.

Ms. Birley, it was sent out to all the CRPs a couple of weeks ago and it mostly focused around the DRS and the workshop grants. He will get you a copy of that.

Mr. Jones, did you get your electronic file on that?

Mr. Greene, yes, the way the Legislature does it now versus a year ago, all these annual reports they want electronically so I asked Aaron to provide that to me electronically and this booklet is fine, it is great. Aaron sent this to me and I sent to our Legislative Coordinator in the Cabinet Secretary's office and they send it to the Legislature. They drop it into a Microsoft Excel Spreadsheet and then all Legislators' and all constituents' can go out there and pull the annual report out of a data base. It is really nice how they are doing it so this has already been placed in there and I appreciate you providing that information. The booklet was very nicely done.

Mr. Jones, the video that we did featured a lot of these people and it will be presented at the Legislative event. It is a 12- minute video with stories and shows them getting their paychecks and it is a real nice video and it will be shown at the event next week.

Mr. Jones, since our last meeting I attended the Supra Conference and that is the National State Use Program. They had a great agenda and it was very informative and I got a lot of new ideas and going forward I think we have a lot of areas that we can work on to provide more jobs.

I would also like to complement our staff as they have worked real hard together the last two months and coming together in putting everything in position to move WVARF forward on our new contracts on our Quality Assurance Program so I am real pleased with the work they are doing.

The last time Ms. Bever requested some information that she had not had in the past, she requested minutes and reports of all our meetings including the past and present RFP and all our financial reports so we provided her with close to 1000 pages.

Ms. Birley, Aaron would it be possible for you to put the Annual Report on your website?

Mr. Jones, we are looking at putting the Annual Report and the video on our website.

Mr. Greene, a very nice job on this booklet as well as the State Use Program. Very nicely done and we appreciate all your hard work and the hard work of all your staff.

CONTRACT PRESENTATIONS:

Mr. Wolfe, WV Lottery Commission, (Change Order). We have started putting some files together and I will check them off if they don't give us an answer. I'll have something to show that the state has agreed on.

I am providing a scope-of-work with this particular contract and it is 13 pages long. It was the most complex thing ever to come up with a price on. Aaron even had to join us on that contract so Mark, Joyce, Aaron, Mat and I have been there multiple times and they are very happy. We have condensed it which we have done before but we have it on one contract which used to be three. We actually per their request, they wanted another assessment on it which is a 13 story building and it is probably the closest one we have ever had, we were off very, very little. Her numbers matched and it is broken down floor by floor showing how much square footage is on everything. The new contract is showing the total square footage in the building of 110,992 and it breaks down all the different surfaces. They were looking for a decrease which is listed here in the report saying a new scope-of-work was completed and we combined the Lottery contracts and 15% price decrease was done after we all worked together because they were obviously pressed to save some money.

Ms. Birley, yes they were pressed to save some money. In order to pass on that savings we had to look very detailed at how we were doing business with them also. Proficiencies and efficiencies had to improve. We went to microfiber rags rather than t-shirts. Increased cleaning times, what they were cleaning was right at 1800 sq. ft. and now they are closer to the 3800 square feet an hour which is the National standard. This is the way business should be run and we were able to pass that savings on to Lottery. I haven't heard from them since then but I'm sure they are happy with that 15%.

Mr. Wolfe, they are very knowledgeable, you had better have your ducks in a row. Even when I have things and we agree and I come back she digs into it, and it was like a discrepancy somewhere. But she is very happy with it and we saved them money.

Mr. Greene, that 15% what does that equate to?

Mr. Jackson, probably close to \$5,500 a month.

Mr. Jones, they changed their scopes to get that down.

Ms. Birley, there was an investment on their part too where they were being charged for t-shirts for cleaning rags and now they have to purchase microfiber rags which is an investment on their part.

Mr. Wolfe, and Joyce with Goodwill gave in some and did some things to adjust and be more efficient.

Mr. Wolfe, the monthly price on that one is \$16,540.00 a month and at one time it was \$21,000.00. We had worked it down to about \$19,000.00 and the last time down to \$16,540.00.

Mr. Greene, respectfully but now you guys are probably where there is not much meat on the bone.

