

MEETING MINUTES

March 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. March 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.

WVARF Staff: Aaron Jones
Mark Jackson
Gary Wolfe

Attended by Conference Call Jan Smith
Brenda Hellwig

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

ABSENT: Brenda Bates
Phillip Mason

COMMITTEE CHAIR REPORT:

Mr. Greene, Brenda will not be with us today, Carla will be in her stay. Carla make sure that Carol has a proxy or a letter that says you can vote in Brenda's stay, will you do that please?

Ms. Cleek, sure

Mr. Greene, I just want to make sure we are covered. We do have a quorum and we have had a roll call. Is there a motion to approve the February 19, 2014 meeting minutes?

MOTION #1

Mr. Sullivan, if there are no objections or corrections, I move the minutes be approved.

Ms. Cleek seconded. Motion passed.

Mr. Greene, Jan Smith called me and asked about the status of the RFP and her concern was if the RFP goes back out and you have all these vendors sending in their interest, is there any way you can stop/prevent having someone outside the state win the business. I checked with legal counsel and the Purchasing Division and that is just not the way it works. The state is open for business and you can't say you are only going to hire somebody inside the state, you just can't do that.

Mr. Sullivan, is there a provision where they have some kind of relief on the tax structure?

Mr. Greene, they may get points for being inside but as it relates to taxes I am not sure.

Mr. Sullivan, the reason I'm asking, the contractors who are bidding locally have outside contractors.

Mr. Greene, there is a system already in place for that, but to say you won't consider someone from Ohio, Arizona, etc.....

Mr. Sullivan, are you supposed to give the inside people a little advantage from the outside people?

Mr. Greene, a legal advantage which is already defined in the Purchasing procurement process. I think the RFP should be going out on Friday and they now have a good address for you Aaron so you shouldn't have a problem.

Mr. Jones, I personally picked up the RFP yesterday.

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

\$ (400.00) – Disbursement (Act.001)
\$ (30.62) – Disbursement (Act.010)
\$ (690.72) – Disbursement (Act.130)

\$1,121.34 – Total Disbursements

\$ 0.00 – Transfer Out (Act.001)
0.00 – Transfer Out (Act.010)
\$ 140.00) – Transfer Out (Act.130)

\$ 140.00 – Total Transfers Out

\$ 3,743.66 – Balance Remaining

EXECUTIVE DIRECTOR'S REPORT:

- 1) WVARF Board Meeting Wednesday, February 26, 2014 at Embassy Suites in Charleston, WV at 2:00 p.m.
- 2) WVARF Board voted to divest themselves from the CNA by resigning as a Board and appointing the current CNA Committee as the new Board of Directors.
- 3) Legislative event took place on Wednesday, February 26, 2014 at the Embassy Suites in Charleston, WV at 6:00 p.m.
- 4) WVARF issued a letter to Guy Nisbet, Senior Buyer, WV State Purchasing Division on Thursday morning, February 27, 2014 explaining the change of Board members.
- 5) New Articles of Incorporation were drafted by our attorney on February 27, 2014 to record board changes made at the February 26, 2014 meeting.
- 6) Executive Committee of WVARF meeting on March 12, 2014 at 1:00 p.m. in Bridgeport to discuss how to divide WVARF assets and review the Amended Articles of Incorporation.
- 7) Received a call from Mike Sheets, Administrative Services Manager, WV State Purchasing Division on Thursday, March 13, 2014 explaining that the Request for Proposal (RFP) GSD146413 was canceled on February 26, 2014 at 4:31 p.m.
- 8) Visited WV Purchasing Division to review the canceled RFP GSD146413 on Friday, March 14, 2014. Met with Beverly Toler and changed contact information for WVARF.
- 9) Received a call from Krystle Harrison with WV Purchasing Division to check address and to notify WVARF the new RFP was being sent out Tuesday, March 18, 2014.
- 10) Visit to WV Purchasing Division to pick up the new RFP GSD146425 with a bid opening date of April 10, 2014. I will be reviewing this RFP and taking steps to submit by the April 10th deadline.
- 11) The Executive Committee of WVARF is recommending that the \$350,000 on the books be paid by WVARF to the membership for start up the new association. The balance of the reserve fund will be transferred to WVARF in the amount of a little over \$1,100,000 to be used to meet the requirement to pay CRPs on accounts over 60 days regardless if the State has submitted payment to the CNA.

- 12) Currently our staff is working on the commodities renewal due next month. Calling CRPs to review their current product lists and pricing.
- 13) Staff is contacting all state agencies to review their janitorial scopes-of-work for all contract renewals due on July 1, 2014.
- 14) We are looking to move our file server to a more environmentally sound location. Currently it is in a closet with no ventilation and next to the electric box and hot water tank. We are in the process of moving that for security reasons and environmental reasons as well.

Mr. Jones, you had asked us to look into the Matrix on selecting. I sent out a request from SUPRA, the National Committee and I got four replies from four different states, Florida, New Jersey, Oregon and Pennsylvania. Gary is currently reviewing their processes that they use and we are not in a position to give you any comments right now but I wanted to make you aware that we are moving to try to update that Matrix.

