

MEETING MINUTES

December 18, 2014

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order at 10:00 a.m. December 18, 2014 at the WVARF office located at 400 Allen Drive, Charleston, West Virginia.

ATTENDANCE: Kim Nuckles (Chairperson); Aaron Jones, Executive Director; Everette Sullivan, Brenda Bates; Carol Jarrett, Recording Secretary.

WVARF Staff: Aaron Jones
Mark Jackson
Gary Wolfe
Roy Woodard

Attended by Conference Call: Jan Smith, OP Shop

Guests: Joyce Birley, Goodwill Industries of Kanawha Valley
Cheri Bever, Goodwill Industries of Kanawha Valley
Mark Totten, Purchasing Division
Megan Cobb, Department of Administration

ABSENT: Phillip Mason

COMMITTEE CHAIR REPORT:

Ms. Nuckles called the meeting to order. We are going to make this short and sweet as some of us need to leave early today. I am going to do a roll call of Committee members only. Do I have a motion for approval of the November meeting minutes?

MOTION #1

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

Ms. Nuckles, I have redone the agenda and bear with me folks as this is a learning process for myself and really everyone here. We are going to continue to make some changes. The agenda is probably not going to look like this at the next meeting, it will be similar and focused but it may not have all these contracts for example, but what we really want to do is to take care of what we have and get these pushed through. I am going to have Gary Wolfe very briefly just go through these six (6) contracts and I will have Mark say a few things to explain to the Committee members who may have not had the benefit of discussion or what we are going to hope to do in the future. I will say this for the record too, I am new to this and it is a learning process, Mark Totten is here

from the Purchasing Division and he is new to the process as well, so I would really like Gary and I know most of the people in the room has heard this but I think it is really important for the record for everyone to be on the same page in terms of these fair market price determinations and the existing contracts that we have.

Mr. Wolfe, do you want me to explain this to Mark first?

Ms. Knuckles, just kind of do a really brief explanation for everyone here then for the record then we will go into the contracts.

CONSIDERATION OF FAIR MARKET PRICE:

Mr. Wolfe, I think Mark everyone in this room has seen this presentation before. It is not exciting but it certainly enlightens you on how and what we come up with. I am going to use the building that we just reassessed which is the Department of Highways. We call it the old headquarters which is one of the contracts that is going to be presented today.

What we do when we get a call we know we need to come up with a price for the janitorials. The first thing we do we will visit and do an assessment. We take blueprints of the building and I actually walk through every room of the building and as you can see I use color coding and what I do is go in with a laser device and within a couple of seconds it will give you the square footage of each room. I mark that number inside that block and then I will put a letter representing what type of flooring is in there because that price differs depending on what type of surface it is. The R is for resilience, C for carpet, CT for ceramic tile, etc. Once that is determined I go through each room as we are doing that and I will count trash cans, I will put a number on there and circle so I will know it is trash cans. We go to the rest rooms and count the fixtures, if there are break rooms, anywhere that has a fixture where water comes through that then we mark that. I take that and tally everything up and that is when I actually do the color coding. With the color coding, I track it onto the sheets explaining floor one, floor two and total. It totals the carpet, resilient and everything based on the flooring and the tally sheet which will list everything on it including fixtures, chairs, tables, mirrors, etc. Mark takes all the information and loads into a spreadsheet.

The next phase is the scope-of-work where the customer determines what their frequency is going to be on the contract. Based on the assessment and the frequency that calculates the price. We don't actually come up with it ourselves, we just come up with the information and what the customer wants and then we load it in and it comes with a price. At that point we send to the state agency and we send to the CRP. If it is a brand new contract we send it out to all CRPs to see who wants to bid on it. That is the process of how we come up with a price.

We go by ISSA and WVARF has spent about \$30,000 for Mark and me to train in the last two years on how to do this procedure. It is industry standard how we come up with it as it is not something we invented. The reason why there are some changes is only because the assessments, some of them we have never found, some are ten years old, some could be more or less and we decided to be accurate. We have continued over the course of two years that we have been here to go to every building which is a lot of work and reassess these and put them in this form so that anyone on the Committee or state agency or a CRP wants to know how we come up with this then we have the documentation.

Ms. Nuckles, that is important because we want to be fair.

Ms. Smith, you did a great and concise job in explaining that.