Mr. Wolfe, Aaron was going to charge Joyce some rent because she was over here two days with Mark and that was two full eight hours a days of work for one contract. That is why it is so hard to get so much done all the time when you are talking about hundreds of contracts. This one was unique.

Mr. Greene, with all the cuts you guys have to be careful and that is the purpose of the Board, the Committee here is to hold the line for you guys and trust and have faith and confidence that the square footage is correct and that they will bring in somebody and pay a person \$10,000 to come in and assess the building and the building is really 85,000 and we have been charging them 15,000 more square feet, that is what you don't want to have happen, but you also can't go out of business. They are all good people and they are trying to do the right thing but what you guys can't do is take all your profit that keeps you operating out of it.

Mr. Wolfe, no state agency gets anything to approve until it has been approved by the CRP first.

DHHR, Summersville (New Contract). This was a change order because it was a new building. They were already there, they just moved to a new location. I apologize I don't have the old numbers but the new is 14,600 which is an increase of 3,000 – 4,000 sq. ft.

DHHR, Wayne County (Change Order). That was additional space as well. They added to their building and the CRPs have approved it. The lady I dealt with was put into a temporary position and we have pushed for two weeks to try to get an answer even as of yesterday we couldn't get an answer from her so we are not going to present this until we have them approving that they are ok with the contract. We will pass on that one. I have advised the CRP we will present it again next month.

DOH, Moorefield (Change Order). This is very small. We went to do an assessment on another one and this lady called while I was there in the Eastern part of the state and she wanted to add some square footage. It only added about 250 – 270 sq. ft. but it added another bathroom so rather than creating a separate contract there was a location there across the parking lot so we just added to it. It is a very small addition on that one.

DOH, Lewisburg (New Contract). Aaron, Mark and I did the Matrix yesterday. I received two requests that were interested in it. I keep the ones I get back whether interested or not interested and we had two that replied not interested. The two who were interested we did our Matrix and CRP 1 was awarded by five (5) points. We scored it based on all the questions within this Matrix and the score was actually 195. That would go to CRP 1. On the contract it shows CRP 1 is Gateway.

Ms. Bates, are you all looking at the Matrix or did that not come out to the Committee?

Mr. Greene, clarify what you are saying again Brenda.

Ms. Bates, I don't have a copy of the Matrix, it didn't come in the mail. Is everyone there looking at a copy of the Matrix?

Mr. Greene, No

Ms. Bates, normally what we do on new contracts is have the Matrix that we can see and we vote on new contracts separately from renewed contracts. Because we usually look at the Matrix to see where the point differential is and we don't know who the CRPs are, CRP1, CRP2 or CRP3.

Mr. Wolfe, we can indulge all that but we were told before not to do that, that is why we did it this way.

Ms. Bates, I don't know who would have told you that because we have always done that.

Ms. Smith, I agree with Brenda that we are not seeing as much information as we did in the past and it is hard for us to say that we are supporting it and it is fair market price when we are not seeing things.

Ms. Greene, you are talking about as it relates to the Matrix? New contracts that have gone out on an RFI and comes back?

Ms. Bates, correct

Mr. Wolfe, Mark you can tell me if I am missing something because we have actually done new contracts and we have done the Matrix exactly like that and this is the first time I have heard that. Am I wrong? This is our third one and we had one you were involved with. The reason we said CRP1 and CRP2 is, it was suggested to us just don't say the names, just say CRP 1 and CRP 2.

Mr. Greene, that is how we typically do that but Brenda is correct as well as Ms. Smith on the process of it.

Ms. Bates, we vote on them separately because you are looking at a different issue with fair market price on a new contract than you are with renewals or with contract change orders.

Mr. Wolfe, what we did we sent the contract to both CRPs that requested interest. We didn't send it to everybody, whoever was interested that is who we sent that to and based on those two we said are you interested, there is the contract would you accept that and they both agreed.

Mr. Greene, that is ok isn't it Brenda? They put out a Request for Interest (RFI) and out of five CRPs, two of them came back and said we are interested, and then he sent them the remaining information.

