

MEETING MINUTES

June 18, 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. June 18, 2014 at the WVARF office located at 400 Allen Drive, Charleston, West Virginia.

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

WVARF Staff: Aaron Jones
Mark Jackson
Gary Wolfe
Paula Koontz

Attended by Conference Call Jan Smith, OP Shop

Guests: Debbie Birthisel, Green Acres Regional Center
Carla Cleek, WV Division of Rehabilitation Services
Cheri Bever, Goodwill Industries of Kanawha Valley
Joyce Birley, Goodwill Industries of Kanawha Valley
Kavon Cutter, Department of Administration, Intern
Megan Cobb, Department of Administration, Intern

ABSENT: Brenda Bates
Phillip Mason

COMMITTEE CHAIR REPORT:

REMINDER, Mr. Greene is to bring up at the July meeting information/documentation regarding the 59 contracts.

Mr. Greene, we have Carla here for Brenda Bates, Everette and Jan are here so we do have a quorum, good morning Jan. Do we have a motion for approval of the May 21st minutes?

MOTION #1

Mr. Sullivan, Mr. Chairman I move the minutes be approved. Ms. Cleek seconded.
Motion passed.

EXECUTIVE SECRETARY'S REPORT:

Mr. Greene, I just have two things to pass on to you:

1) Ms. Debbie had us down to Green Acres and we certainly appreciate the hospitality as we had an awesome time. It was very nice and we appreciate the breakfast and the hospitality and walking the grounds. I had never been there and it was very nice, very well ran and it was good to interact with your staff. If I had my phone I would show you the plants that I bought at your agency while there. They are on the back deck of my house and they are beautiful and they are flourishing. I just think there is great value in what you guys do down there so just keep up the good work and if there is something that we can do to help you to be successful then that is what we want to do. Jan, we really had a great time.

Ms. Smith, that is good, I wish I could have been there.

Mr. Greene, we'll get you next year as we will make Debbie an annual May/June thing. They feed you down there and give you all the water you want and they even sell plants and things down there and everything is legal. But, we really had a very good time.

2) I have had some interactions with Aaron, we tweaked a couple of things and he will tell us on the report where we are with the contracts. From my perspective everything is good. I will not be here all of next week so if there is something that you need that needs a signature then you are to contact Brenda Bates and what she will do is go out on email and make sure you have a quorum decision to make sure Everette and Jan is good with it and Brenda is good with it then Brenda can sign if there is something that we don't get done today that needs to happen next week.

EXECUTIVE SECRETARY'S REPORT:

\$5,055.00 - Annual Allocation

\$ 0.00 – A/P Personal Expenses (Act.001)
\$ 0.00 – A/P Employee Benefits (Act.010)
\$ (59.40) – A/P Current Expenses (Act.130)

\$ 59.40 - Total A/P

\$ (600.00) – Disbursement (Act.001)
\$ (45.94) – Disbursement (Act.010)
\$ (957.29) – Disbursement (Act.130)

\$ 1,603.23 – Total Disbursements

\$ 0.00 – Transfer Out (Act.001)
0.00 – Transfer Out (Act.010)
\$ (270.00) – Transfer Out (Act.130)

\$ 270.00 – Total Transfers Out

\$ 3,122.37 – Balance Remaining

EXECUTIVE DIRECTOR'S REPORT:

Mr. Jones, it is my understanding the RFP is currently in the Attorney General's office to be reviewed and approved. Mr. Nisbet told me there weren't any issues if it gets past that. One of the requirements we had to do was to come up with an agreement with the new association and WVARF as it is now. We have done that and it has been signed and it was forwarded to Melanie Haynes who is the Chairman of the Selection Committee. We have been working diligently trying to get these contracts lined up. I sent the Committee a list of those that we will be going over today. I also sent a Commodity list and we might want to address that first.

We took the items that you approved in the meeting before last and we broke them out by the items that were already with the Purchasing Division that just had price changes or whatever, and I sent you some information on the one that we didn't approve which was the wiping clothes from Jackson County Development. What I sent was reports they submitted to us where cotton prices had jumped out the top and that happened several years ago I guess and it is my understanding that at one point the Committee may have looked at it and submitted it to the Purchasing Division and then Purchasing turned it down. But I have that information and the items that were listed that we had questions on; I highlighted those and sent to you. From our minutes from that meeting then we highlighted them and I sent the Committee all those items. If you go with the list that we have to submit to Purchasing then we would just need to approve that group of items.