Mr. Jackson, the only thing I have to say about it is what we have to load in, we get information from the CRPs as far as unemployment, workers comp rates. What we are doing is going to the Division of Labor statistics and plugging those in and trying to follow as closely as we can to what was laid out in the resource manual and basically it is using the statement of work which drives the price, obviously the fixtures and the square footage. We have overhead and the profit is set up at 9 ½% that is set by the Committee and the program fee which is what WVARF gets which is 4.1% and we are just trying to make it as black and white as it can be and make it concise.

CONTRACT PRESENTATIONS:

Ms. Nuckles, I am trying to think how best to do these six. They have been sent to the Committee members so they have had time to review. I have redone the fair market price determination letter to take a lot of unnecessary stuff out. The biggest change I have made, I have added Dave Tincher's signature line for approval which I think is very important. It hasn't been done in the past but it needs to be done per code. Dave truly has the ultimate discretion in terms of approving/not approving these so what my process is going to be in the future and again this is a learning curve – trial and error. I have actually already met with Dave as he is the Director of Purchasing and with Mark and with their General Counsel, Jimmy Meadows and Mike Sheets in Purchasing and it is something I am going to do every month at least for the next six months prior to coming to this Committee so they can review what we have on the table. I think in the past what has happened, Purchasing really hasn't been in the loop and that is a shame because they need to be as they are integral to this process and for us the Committee to determine fair market price they need to be involved in every step. I think what has happened, they haven't been so after the fact they are looking at things and it is just delaying the process. They haven't looked at things ahead of time so I have really taken the time as I was there actually three hours the other day talking about this so that we can get a process to work this stuff out prior to coming to the meeting. I want you all to know how much time I am taking and how much time I am really spending since

October working on this as this is really important to me so I am devoting a lot of time to it so I want you to know how much time I'm putting in, meeting after meeting trying to get this process through and I know the Committee members I try to keep them apprised of everything as much as I can and email them and talk to them on the phone at least once a week. So I want you to know how much time I am really putting in and it is really important. The next meeting I think what we will do is the other Committee members have looked at this and I will have Mark look at this and go quickly through because we had a couple last minute in terms of change orders on prices so I do want you to clarify that only because they haven't had the benefit of just those price tweaks which I know happens at the last minute but since it was on the agenda it is fine to discuss it.

Ms. Bates, I have a question. As it relates to fair market price I have absolutely no problem with how fair market price is determined in terms of janitorials for a building; however, the wages become the issue. You can't have just a blanket fair market price in my estimation because different CRPs pay different wages based upon whether they have lead employees, supervisors as there are a lot of variables that go into that. For the division, I have talked with my Director and the division will not vote yes to any contract that pays anyone who has a disability lower than minimum wage. I understand that some of the CRPs have DOL certificates; however, in my position on this Committee my role is to ensure that individuals with disabilities get the best wages. For us to have a closure with the division, as rehabilitated individuals have to make minimum wage and be in an integrated environment. I just wanted to make clear the division's position on wage plus a wanted to note that when you are determining fair market price it is not a blanket issue simply because of the wages.

Ms. Smith, I agree with Brenda on that but for us it has always been that wages on these contracts are minimum wage or above so unless things change people should be I believe paying that minimum wage or above on these contracts.

Ms. Bates, we have one today that will not be minimum wage on January 1st. There is one for \$7.50, we also have contracts for commodities and where we are doing shredding and that sort of activity where there are people who are not paid minimum wage.

Ms. Smith, I noticed the one with \$7.50 and was going to question that one also Brenda because I don't agree with that. It should be minimum wage.

Ms. Bates, I wasn't aware until very recently that we had anyone on the state use contract that wasn't making minimum wage. I asked Aaron to send me a list of the CRPs with DOL certificates and the contracts that have individuals who are paid less than minimum wage and it just concerns me. I shared that information with our Director and she shares the same concern.

Mr. Sullivan, Brenda I was of the opinion that we didn't have a choice that everybody had to receive minimum wages.

Ms. Smith, I was also so I am concerned about this. I thought on these contracts that people were being paid minimum wage.

Ms. Bates, I think if you will go back to the minutes a few months ago we were looking at, I don't know if it was shredding or if it was possibly water.

Ms. Smith, I'm not on commodities, I'm in on services.

Ms. Bates, I don't know about each one as far as services, when I saw the \$7.50 I was concerned. On the commodities I know there are some contracts where we paid less than minimum wage. I wanted to bring that concern to the Committee on behalf of the Division.