Ms. Bates, oh sure all of that is fine; it is just that we need to see the Matrix because we need to see where the points are.

Mr. Wolfe, I'm glad you brought that up because we had done that once before. This Matrix is so subjective, we keep saying to ourselves, Aaron, Mark and I and we say I don't care who wins, I just want to award it so we don't have to worry about whether we can do the points. We called one yesterday and when we asked the questions one of them knew the answers but the other one really didn't know the answers to the questions. We can only award points based upon what they tell us.

Ms. Bates, correct and that is not a problem it is just seeing the Matrix, it is to protect you and the Committee to have the information to make a decision on because otherwise all you are doing is presenting us with the person who was awarded the contract and we are rubber stamping it. So we really need the information.

Mr. Wolfe, we have no problem with that because we want to be as out in the open as we can be. Can I give everyone an example, existing relationship and Mark think of this because of the one before? On the existing relationship does that mean with let's say DOH for instance, does that mean DOH anywhere in the state or does that mean that particular one because sometimes you will have a CRP that already has a relationship with that exact area.

Mr. Greene, that is the intent, it is for that one, it is not as broad as any DOH. Do you have a relationship either there or in that immediate community I believe is the intent. I certainly don't think it means DOH as a broad statement or any entity as a broad statement. I have never bought in to any of this Matrix; I think the whole thing is too subjective. I just don't think it is transparent enough, I think the person that is doing the Matrix has way too much say so in it. When you bring it to the Committee we base it off your recommendation and we will go and peel away at the onion but I still think there is a lot of wiggle room in there that I don't know if it is completely fair to the CRPs.

Ms. Bates, I just think there has to be some information presented other than this is the one who won. And it needs to be on paper to protect you and the Committee if the Matrix is not a good way to do that then the answer to that is to create another process with the input of the Committee and go from there, but we just need to see something on new contracts and new contracts need to be separate from contracts that are renewed and contracts with change orders. Those are three different things.

Mr. Greene, this is what we will do. These two RFI's that you sent out, the one for Weirton and the one for Lewisburg, I have a letter that I sent in draft form as it relates to the Weirton building as they were not happy. You had two people replied to the RFI for Lewisburg and how many people did you have reply for the General Services in Weirton.

Mr. Wolfe, two

Mr. Greene, what is the urgency of Lewisburg and Weirton, I know Weirton is immediate.

Mr. Wolfe, Weirton is immediate, we have worked on that for seven months and they are done with it. They are happy with what we have done so far but those people need assistance.

Mr. Greene, what is the urgency of Lewisburg?

Mr. Jackson, they are wanting to move forward on that as soon as possible.

Ms. Bates, I don't want to hold things up, I just need to know what the differences are and we need to, for me because this is against the way we have always done it, we need to look at contract renewals, change orders, and new contracts separately. When I look down through this list the new we can talk about which we have and like I said I don't want to hold them up but what is the difference between the two.

Mr. Wolfe, there is only one difference. The one for Lewisburg really comes down to location. One gets the full points because they are in the same county and I think they all deal with DOH but that particular CRP deals with that exact district comptroller. The other one, Joyce you are here, is it a satellite?

Mr. Birley, yes we have presence in Lewisburg.

Mr. Wolfe, and that is the way we took it, from the satellite which only gives a five point difference. It awards 20 points where the other CRP which is in the county gets 25, other than that you guys scored everything on the whole rest of the Matrix.

Ms. Bates, I'm fine with that for Lewisburg. Now help me with Weirton what is the difference with Weirton?

Mr. Wolfe, do you have a copy of the letter Cedric?

Mr. Greene, it's a pretty bad letter and General Services is saying, hey – basically get it right this time or we won't deal with you at all.

Mr. Wolfe, we did a 30-day plan-of-correction and I started this back in June or July and we took pictures and we passed this on to the CRPs. I visited CRPs and talked to the Executive Director. Checked back 5-6 days later and no one had ever visited it. Then General Services started, really pushing. We need something done and at that time Aaron talked to them.

Mr. Jones, I talked to the CRP Executive Director and asked him what he had done to make improvements and asked him to send me a list because General Services said we are done with him. He never did reply, never sent me anything and then I called him back and informed him that we were going to be pulling that contract from him.