Mr. Jones, also you had asked about trying to set up a meeting at Green Acres. They have given us a tentative date for May 21, 2014 at Green Acres.

CONTRACT PRESENTATIONS:

Mr. Wolfe:

- 1) DHHR – Wayne County (Janitorial Change Order). Additional square footage added. This was an addition put on the back of the building late last year and they moved into the front of the building for a while and as they did the transition they are now utilizing the entire building. This is for 3,000 additional sq. ft. The monthly cost is \$2,456.52. Contract period from March 1, 2014 - June 30, 2014.
- 2) DHHR – Calhoun County (Janitorial Contract Renewal Change Order). Moving from old building to new building at the end of the month. A little over 9,000 sq. ft. The monthly cost is \$2,411.89. Contract period April 1, 2014 – June 30, 2014.
- 3) Division of Labor, St. Albans, WV (New Janitorial/Grounds Maintenance Contract). New building assessment and Scope-of-Work created. They moved five employees out of eight employees from this building to the State Capitol Complex. Added lawn care as well. Contract price \$2,368.44. Monthly cost is \$789.48. Contract period April 1, 2014 – June 30, 2014.

Mr. Jackson:

- 1) Auditor's Warehouse, Malden, WV (New Janitorial Contract). New building assessment and Scope-of-Work created. This is for two (2) days a week. I did the pcard because they wanted to use the pcard as well as the Auditor's Office at the State Capitol Complex. This is a two (2) hour a day cleaning in that office. Both Auditor's office and

Auditor's Warehouse in Malden are set up with the pcard. Total period amount \$687.89. Monthly rate with pcard is \$171.97. Contract period April 1, 2014 – June 30, 2014.

- 2) WV Auditor's Office (New Janitorial Contract), new building assessment and Scope-of-work created. Contract price \$2,477.26. Contract period April 1, 2014 – June 30, 2014.
- 3) Camp Dawson, we started this contract late July or August of last year. We are also giving them the same price per month. The contract is in the hands of Camp Dawson. They have not signed off on the contract as yet. This is for grounds lawn care. Total period amount is \$49,125.60. Billing Rate of \$7,017.94 per month. Contract period April 1, 2014 – October 31, 2014.
- 4) WV ABC (Seasonal Grounds Maintenance Renewal Contract). This is the same price per week as it was last year. Contract price - \$7,329.90 for 30 weeks @ \$244.33 per week. Contract period April 1, 2014 – October 31, 2014.

Jan Smith here, hello sorry I'm late - couldn't be helped.

Mr. Greene, that's ok as we are on the last contract.

- 5) DNR (Stream Access Grounds Maintenance Renewal Contracts) Various sites. This contract is starting a month later than what it normally does. Typically it starts March 1, 2014 and now it is going to start April 1, 2014 – November 14, 2014. He has a set amount to work with for the entire contract which is \$140,000.00 per contract period, April 1, 2014 – November 14, 2014. We are using the same amount of money but doing it over 7 ½ month contract instead of an 8 month. We added some mileage for Gateway. A site was added for Clay County Services Unlimited and an additional four (4) months added for Wallback Lake. All this was given to Bret Preston with DNR and he is happy with it.

Mr. Sullivan, how do you calculate the mileage?

Mr. Jackson, the mileage is set up using the state rate.

Mr. Sullivan, if I live in Dunbar and the job is in Montgomery, where do I calculate the mileage from?

Mr. Jackson, I use the same thing as I used last year as the routes had been established.

Mr. Sullivan, can I charge from Dunbar to Montgomery?

Ms. Birley, it starts from the CRP work site to Montgomery. The only thing it doesn't cover, for instance I have five sites in Jackson County, if we can't get all five sites done in one day, and I only have one trip there as it pays one time. We try to get it all done in one day. It is a management issue.

Mr. Sullivan, what is the mileage?

Mr. Greene, the state is 47 cents and the federal is 52 cents.

Mr. Jones, this contract is probably one of our most complicated ones because we have so many CRPs involved and so many locations involved and we are trying to spread a set amount to those in a fair amount way so that each one gets paid what they should get paid. I think our 4.1% on this is like \$5700 and we come out in the hole on this one from the time we start on it until the time we bill it each month. It is complicated billing too because you have to bill each site. It is not profitable for anybody, it is not supposed to be profitable but it is not even a break even.

Mr. Jackson, DHHR, Lewisburg and DHHR in Grafton. I have these additional two contracts that were not on the agenda that happened after. Both contracts are exactly like it was last year. The same price per hour. Not to exceed \$2,500 on each one of these contracts. It is for lawn care.

Mr. Jackson, with the amount of sites, Bret was happy as with the extra site in Clay and the extra time we are spending in Wallback actually would have been more than the \$140,000.