Ms. Knuckles, Gary or Mark do you want to speak about this.

Mr. Wolfe, we have one.

Mr. Jackson, this is DHHR, Region 4 in Summers County. It says \$7.50 but if you see there is zero hours in that \$7.50 and all the hours are put into the \$9.00. It was in the old contract.

Ms. Bates, why would that be there if we weren't paying anybody the \$7.50?

Mr. Jackson, because it was part of the old contract and it was inadvertently....

Ms. Bates, so let's take that off.

Ms. Nuckles, so it is not applying so it can be removed. That is good, that is why we are here. I don't really know if Brenda is satisfied with that if that is removed and Everette and Jan in terms of the other contracts, we can kind of do it as an aggregate, I am happy to make a motion to accept these six if you have had time to review.

MOTION #2

Mr. Sullivan, if no objections Madam Chairman I move they be approved as presented. Ms. Bates seconded. Motion passed.

Ms. Nuckles, that will be six contracts under consideration of fair market price determination on the agenda, they are approved.

JANITORIAL CONTRACTS:

Ms. Nuckles, under G and what I would like to do quickly you will see where it says “Maximum price per square foot for janitorial contracts” discussion with Mark Jackson.

This is something that we are starting to work on and I really think if we can get this streamlined it is going to save a lot of time for the Committee members, for Purchasing, for WVARF and for everyone involved. What I would like for Mark to do is very briefly discuss what we plan to do hopefully over the next six months. We are thinking about doing some type of formula where we can have this range and in terms of fair market prices all contracts are different and that is something I am working with Purchasing to understand as there are different types of flooring for example. These guys are going in and doing these assessments and for example if the boiler room isn't getting cleaned then that is not counted in the square footage, it is that kind of stuff that I love or really taking the time to say here is the square footage, here are the machines we are using, how many trash cans we have. It is really great and I think for the janitorials that is special and for commodities that is going to be much different. If we can really get the formula in a range so that we aren't doing these contracts piece meal – it is almost going to be my hope in the future that the Committee is going to have a letter, we are going to do approval, I am going to sign off and it is going to say, until further notice or change in Committee, this price is going to stand. Maybe it is something we review annually or maybe quarterly but I think it is going to stay there for a long time and I think it is going to be fantastic. So Mark can you explain to the Committee members what we plan to do with you guys and with Purchasing.

Mr. Jackson, so that we understand this is how much it is per square foot and we are going to go with a range or look at going with a range so that we know that if we are in these boundaries and you guys are going to be the ones setting those boundaries within those boundaries based on the scope-of-work, you guys will set that and it will make it streamlined so that it is going to be within the boundary and Purchasing will be happy with it.

Mr. Wolfe, the boundary is basically, we have taken the lowest price and the highest price and they have all been approved over all that time so if they fall within that range that is how we come up with it.

Ms. Smith, the level of service that the customers demand is for example, like we have administrative offices that require what I call a level 1, level 8 and then I have Department of Highways and there are certain areas that I am lucky if I get a C or level 3 services on a best day. Is that going to play into it also?

Mr. Jackson, probably and what I will do I am trying to gather the information now so that we can look at these in a block for example; you can clean a larger building typically in a faster time than you can a smaller building. There are other factors too like we have CRPs that have to go to Calhoun County or Union and there is nothing there and you have to either make it attractive enough to have a good reliable employee in

those positions or you have to drive somebody to a certain place or whatever. But there are definitely factors and I think if we can start getting those separated those can be done on a case-by-case basis in my opinion. If we take that out of the mix and just get the ones that are within it because the majority is the ones we are looking at. Does that make sense?

Ms. Smith, yes there are important factors when you get down to the nitty gritty as to whether or not you have customer satisfaction and be able to support our workers' and have enough money in the contract that we can continue to stay in business. We just need to be able to adjust those factors also and it sounds like you are considering that.

Mr. Wolfe, Jan I remember the forms you passed out when we were training at your office one time and that is what you were referring to right? That is a good point something that the other CRPs could adopt as it is a good idea. Of course Goodwill is sitting here with us in the meeting and Joyce is here with us. An example of what you are talking about there so the rest of the Committee could understand that. If you take West Virginia Lottery and then we take the old headquarters building at DOH that is what you are referring to. If you walk into the two buildings and you deal with the two people who are asking about the cleaning, it is two different levels, right? We understand what you mean and we take that into effect obviously.