Mr. Greene, the cotton was the one that we had the issue with right? Is that hooked up to the Internet? Then Google the cost of cotton because I did that yesterday and what this gentleman should have done was not send you a report from 2010, because I actually went out to Google and the price of cotton today is \$85.63. Unless I did something wrong, the price he gave us from 2010 is \$100.00 and that is very misleading. Look there and see what the price is. He took a 2010 report and pushed it down the street to us; however, I researched it yesterday afternoon and I found the cotton and I think it has gone down ever since he produced that report. We have a responsibility to be diligent and respectfully I say this, I told the previous Director and I will tell you, you are not responsible for what they produce, they are responsible. Your only responsibility is to make sure those things that are presented to the Governor's Committee is accurate. His 2010 is accurate if we were still in 2010 but we are in 2014. I'm looking to you guys as you may want to go out and do a little research because that is very misleading. That is the number we will be working off of.

Mr. Jones, the format I have, is that acceptable?

Mr. Greene, yes it's perfect.

Mr. Jones, we have new items on a separate sheet and the only thing we will have to square away is the wiping clothes.

Mr. Greene, I like this, this is very nice.

Mr. Jones, you will be issuing a letter once we get the cotton squared away for both items, right?

Mr. Greene, correct and Jan are you ok?

Ms. Smith, which website did you look at?

Mr. Jackson, Nasdaq.com and the current price is \$90.35.

Ms. Smith, I looked on National Cotton Council and in April it was \$94.20.

Mr. Greene, yesterday I went into Historical and it gave 2010, 2011, 2012, 2013 and 2014 and it was as low as \$85.63. They may have taken an average and perhaps that is what this guy was doing taking an average over the last five years.

Mr. Jones, does anyone else have any questions on any of the commodities? I sent the Committee a list and I have extra copies here today if anyone would like to look at those. The format and everything is ok and the way I presented the Pcard, new price we should be ok.

Mr. Greene, some of these are highlighted. Are those the ones that we had not gotten feedback from?

Mr. Jones, that is on the janitorials.

Ms. Smith, Aaron have you talked to any of the agencies about the increased cost if they use the Pcard?

Mr. Jones, we presented that basically to everyone that we have given it to. We have given them the option of whether they use the Pcard or not.

Mr. Greene, what has been the feedback?

Mr. Wolfe, yesterday for instance, I talked to Workforce and she said we approved the numbers but we are not going to pay for that. I explained to her how we addressed it here in this meeting in the past and what we came up with and we put it on there so they could make that choice. She said I'm not going to be ok with that. Then when I started explaining, she said I agree with you 100% I just can't get them to understand it. She sent me something back and said they said it was fine, they would pay that. She sent me an email saying it was ok.

Mr. Jones, they normally would call an order in on these items. Providing this is approved we are going to ask are you planning to pay with Pcard. Then we would give them the price at that time, they would have the price both ways. It is the only way I know to do it because not everybody uses the Pcard. I also did an analysis on the Pcard as to what it is costing us and over the past five months if I took the average and took it out for a year it would cost us almost \$31,000 - it would cost WVARF just off the top. Plus, to process this based upon the entries we got for the first part of the year, we are looking at 3,000 entries and by the time we take the information and enter it into the system, if we just allowed five minutes per entry, we took just a basic salary it is costing us another \$4,000 - \$5,000, but like a said that works out with the total purchase right at 3%. It is probably going to cost us more but the 3% is a conservative number and we have the actual cost plus the additional cost of processing.

Mr. Greene, I would think somebody would come back and say and it would probably be me, or probably Brenda that would say – the 4.1% at the end of the year there is \$31,000 that has not been spent and one could say that could be Pcard money, does that make sense? If we budgeted you \$13 Million and you at the end of the year when all bills are paid and everything is

done and you have \$31,000 left over, someone would say that is part of the 4.1%. Am I jacking that up?

Mr. Jones, yes I don't think it would work that way because we are getting 4.1% and if we have a budget amount in there for Pcard then you are right, but what we are trying to do is cover that cost because if we go from 4.1% to 1.1%, we would lose 3% right off the bat. It is not really an item that should show up as additional fund because it is basically a cost of doing business and we are trying to cover that.

Mr. Greene, so what does that tell you what I just said?

Mr. Jones, to be sure I can prove that it was 3%.

Mr. Greene, that would be the first thing and then the second thing, would be at the end of the year if you have \$31,000 you need to have an answer for that \$31,000. What are you going to do with it, that is pretty good if you hand back \$31,000. What Brenda is going to say and should say is what are your plans for the \$31,000? I can guarantee you this will be the very first year that your feet will be held to the fire to say – what are you doing with that \$31,000? The days of just letting that float out there is not going to happen anymore. This will be the first year that we will say what is the plan and we want to see it.

