

Meeting Minutes

October 20, 2004

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

Prior to the meeting the Committee toured the Sheltered Workshop of Nicholas County, Inc. beginning at 11:30 a.m.

Chairperson Lee Dixon called the meeting to order at 1:30 p.m. in the conference room of the Ranch House Restaurant, Craigsville, WV.

ATTENDANCE

Committee: Lee Dixon, Chair; Donna Lipscomb; LuAnn Summers; Everette Sullivan;
WVARF Staff: Glenn McEndree; Chris Miller, Craig Greening, and Ken Kennedy
Not Present: Linda Maniak

APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

Everett Sullivan moved and Donna Lipscomb seconded that the August 11, 2004 minutes be approved. Motion Passed.

During the meeting, a draft of the September 15, 2004 Minutes was presented for review and approval. Due to the anticipated short meeting time, it was suggested and agreed that the minutes should be reviewed and approved at the November 10, 2004 meeting.

COMMITTEE ADMINISTRATIVE BUDGET REPORT

Executive Secretary, Scott Padon, stated that this report would be addressed in the Report of the Executive Secretary.

REPORT OF THE CHAIR

No Report

REPORT OF THE EXECUTIVE SECRETARY

Scott reported that he thought the Committee's expenses were within the Administrative Budget at this time.

Scott indicated that he and Dave Tincher, Director of Purchasing Division, were reviewing the State Code regarding the responsibilities of the Executive Secretary

relating to the Administrative Budget, recording, distribution, and archiving of the Committee's minutes, and other duties of the Executive Secretary.

REPORT OF THE WV ARF EXECUTIVE DIRECTOR

Glenn McEndree, WV ARF Executive Director presented his report in writing which follows this paragraph. Included with the report was a draft of a document entitled PROCEDURES FOR CONDUCTING REVIEWS OF COMMUNITY REHABILITATION PROGRAMS PARTICIPATING IN THE WEST VIRGINIA STATE USE PROBFRAM.

1. Due to the problems we have had with the minutes, I felt there should be some clarification as to what minutes should contain. In my research, I found a brief guide for taking minutes in Robert's Rules in Plain English (See attached.) I believe we would be wise to follow the procedure outlined in chapter 5 "The Secretary and Minute Keeping."
2. After a question was raised by a CRP regarding registration as a charitable organization, I contacted the Secretary of State's office for clarification. What I found was that, according to code, CRPs are not required to register as a charitable organization unless they meet specific guidelines. I have attached a copy of the code as provided by the Secretary of State's office. Please refer to §29-19-6(a)(7). Our agreements for state use participation states that CRPS must be registered as a charitable organization. This language needs looked at. Also attached is a letter from the Secretary of State's office to an individual CRP indicating their exemption from registration.
3. I am working on development of a tool to use to evaluate CRPs. WVARF is going to do site visits to review documentation and make suggestions for improvement of individual CRPs performance. This will be shared with the Governor's Committee when ready.
4. We have reviewed the code as it relates to the duties of WVARF as the CNA as well as the responsibilities of the Committee for the purchase of commodities and services from the handicapped (see attached). WVARF is going to go back to the "basics" and plan around the duties listed by code.

With regard to the evaluation of CRPs, Donna Lipscomb led a discussion about:

- How the 75% Rule was going to be reviewed?
- How wages were going to be reviewed?
- How were workers' disabilities going to be addressed?
- Will the non-profit status be checked annually?

Glenn suggested that the reviews would be site based, a different CRP be visited for review each month over the next 30 months, and those CRPs needing the most assistance be visited first.

Lee Dixon reviewed a Secretary of State letter about being registered or being exempt with the state as a non-profit who obtains charitable contributions of more than \$25,000. The Committee Rules state a CRP must be in good standing with the Secretary of State's office regarding this registration.

CONTRACT COMPLAINTS

Ken Kennedy reported there had been two verbal complaints received by WV ARF staff for the second quarter. Complaints were received about a rest area and delivery of bottled water to a Tax Department site in Charleston. Staff were investigating and assisting CRPs in the resolution of identified problems.