Mr. Jackson, we are looking at sizes of buildings and if any other factors play into the consideration with the cost per square foot and we are also looking at the time it takes to clean that square footage and making sure it is reasonable.

Ms. Nuckles, the fair market we will call it unit pricing for now, this is something the Committee is going to have to approve. It may need to be tweaked but the Committee ultimately is going to approve this unit type pricing. We all have to be on the same page or it is not going to work. I think it is going to take a bit to get there. As a Chairperson and as Committee members the relationship that we are forming with Purchasing I think is ideal and I think the communication between me and Purchasing is going to be key to this process working with the Committee members as we want them on the same page.

Does anyone have any questions in terms of what we hope to do? Brenda do you feel comfortable with what we are proposing or thinking about doing or do you have any concerns, Jan or Everette?

Ms. Smith, I am totally in support of what you are doing and I think it is an excellent idea and I have been preaching that we need to have standardization because it shows us as professionals that we have a reason for the pricing that we are coming up with. I think this is a move definitely in the right direction so I am very much in support of it and will do anything I can to help it succeed.

Ms. Nuckles, what I really think most importantly, we are not going to have to hold things up and that is always my concern. If someone is not working, this is going to be ready to go and when it comes down the pike the Committee doesn't need to see it or

vote on it because we have already voted on it and we are not holding up contracts and that is really important to me.

Mr. Jackson, what we are doing to figure out the pricing is using the actual wages from Bureau of Labor Statistics so it will make sure based on what it is in that particular region that is what we will be paying which is better for the employees.

Ms. Bates, I agree with that, I think the wage again is the most important part and the part that varies more than anything else. We just want to ensure that we are paying well or what we should be but also that the state agencies are willing to pay it because in the past when we started using those kinds of statistics to set wages, state agencies were not willing to pay the increases. So, I am all for paying people what we can and I want to do that but the Committee will have to work very closely with Purchasing and work with state agencies because this type of pricing is going to cause some increases and I am all for that, I don't have a problem with it but your state agencies particularly when you start doing this in January where they budgeted you might meet some resistance.

Mr. Wolfe, one reason why this range thing is going there and I keep referring to Joyce because she is sitting here and Jan can relate to, four of the six contracts that were just passed, you had one building and they closed it down and built two new buildings. We found out that another building was part of the first building so I have to go measure it. It is all divided out and it is so complex but we want to make sure they are getting paid properly and that the state is getting what they are supposed to be getting. Then you have someone from the state calling Mark or me and they will say, "can you guys start cleaning that building today," I understand from the CRPs part and ours – we will start cleaning today but do we get paid starting today, that is why when you look on these contracts you see November 17th, they have been cleaning it since then and they are saying are you guys going to sign on it so Aaron signs on it saying they want it cleaned now and the state says they are going to pay for it, then come December 18th we are going to walk in and ask can you guys pay back to November 17. So if we have the range that means when someone says can we have it now, we don't have to say no, you have to wait until we go to the next Governor's Committee because that is what we have had to struggle with since we have been here and these guys are getting asked and they look kind of bad and we look kind of bad but they don't understand that, they want the service and they need the service but we want to make sure they get paid for when they actually do it. That is why the "range" is the idea. If Mark and I know the range, you are going to see it the following month when it starts anyway. If we are in that range you can look at the details but they are going to be cleaning already and we don't have to keep juggling this and holding these people up and the state up. It's a juggling act and it will help that tremendously.

Ms. Bates, I have absolutely no problem with the direction we are heading, I'm just cautioning regarding increasing pricing for state government and also ensuring that individuals with disability are paid at least minimum wage or higher. Those are my two concerns about standardization.

MEETING LOCATION:

Ms. Nuckles, I have on the agenda consideration of location deadlines and I don't think we necessarily need a vote on this stuff at least the code doesn't indicate that we do, but I am a team player and I feel these are some things that we do need to discuss with the Committee even if we don't need a vote because I want everyone on the same page.

Also, I would like to change the meeting location to the Nitro, DRS office. I am not saying it has to be forever but I would like to do that for the next six months.

Mr. Sullivan, what is the address there Kim?

Ms. Bates, 10 McJunkin Road, right off the Interstate at Nitro. It is the old Heck's building.

Ms. Nuckles, does anyone have any objections?

Ms. Bates, I think in the past we have done the 3rd Wednesday and that is not available in our Conference room so it would have to be the 2nd Wednesday.

