

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

May 31, 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 Thursday, May 31, 2018 in in Capitol Complex Bldg. 1, Room E-131, Capitol Complex Building One, Charleston, West Virginia, at 11:00 AM. Chairperson Kim Nuckles called the meeting to order.

Present at the Meeting: Chairperson Kim Nuckles, Committee Members Everette Sullivan, Douglas Auten, and Executive Secretary Mark Totten. Committee Member Jan Smith and Chris Weikle joined by telephone.

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

Sheri Beaver was present representing Goodwill Industries, Inc. Craig Greening was present representing the Jackson County Development Center, Inc. Bob Pirner was present representing PACE Enterprises, Inc.

FAIR MARKET PRICE FORMS

1. One (1) Fair Market Price Form for Goodwill Industries, Inc. for floor and carpet care in Building 32. 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, stripping, and waxing in Building 32. Item voted on and approved by Committee (1 form).
3. One (1) Fair Market Price Form for SW Resources, Inc. for floor and carpet care in Building 25. Form voted on and approved by Committee (1 form).
4. One (1) Fair Market Price Form for various Community Rehabilitation Programs (CRPs) for grounds maintenance. Form voted on and approved by Committee (1 form).
5. One (1) Fair Market Price Form for various CRPs for mileage for grounds maintenance employees traveling between CRP shop, every state job site, and back to CRP shop. Form voted on and approved by Committee (1 form).
6. One (1) Fair Market Price Form for various CRPs for carpet cleaning. Form voted on and approved by Committee (1 form).

7. One (1) Fair Market Price Form for various CRPs for mileage for CRP employees traveling between CRP shop, state job site, and back to CRP shop. Form voted on and approved by Committee (1 form).
8. One (1) Fair Market Price Form for various CRPs for floor care, stripping, and waxing. Committee Member and Executive Director of The Op Shop, Inc. Jan Smith detailed the nature and complexity of stripping work. Form voted on and approved by Committee (1 form).
9. One (1) Fair Market Price Form for various CRPs for mileage for CRP floor-cleaning employees traveling between CRP shop, state job site, and back to CRP shop. Form voted on and approved by Committee (1 form).
10. One (1) Fair Market Price Form for various CRPs for rest area grounds maintenance and janitorial services. Form voted on and approved by Committee (1 form).

ITEMS FOR DISCUSSION

Aaron Jones of WVARF, Inc. detailed a new spreadsheet, Rate Maker, used to assist Community Rehabilitation Programs (CRPs) calculating whether they need to increase their state contract rates regarding CRP employees' health-benefit plans and CRP employees' paid vacation time. Mr. Jones stated the objective is to get each CRP to look at their own state contracts to ensure the CRP is billing the State of West Virginia's agencies accordingly. Committee Member and Executive Director of The Op Shop, Inc. Jan Smith stated she has discussed with Mr. Jones that the CRPs feel there needs to be tweaking of the forms to provide information to the Governor's Committee for the Purchase of Commodities and Services from the Handicapped (GCPCSH) and accordingly bill CRP costs to the State of West Virginia. Mr. Jones stated that the CRPs want to bill more than current rates. Committee Chairperson Kim Nuckles asked the CRPs present in the room what they think about the new spreadsheet. Craig Greening of the Jackson County Development Center, Inc. said he has not seen it. Bob Pirner of PACE Enterprises, Inc. said the spreadsheet needs tweaking. Mr. Jones states the main goal is to have comparisons between CRPs' revenues in order to accurately calculate increases to prices billed to the state. Sheri Beaver of Goodwill Industries, Inc. stated these spreadsheets are too similar to the vacated Services Cost Submission Form and too cumbersome for CRPs to complete. Discussion ensued surrounding CRPs' individual policies regarding paid holidays for employees and differences in CRPs' employee policy manuals. Ms. Nuckles stated she may review CRP employee policy manuals statewide.

Committee Member Doug Auten reports the Central Nonprofit Agency (CNA) contract has been renewed and will go into effect June 1, 2018. Aaron Jones of CNA contract recipient WVARF, Inc. states that janitorial contracts needs to be renewed by July 1.

OLD BUSINESS

Gary Wolfe of WVARF, Inc. provided an update on customer complaints between state agencies and the CNA. Committee chairperson Kim Nuckles will follow up with a state agency complaint.

NEW BUSINESS

Bob Pirner of PACE Enterprises, Inc. discussed the agenda for the planned July 19 event at Steptoe & Johnson, PLLC.

Aaron Jones of WVARF, Inc. repeated that he needs janitorial contract approvals from the GCPCSH by the end of June. As a result, Committee chairperson Kim Nuckles scheduled the next GCPCSH meeting for June 28.

Meeting adjourned