

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

**March 24, 2021 Meeting
In Person and Telephonic from 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 on Wednesday, March 24, 2021 telephonically and in person at Capitol Complex Bldg. 1, Room E-131, Capitol Complex Building One, Charleston, West Virginia, at 10:00 AM.

Present at the Meeting: Chairperson Kim Nuckles, Committee Members Susanna Carpenter, Douglas Auten, Jerry Boyco, John Hyre, and Executive Secretary Mark Totten.

Joyce Jones was present representing the West Virginia Department of Administration.

Guests Present: Tara Martinez, Gary Wolfe, Nita Hobbs, and Andrea Higginbotham were present representing the Central Nonprofit Agency (WV Association of Rehabilitation Facilities, Inc.).

Dan Owen was present representing Goodwill Industries, Inc.

John Davidson was attending as a member of the public.

Chairperson Kim Nuckles informed the committee that Mr. Everette Sullivan passed away, the GCPCSH committee member representing organized labor.

After additional committee members arrived on the call, Chairperson Kim Nuckles called the meeting to order.

Executive Secretary Mark Totten and Tara Martinez of the West Virginia Association of Rehabilitation Facilities, Inc. discussed electronic signatures versus inked signatures at the various levels of state government contact approval.

FAIR MARKET PRICE MODIFICATION FORMS

1. Twenty two (22) Fair Market Price Modification Forms for janitorial hourly rates.

Committee member John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and unanimously approved by Committee (22 forms).

2. Sixteen (16) Fair Market Price Modification Forms for carpet extraction.

Douglas Auten made a motion to approve. John Hyre seconded. Items voted on and unanimously approved by Committee (16 forms).

3. Sixteen (16) Fair Market Price Modification Forms for stripping and waxing.

John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and unanimously approved by Committee (16 forms).

4. Nineteen (19) Fair Market Price Modification Forms for grounds maintenance.

Douglas Auten made a motion to approve. John Hyre seconded. Items voted on and unanimously approved by Committee (19 forms).

5. One (1) Fair Market Price Modification Form for heavy coats.

John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and unanimously approved by Committee (1 form).

COMMODITY AND SERVICE PRICING FORMS

1. One (1) Commodity and Service Pricing Form for Purchasing Card percentage increase on janitorial contracts.

This was not voted on by the committee.

2. One (1) Commodity and Service Pricing Form for Purchasing Card percentage increase on commodities contracts.

This was not voted on by the committee.

3. Seven (7) Commodity and Service Pricing Forms for fogging/disinfecting.

Committee member Douglas Auten made a motion to approve. John Hyre seconded. Items voted on and approved unanimously by Committee (7 forms).

4. Three (3) Commodity and Service Pricing Forms for sanitizer and soap.

Committee member John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and approved unanimously by Committee (3 forms).

5. One (1) Commodity and Service Pricing Form for 4' x 6' West Virginia flags.

Committee member John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and approved unanimously by Committee (1 form).

6. Thirty three (33) Commodity and Service Pricing Forms for mat services.

Committee member John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and approved unanimously by Committee (33 forms).

7. One (1) Commodity and Service Pricing Form for W.A.T.C.H., Inc. for grounds maintenance.

Committee member John Hyre made a motion to approve. Douglas Auten seconded. Items voted on and approved unanimously by Committee (1 form).

ITEMS FOR DISCUSSION

Tara Martinez from the WV Association of Rehabilitation Facilities, Inc. spoke regarding the requested price increase related to state payments received by Purchasing Card. Martinez stressed the need for various prices based on state payment method. Martinez, Mark Totten, Kim Nuckles, and John Hyre discussed the 3.1% Purchasing Card fee on state payments as well as the choices between payment via EFT and Purchasing Card.

Tara Martinez from the WV Association of Rehabilitation Facilities, Inc. made a presentation regarding their corporation's annual goals. Martinez stated that WVARF has made a lot of changes in the last year, including training for Community Rehabilitation Programs (CRPs) and state agencies. Martinez says she wants to have additional training with state agencies regarding the verbal abuse of employees and unauthorized changes to employees' scope of work.

Martinez states that WVARF has updated their orders and agreements as well as the process for temporary employees. Martinez states she wants the word "handicapped" replaced with "disabled" or "varied ability." She also wants to remove the 75% CRP requirement.

Martinez announces that Nita Hobbs is the new CFO of their company in April. Martinez also states that WVARF received Paycheck Protection Program (PPP) funds in 2020 and 2021. In addition, WVARF is in the process of applying for an Appalachian Regional Commission (ARC) grant, requesting \$1.5 million for 2022.

Chairperson Kim Nuckles thanks Tara Martinez for her work.

Committee member Douglas Auten asks Martinez about updates to the state code and informs her that many of her desired changes would take legislative approval, which would be unlikely this session.

Auten also briefly discusses the Division of Rehabilitation Services' language on competitive integrated employment.

OTHER BUSINESS

There was no additional business to bring before the committee.

Douglas Auten makes a motion to adjourn. John Hyre seconds. Meeting adjourned.