Ms. Nuckles, I wrote all the 3rd Wednesdays but this is actually good. Is there a 4th Wednesday in January?

Ms. Bates, January 28th.

Ms. Nuckles, the only reason I'm thinking later rather than sooner, my hope is that I think it is a pretty lofty goal to say we are going to have this unit pricing done by January but what I did discuss actually with Mark, Gary and Aaron was maybe for example there is a certain type of janitorial contract that there are more of, like there are more cleaning this kind of space, maybe we figure a unit price for that or maybe there are only two things we can get done by January but at least we can work on unit pricing. But I would rather have it later in January only because I think it would give WVARF more time in terms of the process or proposing to us and I want everyone to look at January 28th.

Ms. Bates, the 4th week in January the conference room is available but the 4th week in February is not available.

Ms. Nuckles, we are just going to do this for six months as I think a year is too much and honestly my hope is that we don't have to meet monthly once we streamline some of these things.

Ms. Nuckles, what about the 4th weekend, January 28th?

Ms. Smith, that is fine with me.

Mr. Sullivan, are we going to meet at 10:00 a.m.

Ms. Nuckles, I'm flexible with the meeting time and that is fine with me.

Ms. Bates, in February the 4th week is not available but the 3rd week is as well as March.

Ms. Nuckles, so we can go back to the 3rd week in February and March.

Ms. Nuckles, I like keeping it on the same day so Wednesday, February 18 and Wednesday, March 18th.

Ms. Bates, in April we can do the 3rd week also.

Ms. Nuckles, then on April 15th.

Ms. Bates, in May we can't get the 3rd week but we can get the 4th week in May.

Ms. Nuckles, Tuesday, May 19th.

Ms. Bates, then we can do the 3rd week again in June.

Ms. Nuckles, June 17th. All on Wednesday except for May.

Here are the dates:

Wednesday, January 28, 2015

Wednesday, February 18, 2015

Wednesday, March 18, 2015

Wednesday, April 15, 2015

Tuesday, May 19, 2015

Wednesday, June 17, 2015

Ms. Bates, yes the 3rd week except for that one month in May. I will make sure these get on the calendar. Anybody who needs anything or needs directions just let me know.

FAIR MARKET REQUEST SUBMISSIONS:

Ms. Nuckles, the Committee needs to talk about how far in advance we want to review fair market request from WVARF. How much time do you need and I say this because the process is that they are going to get me a request – when they get it they are going to immediately send it to me. I don't think that has happened in the past. I am going to immediately send it to Everette, Brenda and Jan and then I am going to contact Mark in Purchasing and we are going to have a meeting about it. That is all going to happen, it is going to happen within a week's time. In terms of reviewing it before the next

meeting, do you need 30 days; 20 days or 60 days, how much time do you feel you need to review it?

Mr. Sullivan, I don't need a lot of time.

Ms. Bates, I don't need a lot of time either, actually the closer to the day the better for me because it will be fresh in my mind when I am coming to the meeting.

Ms. Nuckles, for example, you don't need it 30 days before the next meeting?

Ms. Bates, a week is fine with me.

Ms. Nuckles, I am the only hold up, because I am going to review it and I need to meet with Purchasing.

Ms. Bates, I would think it would be your call on that because you are the one that has more stuff to do than we do. We just have to look at it.

Ms. Smith, I agree with Brenda.

Mr. Sullivan, once it gets to me it has been pretty well scrutinized.

Ms. Bates, I read it and it takes just a little bit of time and I try to do it close to the meeting date so it will be fresh in my mind.

Ms. Nuckles, since we don't really need to vote on it, if you are fine with the timeframe I will think about that on my own, how about that?

Ms. Bates, that is fine.

DIRECTOR'S REPORT AND FINANCIAL REPORT:

Ms. Nuckles, regarding the Director's Report and Financial Report, I know in the past it has always been on the agenda. I do not see the value of obtaining that during or a day or so before and sitting here and spending 30 – 40 minutes going through it when I haven't had ample time to review it. So, I am reaching out to the Committee to see how you feel and I will tie in consideration of sub-committees which I put as an add-on. I don't know how the three of you feel about reviewing the financial report, reviewing the Director's report. I am going to tell you right now I am probably not going to review their financial stuff every 30 days, I don't have time to do it and I am probably not going to do it. Maybe I will review it quarterly or maybe I will have them audited and have someone from finance pay someone out of my budget to do it, I don't know yet. I don't need to see that every month. If Brenda, Everette or Jan I will get it to you but I just don't see a need for Aaron to sit here and recite it and read it at every meeting. I don't see the

value in that but if the Committee feels there is some value or can explain to me why or articulate it then I am happy to reconsider that.