Mr. Greene, is there a motion to approve: DHHR, Wayne County; DHHR, Calhoun County; WV Auditor's office; WV Auditor's Warehouse in Malden; Division of Labor, St. Albans; Camp Dawson, Grounds/Lawn Care contingent upon them signing it and that is your responsibility to make sure that happens; DNR (Stream Access Grounds Maintenance Renewal Contract; WV ABCA, Seasonal Grounds Maintenance Renewal Contract); DHHR in Lewisburg and Grafton renewal contracts.

MOTION #2

Mr. Sullivan, I move they be approved. Ms. Cleek approved. Motion passed.

FINANCIAL REPORT:

Mr. Jones, we have the update on the Quarterly Report, State Use and Jan had some numbers that needed to be changed and we changed those.

On the financial statements as of January 31, 2014, no major items to report on the Statement of Financial Position. We still aren't tapping into our line-of-credit at this point. If you will note on page 2 of the Statement of Financial Position, the \$350,000.00 that is on our books, that is what I referred to earlier, when we separate we would pay that and keep the balance of the other fund that is not on this statement but on the membership statement.

On the Budget vs. Actual, we are still ahead about 5% on our billings for the total year. The actual administrative expenses are up, part of that is due to the fact that we have already had our Awards Banquet and we have already paid all our insurance due for the entire year. We have also paid all of our Workers' Comp for the entire year. Currently, we have a plus on the change in the assets of \$134,897.55. Our receivables I made notes on the last page 8 of 8, what we have collected since this report was sent out. We had \$22,000 remaining that over 60 had not been collected and \$274,000 over 90.

Here is a detailed list that we have been working on and this includes all the invoices that are in that over 60 and 90 column. We make notes when those payments come in and there are some balance adjustments that still need to be made. Some possibly got billed before actually taken place so we have to make some adjustments there. This is how we are monitoring the receivables over 60 and over 90. We do this every month, we are making calls and sending letters and if we need your assistance I will have you a detailed list the next time if we need someone to help us with that.

Mr. Sullivan, do you have someone working on these over 90 days?

Mr. Jones, yes and I would like to hire a receptionist and that receptionist would also work with our filing and assisting Joyce with her invoices. At this time I am doing two jobs. I am doing finance and the directorship so I would like to hire someone with accounting background to probably take this project on full time plus train them to do other financial problems and processes. Budget wise we probably have funds in there since both Bill and Cindy resigned but I am not going to hire anybody until we know we are going forward with the RFP where we will get the CNA contract. I don't want to bring somebody in for a month and say ok we are out of here. That is my reasoning for not doing it up to this point.

On the A/P side, everything over 60 has been taken care of and everything over 30 has been taken care of that was listed on this list as of January 31, 2014.

Mr. Sullivan, the over 90 days is the one that is critical.

Mr. Jones, that is the one we focus on but while we are working on it, anyone over 60 we contact.

Mr. Sullivan, if you take care of the ones over 60 then you won't have any over 90.

Mr. Greene, just for general comment, you guys seem to have a really hard time of employing someone as a receptionist.

Mr. Jones, I think in the past they have just used temps. They have never really hired someone and put them in a position where they do other work other than answering the phone. That is what I am looking for. I am looking for somebody where they can do other work other than answer the phone, someone who can multi-task, scan, file, etc. I haven't done anything up to this point because of the situation.

Mr. Jones, our staff meets weekly now and we are cross training. If someone walks out on us tomorrow we know what they are working on and know what needs to be done.

Mr. Greene, I just have a comment. Aaron, I think you are doing a fabulous job. Your notes as to what you have done over the last three (3) weeks or last month, that is exactly the standard I think that the Committee would expect and certainly appreciate. It makes it compressed and I think it is good. I think you are doing a bang up job and I think Mary is doing a bang up job as well in getting the documents sent out in a timely fashion, awesome, shows up, we have got it, we can look at the minutes and that goes to you as well Ms. Carol, getting the minutes typed up and getting them to me then I look at them as quick as I can and approve then I get back to you and you send on to Mary and Mary does her thing and it just flows. I, as well as the other Committee Members would say it is not an easy task putting all this information together. It is a requirement and I think it keeps us safe. If someone says, how did you arrive at that then we

have documentation. Ms. Carol just make a note that we have some kind of proxy from Carla.....

Ms. Cleek, I will dig into that.

Mr. Jones, I have a question regarding the Committee. I have been doing a lot of reading and according to the Code it says there should be six (6) members. Are there two more that never show up or two that just needs to be replaced?

Mr. Greene, two that needs to be replaced by the Governor's office. We have already sent the Governor's office letters for Phil Mason and Jan Lilly-Stewart for replacement.

Mr. Jones, what about the Purchasing Division, as Don Arrick was here previously?

Mr. Greene, we are just waiting on Dave Tincher to appoint someone. I'll remind him of that again as he needs to do that.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

None

Next meeting tentative at Green Acres for May 21, 2014.

MOTION #3

Mr. Sullivan, if no other business to come before the Committee, I move we adjourn. Ms. Smith seconded. Motion passed.

WVARF 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