

**Minutes of the West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped**

**January 20, 2016  
Goodwill Prosperity Center  
Charleston, West Virginia**

The West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped met on Wednesday, January 20, 2016 in the Regents Room at 11:00 a.m. Chairperson, Kim Nuckles called the meeting to order and welcomed everyone. Jan Smith and Becky Howard attended by telephone.

Present at the Meeting: Chairperson Kim Nuckles; Committee members; Jan Smith, Douglas Auten, Becky Howard, Everett Sullivan and Executive Secretary, Mark Totten.

Aaron Jones, Jonathan Jones, Gary Wolfe, Mark Jackson and Mary Jones were representing the Central Nonprofit Agency (WVARF).

Guests present: Megan Cobb, Department of Administration; Joyce Birley and Cheri Bever, Goodwill.

**APPROVAL OF MINUTES**

Approval of Minutes from the December 16, 2015 meeting.

**ITEMS FOR DISCUSSION**  
(Agenda attached to minutes)

1. Motions for several gojo items as listed on agenda through the Sheltered Workshop of Nicholas County Inc. DBA Bright Horizons. All fair market prices voted on and approved by Committee.
2. Motion for Empowerment through Employment, Region 6 for dispatching services for low impact monitoring. Everette Sullivan, Committee member, asked for an explanation about low impact monitoring. Mark Jackson of WVARF defined low impact monitoring for the Committee. After discussion, the fair market price was voted on and approved by Committee.
3. WVARF gave an update on their annual report and provided copies of such to each Committee member.

## OLD BUSINESS

Committee members Jan Smith and Doug Auten gave an update on establishing WVARF performance standards and provided the Committee with a draft of WVARF's strategic initiative plan with modifications.

Comments in red were additions to the standards and questions for WVARF to answer. The sub-committee asked WVARF about the following:

- a. contract management to include evaluation of CRP performance and quality assurance;
- b. Relationship development with the WV Legislature;
- c. The development of additional CRP stories;
- d. Exploring additional opportunities to bundle services;
- e. Standards for measuring profitability;
- f. Having a staffing plan; and
- g. Demonstrating capabilities (how to measure) for tracking and reporting.

The sub-committee hopes to finalize the WVARF performance standards on or before the next Governor's Committee Meeting on March 16, 2016.

## NEW BUSINESS

Aaron Jones gave the Committee a brief discussion on the increase of minimum wage and the steps he's taking with Purchasing to resolve any contract issues.

Aaron Jones asked the Committee for guidance on current hourly rates. The question posed was, "if a CRP is ok with the current hourly rate for their contracts, can WVARF re-submit the current rate without filing a new FMP form?" The Committee recommended that Mark Totten discuss with David Tincher, the Purchasing Director, to make sure a new form wasn't necessary. Mark will report his findings to the Committee.

Chairperson, Kim Nuckles, received documentation the morning of this meeting, from the Secretary of State's office regarding an old code section governing the Committee. She's asked each Committee member to review and report their findings to her.

Committee member Jan Smith asked WVARF about collections. Aaron Jones reported that collections have improved but they are still having difficulty with DHHR payments and the Bunker Hill rest area. Chairperson Kim Nuckles agreed to contact these agencies/individuals.

Meeting adjourned