Mr. Jones, our financials right now, we have gone back and we did all the billing and got all that squared away. We shouldn't be in that situation come the end of the year.

Mr. Greene, well we can adjust it. Say you are \$10,000 in the hole at the end of the year, then maybe it shouldn't be 4.1% maybe it should be 4.2%. We can cross that bridge at that time.

Mr. Jones, we need to get him to resubmit based upon the current numbers or take an average on the cotton.

Mr. Greene, from an accounting standpoint, whatever you think is the right thing to do. I would think you would probably take an average for the last three or five years.

Mr. Jones, it is on the bottom of the list. Those items are on page 5 and 6 of the commodity list so those items we just need...

Ms. Cleek, can you clarify for me when you were talking about the wiping cloths, what were the changes when you made reference to that? I kind of got lost on that part of it.

Mr. Jones, these items are the ones we pulled out the last time we talked because there was a difference, for example, 25 lb. box of white terry cloth went from \$49.50 to \$70.90 and each of those differences was what I sent to you. Just these that are highlighted here. Those are the ones we are checking to see why the jump was so big.

Ms. Cleek, ok I'm back on track.

Mr. Jones it is my understanding on the new list we will present that to the Purchasing Division and they will decide if they are in agreement to add those items?

Mr. Greene, yes

Mr. Greene, can you provide this to me again and take the new price for the Pcard off, give me one with the Pcard and one without the Pcard. Because I think the new price with the Pcard makes the water murky for Purchasing. Your administrative fee is your administrative fee, that is really what that is and I hate to call it administrative fee but it is your operational cost. The price of the product is the price of the product. If people later choose to do it with the Pcard or write a check that is their decision. I don't know that it should be filtered in with Purchasing; I think it gets the Purchasing Division jacked up.

Mr. Jones, what about the ones that are already out there, do the same thing?

Mr. Greene, no it is not going to Purchasing is it? This is the new one.

Ms. Smith, Cedric I agree with you because I think Purchasing will be jacked up and that is what I have said before when we tried to put the Pcard on it, and they threw it right back at us.

Mr. Greene, does that make sense Aaron?

Mr. Jones, right but don't this one also go to Purchasing?

Mr. Greene, if it does then take it off. See what I am saying, there is no value. It will go over to Purchasing and they are going to see those two prices and they are going to get all jacked up. Give it to me without the Pcard piece to it. It is no different than Jan's argument four years ago that it is not important for state agencies to know every little nick and nanny about every little thing, they need to know what the cost is to clean this room. This room is 250 sq. ft. and what is it going to cost to clean it. It is not the state's business to know what your cost is to make that happen, the state has the option to say, no we are not going to pay that, but if you tell them everything then they can sit back and say, I think I am paying more for you to do that piece to it than what I should. When you give people information like Jan has said, people think they have an opinion on it so they say – I don't really think I should be paying 15 cents an hour to mop the floor, I think I should be paying 9 cents. It doesn't take that long to mop a floor so I shouldn't be paying that much.

Ms. Smith, it does work that way, they do that plus we are the Committee that the Governor has set up to check these things and if we are saying fair market price then the state is required to go along with that because we are the Committee that has the oversight.

Mr. Greene, I think you give them the cost of the product, how people choose to pay down the road is not Purchasing's business probably and it is probably really not even your business, that is something your accounting people will handle when it shows up at their desk. They will see you are buying an absorbent pad kit, you are buying one and they are \$118.23 how would you like to pay? I'm going to pay on the Pcard. Then it is my responsibility to inform you if you go back and look at the agreement that if you pay with Pcard it is going to be \$121.77 versus \$118.23. That would be an additional cost of \$3.54 cents if you pay with Pcard.

Ms. Smith, and that would be part of the budgeting for each one of the agencies is they feel they are saving money by paying by Pcard not having checks written not going through all of that but that is their decision. It might not be the same for each agency but the decision is a budget thing for each of them.

Mr. Greene, it is an individual agency decision. Purchasing deals with the big picture. They are saying the cost of absorbent pads; \$118.23 is that fair how people pay for that, if you guys take nickels or dimes or rocks that is your business. If someone comes in here and would say I don't have \$118.23 but I will cut your grass. If you guys want to take that then take it. That is your business.

Ms. Smith, I have to say Amen as this has been going on for a long time and I'm glad we are heading in, what I feel is the right direction for this.

Mr. Jackson, the fair market price (FMP) letter goes to Purchasing is that correct?

Mr. Greene, yes

Mr. Jackson, on our FMP letters we also included the Pcard because we included both prices, that way they can choose, is that something that we are good with?

