

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

MINUTES

May 18, 2016

**Governor's Cabinet and Conference Room
Building 1 – Capitol Complex
Charleston, West Virginia**

The West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped met on Wednesday, May 18, 2016, in the Governor's Cabinet and Conference Room, in Building 1 of the Capitol Complex in Charleston, West Virginia. Chairperson Kim Nuckles welcomed everyone and called the meeting to order at 10:16 a.m.

Committee Members Present: Chairperson Kim Nuckles, Douglas Auten, Everett Sullivan, and Jan Smith (via telephone).

Guests Present: Aaron Jones, Gary Wolfe, Mark Jackson and Roy Woodard from the Central Nonprofit Agency (WVARF). Jonathan Jones from Preston County Workshop. Joyce Birley and Cheri Bever from Goodwill, John Levenson, and Joyce Jones from the Department of Administration standing in for Mark Totten.

APPROVAL OF MINUTES

A motion was made to approve the minutes from the March 16, 2016 meeting. The motion was seconded. A vote was taken and the motion passed unanimously.

ITEMS FOR DISCUSSION (*Agenda attached to minutes*)

1. Preston County Workshop – Nine Fair Market Price Forms for commercial mats, various sizes.
2. Statewide Commodities Contract – Price increases for items purchased with P-Card.
3. Pace Enterprises, Inc. – Fair Market Price.
4. Performance Standards for WVARF – 2014 – 2019.

Chairperson Nuckles moved forward with Item No. 4 above due to Committee Member Jan Smith's request to leave the meeting early because of previous commitments. Jan Smith reported that she finalized the standards report that was started and she requested that the next step would be for WVARF to respond to these standards and then report their findings by the next meeting.

Chairperson Nuckles stated that she would email this document to WVARF and they will have until July 20, 2016 to respond. Committee Member Smith stated that she incorporated what the Committee members said to this document already, so July 20th will be this should be the final reporting on this matter.

Chairperson Nuckles called the Board's attention to item for discussion number one (1) regarding the Preston County Workshop – Nine Fair Market Price Forms for commercial mats of various sizes. The sizes and samples were presented to the Chairperson and reviewed. Committee Member Jan Smith inquired as to whether or not they would be able to do part of the light manufacturing, and whether or not these mats can be commercially laundered, or would be cleaned by the staff on hand. Committee members did look at this product on the website. After consideration, Committee Member Jan Smith stated that she felt the fair market prices looked reasonable. The motion was seconded. A vote was taken and the motion passed unanimously. Therefore, the nine (9) fair market price forms for commercial mats through Preston County Workshop are approved to go to Purchasing.

The Board moved on to item number two - the Statewide Commodities Contract – Price increases for items purchased with the p-cards. Chairperson Nuckles reported that she met with Purchasing and provided them with the necessary information to make an informed decision. A motion was made to approve the price increase for items purchased with the p-card from the statewide commodities contract on the fair market price modification form, with attachment. The motion was seconded. A vote was taken and the motion passed unanimously.

Chairperson Nuckles called the Board's attention to item number 3 – Pace Enterprises, Inc. – Fair Market Price. She reported that she met with Purchasing on this item and some work has been done on this matter and consideration has been given to the facts and circumstances. The last time any change occurred was 2011. An email was sent to the committee members for review. Aaron Jones from WVARF stated that Greg Morris called and asked if the Committee would table this so he can get the other detail to the Committee at the next meeting. A motion was made to table this matter until the next meeting, so more information can be obtained. The motion was seconded. The motion passed unanimously.

OLD BUSINESS

Chairperson Nuckles called upon WVARF to report on collections. Aaron Jones confirmed that an all-out effort is being made to collect past due monies. He listed those divisions which have provided payments, the largest one being DHHR. Committee Member Sullivan and Chairperson Nuckles commended WVARF for their diligent collection work.

NEW BUSINESS

Committee Member Sullivan asked if the Committee could meet somewhere else because of the inconvenience of meeting in the Governor's Cabinet and Conference Room, due to trouble with parking and security, walking distance, etc. He asked if Goodwill or WVARF could host these meetings. Committee Member Jan Smith agreed with Mr. Sullivan. It was stated that DRS in

Nitro was too far to go. The Chairperson decided that the next meeting will be July 20, 2016, at 10:00 a.m., at the Goodwill offices.

Gary Wolfe brought up the project he is working on to provide body bags for the Medical Examiner's office, rather than them being purchased from out-of-state. He has been working with the Purchasing Division on issues regarding the material they are being made out of and the labor involved. He stated that issues to consider may arise prior to the July 20th Committee meeting. Mr. Wolfe asked that this issue be placed on the agenda for the next meeting, or that an emergency meeting be called if need be prior to July 20th. Chairperson Nuckles stated she was not opposed to this, and we can even do a telephone conference in lieu of a meeting in person.

There being no further business, a motion was made to adjourn the meeting. The motion was seconded. The vote was unanimous. The meeting was adjourned.