Mr. Wolfe, we had multiple pictures, one of the state agencies won't allow them in their part of their building.

Ms. Birley, how can they clean it if they are not allowed in the building?

Mr. Wolfe, because they had never cleaned it so finally the guy said we will clean it ourselves, stay out. That is what they told me. One very small office and the lady said we are ok. The only one in the building said we just set our trash out. The DMV for instance, the equipment that is in the contract is not in the building and the stuff is not being done which would say the equipment may not even be anywhere else and we could never get it resolved.

Mr. Greene, those people got fired and the two people that did the RFI.

Mr. Wolfe, neither of them are a member of our association, no one was interested in it within our association. One is Northwood Health Services which we do have some contracts with them and also Brooke County Opportunity Center. They both have replied to the RFI. They both toured the building actually and we did our Matrix.

Mr. Greene, what is the difference between CRP 1 and CRP 2?

Mr. Wolfe, CRP 1, 10 points. One has relationships with those who already does cleaning within the state agencies that are located in that building and the other one does not.

Ms. Bates, I am fine with that.

Mr. Greene, moving forward, 1 – 8 will be 1 - 6, new contracts change of scope. The last two or five will be RFI situations. From the RFI situations you will make your recommendation. I can tell you now, unless somebody can show me in code why we use that ridiculous Matrix, we have got to get rid of that thing. We should be treating it like hiring somebody, like an employee.

Mr. Wolfe, I have talked to both of these CRPs and they are not on the phone, they are not here and I could never get to return the call. The lady I talked to when I visited the building I think she is out cleaning, I think her heart is into it but then she walks into the place of business and said, wow I didn't know it was this big even though I told her how big it was. She convinced those people she wasn't sure she could do it. The other one we all talked to, he has returned the call every time and has been extremely professional, visits the building, so do we look at that as that is a good start.

Mr. Greene, I think we need to change that Matrix, it seems like you can never really defend it. I think Aaron maybe you could do it, maybe I need to do it, somebody needs to do it whereas we set up something, it can be a Matrix but it can't be that and it can't be based off those things. I don't really care if they have a relationship in Beckley and I don't really care if they have a relationship with that building, the point is – they are in Charleston and if they say they can do the job and they are the best qualified person for it then it is none of your business how they get the Beckley, that doesn't have anything to do with you. If they don't do what they say they are going to do – fire them. When someone comes in for an interview we don't say where do you live and how many dogs and cats do you have because it is against the law, you can't do it. On this Matrix we are doing that and we are saying do you have a relationship with the building or with the people. What does that even mean? Matter-of-fact I think that is probably improper.

Mr. Wolfe, we are starting a Quality Control Program and as I go around the state I can start to tell you areas we know four or five CRPs that are just experts in janitorial. Then we have parts of the state that we might be lucky if we have one and we have areas that even if we have a contract I'm scared because I am thinking we don't have anybody I know, I have already dealt with them, they are not qualified. So when we start to do that territorial thing the people that are good can't go anywhere unless it is right where they are located.

Mr. Greene, Jan what is your perspective?

Ms. Smith, I know the Matrix was set up because there were concerns from the CRPs that some were being shown favoritism, so the reason for it being set up was to be able to say, this is how we came to that decision. Perhaps the Matrix itself is not the best way to do it but I think we are going to have to have a way to show how the decision was made if two or three CRPs are competing. You referred to the best one as being 200 miles away, it is not our business how they get there, I agree with that but I also think for some of the smaller CRPs they are going to be saying I can't compete with the big guys and they are everywhere.

Mr. Greene, I agree

Ms. Bates, the issue always with Randolph Shepherd and with State Use is that you want to support individuals who do a good job but also there are CRPs who have lower dollar amounts in state use contracts. All of that has to be considered. For a small CRP that travels is a problem because of the cost whereas for a large CRP they can absorb it easier.

