

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

**April 25, 2018 Meeting  
Capitol Complex Building 1, Room E-131  
Capitol Complex Building One  
Charleston, West Virginia**

The West Virginia Governor's Committee for the Purchase of Commodities and Services from the Handicapped met Wednesday, April 25, 2018 in in Capitol Complex Bldg. 1, Room E-131, Capitol Complex Building One, Charleston, West Virginia, at 10:00 AM. Chairperson Kim Nuckles called the meeting to order.

Present at the Meeting: Chairperson Kim Nuckles, Committee Members Everette Sullivan, Douglas Auten, Jan Smith, and Executive Secretary Mark Totten.

Guests Present: Aaron Jones, Mark Jackson, Gary Wolfe, and Roy Woodard were present representing the Central Nonprofit Agency (WVARF).

Sheri Beaver and Joyce Birley was present representing Goodwill Industries, Inc. Craig Greening was present representing the Jackson County Development Center, Inc. Jennifer Preston was present representing Job Squad, Inc. Michael Haig was present representing Hancock County Sheltered Workshop, Inc. Bob Pirner was present representing PACE Enterprises, Inc.

## **FAIR MARKET PRICE FORMS**

1. One (1) Fair Market Price Form for various Community Rehabilitation Programs (CRPs) for grounds maintenance. Item voted on and approved by Committee (1 form).
2. One (1) Fair Market Price Form for Goodwill Industries, Inc. for one-time floor care at Building 32. Item voted on and approved by Committee (1 form).
3. One (1) Fair Market Price Form for Sheltered Workshop of Nicholas County dba Bright Horizons for GOJO alcohol-free foam hand sanitizer. Form voted on and approved by Committee (1 form).
4. One (1) Fair Market Price Form for SW Resources for one-time floor care for Building 25. Form voted on and approved by Committee (1 form).

## **ITEMS FOR DISCUSSION**

Gary Wolfe from the Central Nonprofit Agency, WVARF, briefed the committee on a second water source from the Eastern Panhandle for the state contract. Committee Member Jan Smith asked which CRP is sourcing the water and Mr. Wolfe informed it is the Development Center and Workshop, Inc., from Keyser, with water coming from Berkley County.

## OLD BUSINESS

Committee Member Jan Smith expressed concern she has faced with the new Services Cost Submission Form in her role at the Community Rehabilitation Program (CRP) The Op Shop, Inc., stating it is a lot of paperwork for the CRPs doing business with the CNA to complete. Committee Chairperson Kim Nuckles states these forms were a collaborative effort by multiple state agencies in order to collect information from the CRP entities doing work for the state. Committee Member Doug Auten moved to vacate the current forms and revert to the previous forms for determining fair market price. Everette Sullivan seconded the motion and it was approved by the committee.

Committee Member Jan Smith brought up the issue of calculating janitorial costs on an hourly versus a square footage basis and expressed concern about standardization in the janitorial industry. Committee Chairperson Kim Nuckles stated that she has met with Purchasing Division on this issue and the agency does not have a position on hourly versus square footage calculation; their concern is accountability. Aaron Jones of the CNA, WVARF, says the process is currently being handled between the state agency and Gary Wolfe, who then contacts the respective CRP. The committee discussed the issue and feedback received from state agencies regarding performance.

Committee Member Doug Auten updates the committee that the CNA contract has been posted to the *West Virginia Purchasing Bulletin* as a Request for Proposal (RFP) and that it was done quickly because of concerns regarding the expiration of the current contract.

## NEW BUSINESS

Craig Greening of the Jackson County Development Center, Inc. thanked the committee for vacating the Services Cost Submission Form. Mr. Greening also stated that the Governor's Committee should require the CNA, WVARF, to submit a quality-assurance form and develop a corresponding program defining expectations for good and bad performance among the CRPs. Committee Member Jan Smith stated that WVARF needs to communicate to state agencies that they have a process in place to ensure quality work.

Bob Pirner of PACE Enterprises, Inc. thanked the committee for vacating the Services Cost Submission Form.

Meeting adjourned