Mr. Sullivan, the only reservations that I have concerning that is the length of payments that we don't get from the agencies that we might want to know what that is, we need maybe to get a letter out to those people.

Ms. Nuckles, you know I will not do and really can't do that. I don't want it to sound harsh like I don't care, but that is really not our role. It is our role to monitor their performance and look at their finances but it is not our role to send Committee letters out in terms of payment and I know we have had this discussion. Let me ask you this, would you be fine having it to review monthly just maybe not having Aaron recite it during the meeting. If you want it provided to you then we want them to do that.

Mr. Sullivan, personally the only concern I have is I thought we would be able to assist and help in trying to get this money in because we are on borrowed money now, \$600,000 to operate the organization because of the fact that people aren't paying and I don't know whose responsibility it is but if we can't get the money in to operate on we are not going to be able to operate.

Ms. Nuckles, Brenda and Jan do you have anything?

Ms. Bates, I would like to see the financial reports monthly. I don't need it to be discussed on the agenda every month, perhaps every quarter but I would like to see that financial report because according to the rules part of the Committee's role is to review the financial information, so I want to be sure I can do that and if something has been done three months ago it is too late to talk about really.

Ms. Nuckles, how about in terms of quarterly review if you would like to see it monthly what I will do is have Aaron send it to me and I will get it out to you before the subsequent meeting. Then quarterly we could put something on the agenda say comment or suggestion period to be able to ask Aaron questions, how about something like that.

Ms. Bates, or if I see or Everette or Jan would see something in the financials we could ask you to put it on the agenda.

Ms. Nuckles, Jan how do you feel about that?

Ms. Smith, that sounds like a plan.

Ms. Nuckles, I am going to ask for Gary and Mark to kind of address Everette's concerns as I know it is a concern for him. I think they have streamlined this process or have help in terms of payments getting paid. I'm hoping that won't be a big issue in the future.

Mr. Jones, we have set in place a collection process because we have made contact with the Department of Administration, the Auditor's office and with those financial directors of each of these departments and Roy is in contact with them basically on a daily basis either through email or whatever and they are pushing us to the front to get these payments made. One department is actually almost current which we have never had a state agency current on some of their payments. We had some inside people helping us move along where we haven't had in the past, we didn't even know who to contact. I tell him every time he talks to somebody write down the name and find out what they can do and who their supervisor is. We have also gone to the Governor's appointment that actually monitors that for agencies and for people like us which we didn't know before which we now have and they are making calls for us too.

Ms. Sullivan, that sound great Aaron, I was just concerned because of the fact we weren't being paid. When the line-of-credit was \$600,000 I knew we had to get the money in to operate. If they have it fixed then great.

Mr. Jones, they don't have it completely fixed because a lot of them are still learning the process but they are definitely making progress and we see it as being a plus for us as they are being able to monitor these invoices a lot better.

Mr. Sullivan, what is your line-of-credit now?

Mr. Jones, we are still out \$600,000 right now.

Ms. Bates, I think the Director's report is mentioned on here and I think more of what I would like to hear with the Director's report where there are issues, where there are accomplishments, positives, not what has been done every day more or less just red flags and accomplishments within the month that they would like to highlight because I think it is important for us to know if there are any red flags like agencies aren't paying or there has been a problem with a contract or those kinds of things.

Ms. Nuckles, I am happy to put that on there and the Committee members will let me know if they see anything that they want on the agenda. The agenda is being posted, Mark is actually putting it on the Governor's Committee site and I am having Joyce our paralegal put it on the Secretary of State's site five business days before the meeting and you can amend it up to three. I am trying really hard to follow the rules. We have those five days and really three if we need to change something so just let me know as I am happy to add, remove. Sometimes things do happen and there are last minute change orders and price changes, etc. Anyone else have anything?

MOTION #3

Mr. Sullivan, if nothing else to come before the Committee Madam Chairman I move we adjourn. Ms. Bates seconded. Motion passed.

WVARF Meeting Dates for 2015:

January 28, 2015
February 18, 2015
March 18, 2015
April 15, 2015
May 19, 2015
June 17, 2015