ADDITIONS TO WVARF04

CRP/WV ARF exploration continues on the following CRP requested commodity additions to WVARF04: Mirrors, Lab Aprons, Vinyl Aprons, and Paint Drop Cloths.

MOTION

Donna Lipscomb moved and Everettte Sullivan seconded that Stick Mops produced by The Seeing Hand Association, Inc. be approved for exploration as an addition to WVARF04. Motion Passed.

CONTRACT PRESENTATION – RENEWAL AND NEW

MOTION

Everettte Sullivan moved and Donna Lipscomb seconded that the following renewal contracts and new contracts be approved: Motion Passed

AGENCY	SITE	FMP PER YEAR	CRP
RENEWALS			
Insurance Commission	1124 Smith St. Charleston	\$23,202.12	Goodwill – Kanawha
IS & C	Charleston	\$121.90 per day	Goodwill - Kanawha
NEW			
Dept. of Labor W & M	St. Albans	\$7,518.72	Prestera
DEP Courier	Kanawha City/Guthrie Ctr.	\$34.48 per trip	Goodwill - Kanawha

OLD BUSINESS

WV ARF Accounts Receivable Report

The WV ARF Accounts Receivable report was included in the pass outs sent to members prior to the meeting. Due to meeting time constraints, it was not reviewed during the meeting.

Annual Planning Follow Up

The Committee's Annual Planning Meeting will be held on November 10, 2004 immediately after a short business meeting, which will be held at the F. Ray Power Building on the Division of Rehabilitation Services complex grounds at Institute, WV beginning at 9:30 a.m.

State Use Conference

The first Annual State Use Conference will be held at the Stonewall Jackson Resort on October 27-28, 2004 starting at 10:30 a.m.

NEW BUSINESS

Assignment Policy Procedure Review

Ken Kennedy, WV ARF Marketing Representative, passed out drafts of:

- A GUIDE FOR ADDING A COMMODITY OR SERVICE TO THE STATEWIDE CONTRACT COVERING MANDATED SERVICES
- Qualifying Matrix for Assignment of Commodities/Services
- MATRIX FOR ASSIGNMENT OF COMMODITIES AND/OR SERVICES: Information Collection Outline, Definitions, and Criteria

Due to the shortness of time remaining in the meeting, the Committee discussed specifically the Matrix Policy. Discussion centered on definitions and points assigned or not assigned for CRP Main Office Location, Existing Relationship, and Volume (Existing State Use Program revenue). The members showed major concern as to whether the existing matrix guidelines as administered would be fair to high or low volume CRP qualified participants. The Committee agreed that their concerns should be reported back to the WV ARF Assignment Work Team for additional review and revision. It was suggested that Goodwill Industries of Kanawha Valley and Prestera be invited to the meeting. It was felt representatives from these two CRPs could provide valuable insight into understanding the impact of the Matrix when work becomes available in the Kanawha Valley area. Glenn will arrange for this meeting to occur.

Time Study Report

A copy of the results of the WV ARF staff *Time Study Summary* was passed out. The results of the three-week time study of the eight WV ARF staff were broken out between State Use and Association activities and summarized. The dollar cost data is based on actual time worked by each employee, multiplied by that

employee's actual wage cost per hour (including all fringe benefits and taxes). Hours equaled for the State Use Program were 95.80% and the Association 4.20%. Annualized costs for the State Use Program was \$267,195.79 (96.55%) and for the Association \$9,552.94 (3.45%).

Fair Market Price & Costing Documents

Discussion on this topic was asked to be postponed to a later meeting date.

Other

Donna Lipscomb reported that the questions to be asked of the Attorney Generals office regarding the service fee and investment fund ownership will not be asked by the Office of Administration. These questions must come from the Committee.

ADJOURNMENT

MOTION

Everette Sullivan moved and Donna Lipscomb seconded to adjourn the meeting at 3:10 p.m. Motion Passed.

| **APPROVED: February 16, 2005**