

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

**Minutes
May 19, 2004**

Small Conference Room, F. Ray Power Bldg., Institute, WV

Attendance: Lee Dixon, Chair; Donna Lipscomb, Dennis Miller, Scott Padon, Exec. Secretary; Everett Sullivan, LuAnn Summers, DRS (sitting in for Brenda King)

Absent: Linda Maniak, Brenda King

WVARF Staff: Deana Thompson, Craig Greening, Chris Miller, Ken Kennedy

Visitors Present: Tim Morris

Approval of Previous Minutes

A motion was made by Everett Sullivan to approve the previous minutes. The motion was seconded by Donna Lipscomb. Motion was approved.

Dennis Miller announced that this would probably be his last meeting because he is planning to move to North Carolina. He will send a letter of resignation to Lee Dixon and Lee will send this to the Governor so a new member can be appointed to replace Dennis. Dennis stated he enjoyed working with the Committee and it was agreed by the Committee he would be missed.

Financial Report – LuAnn Summers – There is a total of \$444.18 left in the budget - \$256 for travel and \$148 for hospitality. A Secretaries Transfer of \$1,200 has been completed to finish out the remainder of the year.

Report of Chair – Lee Dixon – No report at this time.

Report of Executive Secretary – Scott Padon – Scott visited cities and local Chambers regarding the Committee's concerns of small business competing with protected CRPs with State Use.

Scott also visited local CRPs. Bob McCoy in Randolph County was great. Scott expressed concerns about Preston County. Preston County did not give a feeling of a sheltered workshop. It looked more like a small manufacturing plant. He could only identify one disabled person working there and they didn't seem very knowledgeable with information about their involvement with State Use. Scott stated it could be that perception may have a bigger weight than what is actually going on there. There could

be other situations going on that he didn't know about. It was discussed that all workshops should be able to explain State Use.

It was discussed that maybe the Committee could visit some of the workshops a couple of times a year. Plans were made later in the meeting to visit Workshops on August 12, September 16, and October 21, 2004. WVARF will make the decision on which Workshop to visit and will contact the different Workshops to make arrangements. LuAnn Summers will check to see if a DRS van could be used for these trips.

As the CNA, WVARF needs to include all acknowledged non-profit vendors, not just members of the Association. LuAnn Summers stated an Annual Data Summary will go out to all acknowledged vendors to get an update on addresses, services provided, etc. It was suggested an e-mail address be obtained if possible.

Donna Lipscomb stated that she is on the Small Business Development Center and every Legislative Rule has to be provided to them 30 days before the 30-day comment period.

Report of WVARF Executive Director – Deana Thompson – WVARF has been working on an Action Plan for a Fair and Equitable Policy for State Use. She asked if a few of the Committee members could sit in on the planning. She stated this would spell out how this needed to go and eliminate a lot of going back and forth between different committees to get this done. She hopes to get this to the Association in July and to the Committee for approval in August. Donna Lipscomb and Scott Padon agreed to help with this.

Contract Complaints – Ken Kennedy – There are no complaints for the month of April.

Non-Recurring Purchases – Craig Greening (see handout) – This involves mostly laser cartridges. Remanufactured as well as new cartridges have been very successful. This will end July 1st and then all that work will go to small business. There was discussion of a possibility of subcontracting to Nicholas County.

Contract Presentation – New – Craig Greening (see handout) – Three new projects were discussed - two DEP agencies and General Services Division. Although the projects are new, it mainly involves new buildings but the same agencies. Assignment of the CRP was made to the CRP currently providing services to those agencies.

Contract Presentation – Renewal – Craig Greening (see handout)

All Contracts listed for each agency. Some of the contracts had minor changes or no changes at all.

DOH Rest Areas is one contract. Division of Rehab Services is two contracts, a separate contract for the Rehabilitation Center and another contract for the field offices. DOH District 4 and 7, WV ANG, DHHR Region 1, 2, 3 and 4. See specific details in handout.