Mr. Greene, I agree does everyone else agree? We're not hiding anything from Purchasing we are saying it is there but I don't know if it is important to stick it in your matrix as it makes the water murky and that is the last thing you want to do is make the water murky at Purchasing. It has to be crystal clear. Does that make sense?

Mr. Jones, we had one item that we talked about in our last meeting and it was the 16.9 oz. water. I talked with Green Acres and they are in the process of looking at providing that but it is probably not going to be available until November. Is that something we would want to include with our new price?

Mr. Greene, yes

Mr. Jones, make a note that it will be available later in the year or just put it in there?

Mr. Greene, it doesn't matter, none of their business if it is available, it is her problem. If you stick it on there, fair market value when they call her to order 16.9 oz. that is her business. It is her business to tell them we will have it November 1st. There are things probably on here that if you try to get it right now, perhaps they don't have it as it is just not available right now.

Mr. Jones, I will just add that to the new list and I will get with them on their pricing. It is going to be comparable to the 20 oz. but you are going to get 24 instead of 20 in a case so it will keep it at a comparable price. It is costing them a little more because more bottles will be involved with a case. We are looking at trying to keep it right at that same price.

Mr. Greene, I think it has to be fair market value, don't go out of business is what I will tell you. Don't do it because the state wants it then it puts you out of business. Yes I think you need to put it on there even if it will not be available until November.

Mr. Jones, we also talked about visiting the state parks. We actually have a 20 oz. bottle that has the state parks seal on it and it has four different parks listed on it and they don't even buy our water.

Mr. Greene, oh so you guys are advertising for them and they don't even buy your water. That is a good selling tool. It is a beautiful bottle. DNR does not buy your water that you advertise for them for free?

Mr. Jones, we are looking at other areas in order to get water available to them.

Ms. Birthisel, is there any way we could get a copy of a list of the people from the state that is buying their own water so that we could see what parks are not getting water from us. If we could get a copy of the parks that are not buying our water then we would be willing to buy a truck and we would be willing to commit to deliver to the state parks but we don't want to overstep our boundaries and we feel like this is an untapped resource. We talk about this but we are not getting anywhere with it. We even got a map and plotted it out to all the different parks to see how we could do it. It is just a matter of getting approval that we could do that without stepping on any toes.

Mr. Greene, the DNR falls under Commerce which is Secretary Burdette. I believe Frank Jezioro is the Director. This 20 oz. bottle is used in the Governor's office. When the Governor comes to the meeting every Tuesday this is the water he brings. I just never paid attention that it had the state parks on the front of it. What you are asking us to do is a letter to DNR?

Mr. Jackson, I contacted DNR and each of the state parks Superintendent is responsible for their own purchasing and I have a list of all the state parks Superintendents and remind me before leaving today and I will get you a copy of that.

Mr. Greene, would you send that to me also? Maybe we could open the dialogue to talk with them as I think that would be a good thing to do.

Mr. Jackson, they don't have a central purchasing.

Mr. Greene, who do you think they are getting their water from, Wal-Mart?

Mr. Jackson, I think it depends. North Bend has this water. I think it is all over the board.

Ms. Birthisel, Tyler Mountain does Hawks Nest.

Mr. Jones, I have prepared a list of the contracts and we will get into those shortly. Do you want to go ahead and do the financials before we start on the contracts?

Mr. Greene, that will be fine.

FINANCIAL REPORT:

Mr. Jones, the Financials for this time is April 30th. Again we are a little ahead of ourselves at 88% for the year and for 10 months normally we should be at 83.3% but we are a little over on that. We are also a little over on our expenses - 83.61% and it will be at 83.33%. You have the CRP billings and they are up 88% and we are 88% on the revenue.

You can see the Net Change in the Assets as of the end of April which was \$3,419.01 to the negative.

On the A/R Accounts we are still collecting. We have made several collections as a lot of the agencies are now paying with Pcards to get them cleared off their books and we are getting those old accounts caught up. At this point-in-time we are \$206,503.16 over 90 and we know for sure \$42,842.32 has been collected. We have collected \$37,188.00 from the over 60-90.

Mr. Greene, you guys have done a great job of getting these over 90 and over 60 squared away.

Mr. Jones, we have been able to collect several accounts that were over a year old and those are the ones they cry about because they say it is not part of their budget for the year.

Mr. Sullivan, what you have over 90 days this \$163,000 is this the balance for right now?

Mr. Jones, yes but like I said a big part of that is the rest areas and we got a call from DOH and they stated they didn't know how to pay something that old. But they had to train themselves how to get something in the system to pay it. They told us we should be getting those older accounts.

Mr. Greene, what is this Servia?

Mr. Jones, that is a rest area.