Mr. Greene, if I owned a CRP and I was here in Charleston and I see a 1200 sq. ft. building in Beckley and I bid for the job and Aaron calls me and says, hey I want to interview you over the phone or whatever and we go back and forth and in that interview process Aaron determines that I am the most qualified, then it becomes my responsibility as a business owner, CRP, CEO, President, etc., then maybe I have a connection in Beckley where I hire somebody in Beckley to take care of that 1200 sq. ft. building. I think that is where we are going. I think people are thinking more outside the box and that is how you grow by doing what I just said.

Ms. Smith, I think we are still going to have to be careful that we are considering the smaller CRPs in all of this. I feel like now that we have gone to performance based contracts that WVARF is trying to have more quality control but that is the way of helping the smaller CRPs to be able to do a better job and compete in the market. I think we are heading in the right direction I just don't want the smaller CRPs to not feel like they are being supported.

Ms. Bates, there are a lot of variables, they are different even on the National level in terms of how this business works because of the smaller CRPs and the state trying to support those smaller CRPs so we just have to be mindful of that.

Ms. Smith, I am concerned that we haven't been getting as much information either. Brenda and I remember when we got pages and pages of information on these contracts and I think what we are mandated to do is check the fair market value that we do need to be seeing more of the paperwork than we are.

Mr. Greene, points well taken and hopefully Aaron will look at this Matrix as I definitely can look at it right now and I think 25 points for location is a stretch. Aaron if you could look at it and maybe come back with a recommendation.

Mr. Jones, I could probably contact some of the other states to see how they do it to get an idea of what they are facing also.

Ms. Bates, that is a great idea.

Mr. Wolfe, the two who are competing are very small CRPs.

Mr. Greene, Brenda are you ok with it and we will take from this that Aaron will take for action and come up with a plan, doesn't necessarily mean that it needs to be next month but if you would wrap your mind around getting smarter about it so you could come back to us with some recommendations we would appreciate it.

Ms. Bates, one more comment I would make is that someone mentioned that the CRPs weren't a part of the association and that is not relevant. All CRPs who are eligible, the requirements are that they be an approved acknowledged vendor by the Division of Rehabilitation Services. There are a lot of CRPs that are not a member of the association that should continue getting information for the RFI's.

Mr. Wolfe, we have talked about updating our list because we need to update the list as to who gets all that.

Mr. Greene, let's continue with 7 and 8.

Mr. Wolfe, the Auditor's office, (Change Order). They have contacted Mark and decided they are going to do it but now they are saying they want to do something different. We are waiting for them to tell us what is different.

The last one is DOH, District 5, Burlington Headquarters (Change Order). We visited there and that was an assessment and we measured the building. Originally the building was 36,000 sq. ft. and I measured it and then I measured it twice and it is 15,590 sq. When it was 36,000 you know something is not right. The state was obviously very happy and the CRP had no involvement in that assessment originally. They were perfectly fine with it. We made the adjustment and this is a change order to make sure we have this assessed.

Mr. Jones, looks like they may have included garages and warehouses, the sq. ft. of everything but they weren't cleaning the whole thing.

Mr. Greene, I think that is not acceptable but it is probably consistent than the previous. When you look on the internet and you go by a building and it will say 42,000 sq. ft. but when you actually start claiming it, it is a whole other number. It is so much more hi-tech now.

Mr. Greene, so we are voting on the WV Lottery Commission, Change Order; DHHR in Summersville, New Contract;

Not the DHHR in Wayne County. We will wait for a response back from them. DOH, Moorefield, Change Order, WV State Auditor's Office, Warehouse we are not.

DOH, District 5, Burlington has a decrease and we are voting on.

We will vote separately on the two RFI's.

Mr. Greene, is there a motion

MOTION #3

Mr. Sullivan made a motion to approve WV Lottery, DHHR in Summersville and DOH in Burlington. Seconded by Jan Smith. Motion passed.

Mr. Greene, is there a motion to accept the new contracts which RFI's were issued in receipt of Matrix for the determining factor for DOH in Lewisburg and General Services in Weirton. Building?

MOTION #4

Mr. Sullivan made a motion to approve. Seconded by Jan Smith. Motion passed.

The only thing that you will come back to us with is Wayne County DHHR building and the WV State Auditor's Office Warehouse (Change Order).

Mr. Sullivan, if and when the minimum wage passes how do they adjust that, are we made aware of that?