Changes were reviewed with Committee members.

Donna Lipscomb made a motion to approve the contracts. The motion was seconded by Everett Sullivan. Motion was approved.

WVARF Accounts Receivable – Chris Miller (see handout) – None of the outstanding items are problematic. The over 60 is about where we were last year at this time.

New Procedural Rule – Donna Lipscomb (see handout) – Donna provided a copy of the proposed modifications for the Procedural Rule.

Everett Sullivan moved these modifications be approved. The motion was seconded by Dennis Miller. The motion was approved.

There was some discussion about the effective date of the rules.

Everett Sullivan moved the effective date be the date of filing. The motion was seconded by Dennis Miller. The motion was approved.

Annual Planning Follow-up – Lee Dixon (see handout) – On page 2 of the Annual Action Plan there were a few items that needed to be determined.

Goal #2 – 1. a. It was stated that if the state budget stays the same, the hiring rate would be pretty much level, however there still needs to be a goal set to increase employment of persons with disabilities (PWD). It was decided that number should be 5%.

Goal #2 – 1. b. It was decided that this number could possibly be doubled. It was set at 100%, with the understanding that this is a goal and if it is not met, then the Committee can change the goal the next time if needed.

Goal #2 – 1. c. It was decided this item should be set at 10%. It was discussed that one way to help get an increase in this area is to mail information to mayors and city councils.

Goal #2 – 1. d. A 2% increase was set for this goal.

LuAnn Summers mentioned Goal 9. It states DRS will send information to DRS approved CRP vendors describing the State Use Program and how to become approved to participate as State Use Program sub-contractors. LuAnn discussed this with Brenda King and felt that the literature should come from WVARF instead of DRS. Deana Thompson agreed that WVARF would do this and DRS would be changed to CNA in the document.

Goal #1 - 2. Currently reads to review and set within the Fair Market Price the CNA fee by May 2005. Donna feels this should be done before May. Donna indicated that she wanted to review this but was originally told it was too late for this year. After reviewing

the contracts today she feels this could have been looked at. The Committee did not look at this in November when it should have been so she feels that the Committee should not wait another year. Scott Paden agreed that the percentage must be looked at each year. Craig expressed some concerns regarding the necessity to redo all the contracts should the fee be changed at this point. Scott Paden indicated that the Committee has to look at it even if changes have to be made in budget. Donna Lipscomb indicated that Mr. Sussman had expressed a concern of the current fee in light of the fact of the amount of money in the investment fund. After much discussion it was determined that at the June meeting Chris Miller and Craig Greening will put together a presentation describing the budget, the investment fund and the need for the current fee along with plans for the money, then the Committee will take the appropriate action.

Goal #1 item 2 – Date will be changed to November.

Page 2 Goal 2 #2 – After some discussion the date of March will remain.

Dennis Miller made a motion to approve revisions to Annual Plan. Motion seconded by Everett Sullivan. Motion approved.

Chris Miller reviewed the new budget format with Committee members. As the State does, object codes will be utilized. This format is familiar with state employees and legislative auditors. See handout.

Dates of Future State Use Meetings:

July – No meeting.

August 11, 2004

August 12, 2004 – Workshop Visit/Road Trip

September 15, 2004

September 16, 2004 - Workshop Visit/Road Trip

October 20, 2004

October 21, 2004 – Workshop Visit/Road Trip

November 10, 2004

December 8, 2004

All regular meetings for State Use will begin at 9:30 a.m. and have been scheduled in the Small Conference Room in the F. Ray Power Building.

A departure time for the workshop visits will be determined at a later date.

Donna Lipscomb requested that the Ratio Report be provided to the Committee at the next meeting.

Adjournment – Everett Sullivan made a motion for adjournment. There was no second to the motion.

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Beverly Shamblin¶
Secretary I¶
WV Division of Rehabilitation
Services¶

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Changes made by Donna Lipscomb on the May 19, 2004 minutes will be reflected on the June 16, 2004 minutes.