Mr. Greene, what is the status of that?

Mr. Jones, that is what I was saying on those three rest areas, Burnsville, Servia and Huntington. We have made contact with them and they are figuring out how to get it in the system to pay these older bills. They are being processed and hopefully we will have it this month.

Mr. Greene, what's the deal with General Services Division (GSD) with floor mats?

Mr. Jones, they paid one of those and the other one is this year, I believe it was in January but it is still over 90 days.

Mr. Greene, DHHR, Diamond 2?

Mr. Jones, that is a cleaning bill and that particular contract they actually took off the Logan facility so we made that adjustment to get it off but I haven't heard from them recently but we have been making calls.

Mr. Greene, DHHR...

Mr. Jones, that one is actually a January bill which is not a real old bill. It is only six months old but they have paid bills before that and after that and I think it is just one that is over there in their pile of bills.

Mr. Greene, I think the DHHR for \$21,000; I think they probably need a letter. What was the deal with Burnsville?

Mr. Jones, Burnsville has indicated that they are processing that one. I talked to them the first part of last week. Those are the three rest areas.

Mr. Greene, I would follow-up with them very quickly.

Mr. Jones, ABC has paid, Burlin has paid, Burnsville and DHHR we have called.

Mr. Sullivan, Cedric what if you have someone that just doesn't want to pay.

Mr. Greene, I don't think that is an option. I think that is when we do the letter to the Cabinet Secretary and say you received services or products and we are due money. They don't have an option. The Code protects you as it relates to that. It is like someone receiving money and they haven't earned it, it is the same thing as receiving product or services and they have not paid for it. It is clear in the Code that you can't receive services or products or monies and you have not earned them so they really don't have an option. What happens is, at the lower end of it, the clerk is; 1) not doing their job or; 2) they are paying someone else and the squeaking wheel gets the oil. What Aaron and I have done on a couple of occasions, we send a letter to the Cabinet Secretary, the Cabinet Secretary is here and the clerk is here saying we are due \$21,375.00 and it is 90 days old or twelve months old and we respectfully request that you pay this immediately. With the new system wvOASIS coming on line July 1st people really just don't know what that is going to look like. We don't know if it is going to be pretty or ugly. With such a huge program it could be ugly, things can happen and that is why it is so important for this week and next week you guys have to go see them or we have to do letters or do whatever we have to do in order to get payment this week and next week because come July 1st I really don't know what it is going to look like. Most people hope it is going to go smooth but it may not.

Mr. Jones, we got a call right before the meeting, he had a \$7,700.00 bill that has been out there and we have been hammering them for payment and they finally called and asked if they could put this on their Pcard. I don't really like for them to pay with Pcard because of what it costs us but we have to get the money in. We can tell they are trying to clean up those older accounts.

Mr. Greene, I don't think anyone really knows what it is going to look like on July 1st. To answer your question Everette, they have to pay the bill because they have received services or products. If we have to do letters today and tomorrow then we just need to do that. I'll send Brenda a template of the letter that I have done in the past and if you need it for next week, then you will have the letter.

Mr. Greene, Debbie or Cheri do either of you have any questions?

Ms. Cleek, you talked about billing the June 30th, are you talking about all the aging?

Mr. Greene, I would just say if I were in your shoes, in Aaron's shoes or in Debbie's shoes, if there was money owed to me and if it was a substantial amount, I would be beating that drum by June 30th.

Ms. Bever, for the old stuff? You are not suggesting June's invoices in by June 30th?

Mr. Greene, no – my concern would be that not only are you leaving a fiscal year and the further you get away from it you are getting into a whole new system. That would just be my recommendation.

Mr. Jones, we are trying to bill as quickly as we can to get it in and even the janitorial contracts for June we are going to go ahead and bill them before the end of the month. Any odds and ends or anything that is different we have to get the invoices as soon as possible.

Mr. Greene, what is the parentheses - that has gone down, correct?

Mr. Jones, right and there is a negative after the percentage to show you what that is.

CONTRACT PRESENTATIONS:

Mr. Jones, on page one there is an item that has a different amount in it, DHHR, Region 1, Glenville – Gilmer County contract. It should be \$12,053.76 for the annual cost for 2014-2015.

Mr. Greene, I don't have a problem with that.

Mr. Jones, on page 2, DNR, Beckley, 2014-2015 annual cost should have been \$11,192.64.

Mr. Jones, on Page 3, Oak Hill in Fayette County the first line, it is already in here listed on the next page so that top line should come out altogether.

Mr. Jones, just below is Pineville – Wyoming County there is a blank space there and the amount should be \$11,601.96 so you can add that amount in that blank space.