Mr. Greene, it will be mandated, it will have a time on it normally it will say effective July 1st and it will come back to Aaron and Aaron will be required to go in and submit change orders for all the contracts. There is a mechanism in place and it will start with Aaron and the CRPs.

FINANCIAL REPORT:

Mr. Jones, this is our financial report for six (6) month period for December 31st. Nothing really on the Asset and Liability to point out. We did have our line of credit paid off at the end of the year and we haven't had to tap into that since then.

On our Statement of Activities we actually have a Net Change of \$122,583.20. Our sales are up in both the service area we are at 106% of where we projected to be. Our products are actually up 224% of what we projected. The only one that has gone down is our temp service and we are working on that right now. We were informed the state has a hiring freeze, is that still in effect?

Mr. Greene, yes

Mr. Jones, we are hoping in the interim we will be picking up some of those temps to fill those needs. Overall we are at 106.6% of where our monthly budget was projected to be. Our expenses are also up at 104% on our CRP cost. They are running pretty much in line. Our expenses are at 118% and the main reason for that is as we mentioned the last time, we have paid off our corporate insurance for the whole year through December (paid in full for the whole year). The video was not budgeted but it was in there and the annual report came in at \$12,000 so that drives it up overall. Payroll is on schedule, our health insurance is up a little but that is mainly due to that RHBT where we pay that additional retirement to the state in order to qualify for the PEIA. Another item was our awards banquet and it is completed. We actually budgeted \$10,000 and we spent \$6,667.00 so we saved some money. Retirement and FICA, that all ties in according to the percentages. On our equipment that is small items like printers or monitors, we have had to buy a couple of extra monitors. Everything else is pretty much falling in line. Does anyone have any questions?

Mr. Sullivan, how much is the line-of-credit.

Mr. Jones, we have one (1) Million dollar line-of-credit with Chase.

Mr. Jones, that is one of the items we are working out with the change in the Board. The Board has an investment fund and we are looking at seeing how that will be distributed, that will be determined in the next week or two.

On our payables we have \$9,064 that is over 90, those have all been taken care of.

On the receivables I have been working and making calls. I noted where we were over 60 and over 90 and of those we have collected \$212,686.04 in the over 60. We have collected \$201,408.49 in the over 90. We have made some adjustments where there are differences in the invoices. Those two totals we have gotten down \$430,604.46 in the over 60.

Mr. Green, WV CHIP what is that? They are under Department of Administration, that is why I am asking.

Mr. Jones, that is the Children's Health Insurance Program, that might be one that has paid, I'll double check that.

Mr. Greene, shoot me an email as this is \$13,149.89 over 90.

Mr. Greene, what is DRSVAR?

Mr. Jones, I'll check on that one.

Mr. Sullivan, do you have any real problems that you are concerned about?

Mr. Greene, Aaron I can definitely tell that 90 and over is much better than it was a year ago, prior to you getting here. You have a grasp of it and you understand. Does anyone have any questions?

Mr. Greene, I need to tell you guys this; I did a letter I think it was sent to all of you about the water. It was about Debbie at Green Acres getting her some kind of special machine. She was putting in for a Grant and I did a letter supporting that for her and I just wanted you guys to be aware of that. I have said this a thousand times, we need to go to Green Acres for our next meeting or once the weather levels out, maybe April as it would be very nice if we could go to Green Acres, are you ok with that Jan and Brenda?

Ms. Smith, yes that is fine.

Ms. Bates, sure yes I would love to go.

Mr. Greene, do you Jan and Brenda feel motivated to go to Green Acres once the weather breaks?

Ms. Bates, absolutely

Mr. Greene, could you Aaron reach out to Debbie at Green Acres and see if she would like for us to come as she mentioned it to me when we were on the telephone when she asked me about this letter and it would be nice if we could go. Aaron if you could work this out and get back to us.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None

Mr. Greene, meeting adjourned.

Scheduled Meeting Dates for 2014:

March 19, 2014

April 16, 201

May 21, 2014

June 18, 2014

July 16, 2014

August 20, 2014

September 17, 2014

October 15, 2014

November 19, 2014

December 17, 2014