Mr. Jones, next to the last page there is a blank and that should be Building 88 instead of Building 84. That amount in the blank space should be \$24,550.92. That is General Services Building 84 and it should be Building 88.

Mr. Jones, on the last page, the State Auditor, below the one that is highlighted in Charleston, the 2014-2015 cost instead of \$7,215.36 should be \$8,474.64.

Mr. Jackson, I think we may have to verify that with the Auditor.

Mr. Jones, those are the only changes on this list right now. We have spent two weeks with Joyce as she has 52 contracts out of the 200 so we have spent quite a bit of time with them. We have called and sent letters, emails with all this information. The ones that are highlighted in yellow are the businesses that have not responded. Jim Holley with General Services came over and talked to us but as far as changing anything nothing was mentioned. What we are looking at here are the new contracts going forward for the next twelve months will be the amounts that are in the 2014/2015 column. That is the amount we are looking at going forward if you would want to highlight those.

Mr. Jones, we do have an issue that is going to come up January 1st and that is any contract that has a wage on there that is less than the minimum wage of \$8.00. We will be doing change orders on those contracts at that time.

Mr. Sullivan, do you anticipate there will be very many of those Aaron?

Mr. Jones, there are quite a few. Right now there are several who have contracts that are \$7.50 or \$7.25. Cedric, what we are saying, that 2014/2015 column that is the amount that we currently are looking at going forward with for the next twelve months. In November and December we will do those change orders to take care of the minimum wage. I haven't heard any more on the Affordable Care, so we don't know if that is going to happen or what but if that came along we probably would have to look at some of those as we have some who have 50+ employees that would fall into that category. Goodwill would be one so we would have to take a look at those contracts at that time. Our CRPs have been very responsive in getting work to us, these guys have hammered them to get replies but again the ones that are highlighted are the ones that have had the contracts for several days. I know we delivered to General Services on June 6th but we haven't gotten a reply but I know a lot of things are going on with a lot of the departments because of the wvOASIS. What we would like to do, if we can today approve these, there are 144 that if we approve the ones that are highlighted we could have those ready to go and we have all the letters, fair market price letters and we have checked and double checked and if you have any questions on any of these changes, usually if it is great amount of changes because we agree to access the building and there has been an add-on to the building or there has been a deduction for the building. But we are prepared to show you any contract on here that you would like to look at the details or however you would want to do it going forward.

Mr. Greene, we were prepared to go along with this so there are 144? Start with #1, Nitro, ABCA Warehouse, Nitro, \$8,608.08 and it went to \$8,706.36 a dollar difference of \$98.28. Jan are you still there? We are not going to do it that way. Ok, all the contracts that are before you we are going to do two things. We are going to do two ways. We will take care of the 144 all at one time. Trusting confidence that you guys have done the due diligence to make sure that this is accurate to the best of your knowledge. The 144 that you guys have gone through unless someone else on the Committee elects to go one-by-one then we will go in bulk. Are you ok with that Carla?

Ms. Cleek, I am fine with that.

Mr. Greene, Jan are you ok with that?

Ms. Smith, that is fine.

Mr. Greene, what about you Mr. Sullivan?

Mr. Sullivan, ok

Mr. Greene, the contracts that you have before you excluding those that are highlighted in yellow which we have not gotten confirmation back from the particular agencies. The ones that are good to go, that the agencies have signed off on saying they are good with the pricing whether going up or down, all those in favor....

Mr. Bever, hold on we have to mark out a few more.

Mr. Wolfe, there is a list here from Cheri and Joyce that came today and I checked those off. We have things that were approved by the state and I will give Joyce as an example. We might have had someone come with the state and say we like that number then we would have someone from a CRP to say, I don't like that and they would give us their number and we would make an adjustment, then we would have to go back to the state and sometimes it would take

three or four times before someone came to an agreement. Some of these here we have gone back a few times and they have looked at them and we dropped this off to Cheri and both Cheri and Joyce have looked at it and there are about nine where there is a question about and we are going to take those off.

Ms. Bever, in other words the numbers that Gary dropped off the other day to us were not the numbers that Joyce and Mark have worked on so we want to take these off the table for right now to get back to that negotiation and get the right number.

Mr. Wolfe, once we come back with that number and it is adjusted so that is where I have this number 144 and 56, there are some outside this highlighting and I can go down through them if you would mark them off your sheet, would you like for me to do that? This is Joyce and Cheri's list.

Mr. Greene, there are 10 that are not good to go? They fall into the yellow highlighted?

Mr. Bever, no - in addition to the yellow.

Mr. Wolfe, 144 is still good, even counting theirs. Does that make sense?

Mr. Greene, no

Mr. Wolfe, that is part of the 56, but the 144 there are some additional besides those yellow highlighted – if you want me to name those which is part of theirs that I can take off.

Mr. Greene, here is what we are going to do. We are taking this and we know for a fact that there are three types: the ones that are good to go, the yellow highlighted are not good to go. We just need to add more yellow, ok? What I want you to do is tell me what those other yellow ones are. I am just going to check mark them.

Mr. Wolfe, listed below.....

ABC, Warehouse, Nitro - Kanawha;
(3) BCSE DHHR, CRPs have approved but not the state;
Courthouse Authority, Charleston;
DD Council, Charleston;
DHHR, Region 2, Teays/Winfield – Putnam County;
DOE, Warehouse Venable Avenue – Charleston;
Educational Broadcasting Authority – Beaver – Raleigh County;
Education Warehouse, Kanawha City;
Education – Performance Audits, Kanawha City;
Parkway Authority, Charleston (Administration);
Retirement Board, Charleston;
School Board Authority, Charleston;
Senior Services, Charleston;
(3) State Auditor, one in Charleston, at the Capitol and Malden (Warehouse);
(2) State Treasurers Office, one in Morgantown, Monongalia County and one in Charleston;
Veterans Assistance, Charleston;
WV Rail Authority, Moorefield.

Mr. Wolfe, I will check that count again.

Mr. Jones, all of these weren't Cheri's? Just nine are Cheri's.

Mr. Wolfe, actually the majority of them are state agencies.

Mr. Greene, 22 additional ones.

Mr. Wolfe, 22 on top of the yellow highlighted?

Mr. Greene, the 22 we will consider those as yellow as well, right?

Mr. Wolfe, actually that takes it to 59.

Mr. Greene, 59 are in yellow and 141 to be approved in white. Jan are you still tracking?

Mr. Greene, this is what we are going to do. The 200 state use contracts, the comparison log, up to 200 – 141 are represented and documented to have approval by both the CRPs and by the agencies. There are 59 that are not. We will be voting on the 141 that we have documentation for. All those in favor signify by stating I. All those oppose, so approved.

Mr. Greene, we are going to vote on the other 59. This is the part that will get you in trouble Mr. Aaron. Make sure that you get documentation from ALL 59, be able to prove it, be able to show it, ok? What you don't want is to get 30 days from today and I bring this up, because I will be bringing up this 59 again, so make sure Ms. Carol you put this on my to do list to bring up in July.

Mr. Wolfe, we have documentation for 141 also.

Mr. Greene, I know you do or we wouldn't have voted on it. Most important thing is the 59 because really we should be just sitting it to the side. But, due to the fact, administratively unless you would wait until July 18th then we must do it now, ok? We will do it now but you guys have to do your due diligence as well to get him what he needs to be successful on July 18th or it doesn't go into effect. If you don't get the paperwork for the 59, but say you get it for 50 but not for the 59 that means obviously the 9 you can't do nothing with. The contract would not be in place but the 50 would be good to go. But it is your responsibility.

Mr. Jones, so we will approve these at the next meeting?

Mr. Greene, no we are going to approve them right now.

Mr. Jones, but you want to see the backup at the next meeting?

Mr. Greene, I don't need to see it I just need to know that it is there just in case I would pull your punt card you can say hey I have all 59 and you do have it. These 59 can get you in harm's way so you and your staff need to do your due diligence to make sure because we are approving them right now and it is contingent on the fact that you are going to do the due diligence to get the paperwork on both sides of the house. General Services is on here probably the most and that takes care of a big part of it. Jan are you good?

Ms. Smith, yes I'm good...

Ms. Cleek, sounds like you guys have no issues that need to be discussed, right?

Mr. Wolfe, I can never find anyone at work, I guess it is OASIS. I would like to give a compliment to DHHR, Juan Hayes, and Abby Cook as we want to set up an appointment with each state agency at least seven of the big ones. We went to their office and they let us explain the whole process and they were thankful that we did that. Then they said they went over their contracts one by one then we brought it back and the majority we took back to them and it made it so much easier. Then we ended up doing it with DOH because it was so much easier. If we try to send them and wait to call on them.....they are calling me a bulldog because I keep calling all the time and show up and say have you got it, then they try to not even talk to me because they think, oh my he is back again. I have no other way to get it.

Mr. Greene, that is the way you have to do it. You guys are advocates for the CRPs, the CRPs can't do it so you guys have to do it for them and there is value in that. I think you guys have done a remarkable job and that is the only reason that I going out on a limb and do these 59 for you is try to make it as easy as I possibly can for you, so that you can be successful.

Mr. Greene, we will vote on the 59, they will be either approved or disapproved based on your vote. If they are approved it is with the contingent and with the condition being in place that Mr. Jones and his staff will do the due diligence to get the approvals on both sides of the house, the CRPS as well as the state agency. All those in favor signify by stating I, all those opposed, so moved.

Mr. Jones, we have two new contracts also.

Mr. Wolfe, the Division of Labor had asked us to put this together for Lawn Care and Janitorial. We measured the whole thing and we put it together. They have been doing it and someone had approached Mark that it would be best to take apart so that is the only reason it makes them new as we divided from one contract to a janitorial and lawn care. We put that together, the state approved it and they approved it and yesterday she called to say they moved five people out of that building into the Capitol building, we are not using that as much as we were. They are coming three days a week and we don't need it, can you move it to two days a week and they didn't know that as we just got it yesterday, so we will have to redo it.

Mr. Greene, what do you need from me or us?

Ms. Birley, I need to see the scope-of-work. We just need something in writing from them saying they are changing the scope-of-work is why their price is going down.

Mr. Wolfe, how do you want to do this Cedric? They just called us yesterday so I told her we could change it. They want to change the frequency. They were doing three days a week and they took five people out of that building which is in St. Albans and brought them to the Capitol and they are saying they don't need that much cleaning so can you do that from three days to two days, which will bring the price down.

Mr. Jackson, the way that I work loaded it was anything that they had done for three days a week and I moved to two days a week and everything else stayed the same.

Ms. Bever, any of the contracts that changed in scope-of-work we need to have that changed scope-of-work so we know we are performing the work that the customer wants.

Mr. Wolfe, I will ask them for a new scope-of-work that reflects the change.

Mr. Greene, we will vote to approve. This is Division of Labor, Weights and Measures and they have broken it out.

Ms. Birthisel, apparently grounds, any lawn keeping that is a commodity, so it needed to be split as far as Purchasing is concerned between janitorial as we clean too.

Ms. Bever, it is the cleaning side that is changing in frequency.

Mr. Greene, is there a motion to approve the Division of Labor both commodity and janitorial contract?

MOTION #2:

Mr. Sullivan, I so move Mr. Chairman. Ms. Cleek seconded. Motion passed.

Mr. Greene, once again this is on the contingency that you have a new scope-of-work.

Mr. Jones, all those that you have there are on this list. If at a point in the negotiations something changes we will pull those out and resubmit them, is that correct?

Mr. Greene, correct and let me just say and I just want to be clear:

1) Ms. Carol please put on my task to ask Aaron about the documentation for those 59.

2) Aaron I want to thank you for all your hard work, it is clearly a difference here and it is for the better. The meeting we had last month we really raked you over the coals at our interview and that was to make you better. When people stop talking to you they are getting ready to let you go. Boyfriends, girlfriends, coworkers, bosses, supervisors, anytime someone stops talking to you I can guarantee you they are getting ready to fire you because they stop investing in you because whatever it is they have been telling you and you haven't been listening then they say, I'm through talking to you. Don't misread the Committee, don't misread the subcommittee, the selection committee, the reason that it was what it was is because we want the best out of you and we want what is best for the state, we want what is best for the CRPs. We want to continue to invest and work with you and your staff but your staff has to be as committed as you are. They have to care as much about you as you care about them because you really work hard and you have the agreement that the selection committee asked you for, very well done. Your over 90 has shrunk to just about nothing, couldn't say that a year ago. You guys seem to be coherent and seem to be doing a great job and we do appreciate your hard work, believe me. I know it is not an easy thing to do because you are working with so many different things to get us to this point and I know it is not an easy thing to do so we do appreciate all your effort as well as your entire staff. We think you guys have turned this ship around, we think you are doing a great job and the Committee certainly looks forward to working with you, we really and truly do, so hats off to you and your staff.

Mr. Jones, I appreciate the staff here, they have really done an outstanding job.

Mr. Greene, we are proud of you guys and we look forward to working with you. Jan, do you have anything?

Ms. Smith, I agree with you Cedric, things have gone great and I appreciate their work.

Mr. Sullivan, I appreciate the hard work that the staff is doing. Under Aaron's leadership, I think we are on the right road to doing a great job for the whole state.

Mr. Greene, I agree

Ms. Cleek, I agree the work is quite obvious, the effort that is put forth.

Mr. Greene, Mr. Sullivan do we have a motion?

MOTION #3

Mr. Sullivan, if no other business, I move we adjourn.

WVARF Meeting Dates for 2014:

July 16, 2014
August 20, 2014
September 17, 2014
October 15, 2014
November 19, 2014
December 17, 2014