

Regular Meeting Minutes

May 18, 2005

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

MEETING SITE

F. Ray Power Building, WV Division of Rehabilitation Services – Institute, WV

CALL TO ORDER

Lee Dixon, Committee Chairperson, called the meeting to order at 9:30 a.m.

ATTENDANCE

Committee: Linda Maniak; Everette Sullivan; Scott Padon; Lee Dixon; and
Brenda Morford

WVARF Staff: Glenn McEndree; Chris Miller, Craig Greening, and Ken
Kennedy

Not Present: Donna Lipscomb

Guests: Jan Smith & Jon Posey

APPROVAL OF PREVIOUS MEETING MINUTE

Upon review of the April 20, 2005 meeting minutes there were no additions or corrections.

MOTION #1

Everett Sullivan moved and Brenda Morford seconded that the April 20, 2005 minutes be approved. Motion Passed.

COMMITTEE ADMINISTRATIVE BUDGET REPORT

Executive Secretary, Scott Padon, stated that everything is caught up and paid regarding Committee honorariums and transportation reimbursements.

REPORT OF THE CHAIR

No report.

REPORT OF THE EXECUTIVE SECRETARY

No report.

REPORT OF THE WV ARF EXECUTIVE DIRECTOR

Glenn McEndree, WV ARF Executive Director presented his report in writing covering the following:

1. Site reviews of qualified participants by CNA staff have resumed.

2. CNA staff meeting with representatives from Green Acres Regional Center, Inc. to discuss water delivery problems.
3. CNA staff meetings with Terradon Communications on implementation of Electronic Management System.
4. USDA grant request for computers and training for State Use Program qualified participants.
5. Preparation of the WVARF/CNA budget.

CONTRACT COMPLAINTS

Ken Kennedy stated that for the fourth quarter the WVARF office had received and resolved the following verbal/email complaints related to the WVARF04 contracts: Janitorial (2), Stamps (1), and Courier (1).

CONTRACT PRESENTATION – RENEWAL AND NEW

MOTION #2

Everette Sullivan moved and Linda Maniak seconded that the manufacture of the Ohio River Fish Habitat Structures be assigned to SW Resources. Motion passed.

MOTION #3

Everette Sullivan moved and Brenda Morford seconded that the the assignment of DNR Janitorial Services to Apple Grove Fish Hatchery offices and McClintic Reservation offices to Goodwill Industries of KYOWVA Area, Inc. Motion passed.

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MOTION #4

Everette Sullivan moved and Linda Maniak seconded that the Committee accept the new and renewal contracts be approved as presented. Motion passed.

AGENCY	SITE	FMP PER YEAR	CRP
NEW			
Fish Habitat Structures			
Wooden Fish Nursery Structure	Belington	\$6,334.28	SW Resources
PVC Fish Nursery Structure	Belington	\$5,616.85	SW Resources
Plastic Fish Spawning Structure	Belington	\$5,378.67	SW Resources
DNR Wildlife Management Office	McClintic	\$3,006.89	Goodwill-KYOWVA
DNR Fish Hatchery Office	Apple Grove	\$2,427.77	Goodwill-KYOWVA
RENEWALS			
DOH Materials Control, Soils & Testing	Charleston	\$75,478.32	Goodwill-Kanawha
DOH Equipment Division	Buckhannon	\$41,021.28	Buckhannon-Upsh.
DOH District 1 Headquarters	Charleston	\$97,702.84	Goodwill-Kanawha
DOH District 2 Headquarters	Huntington	\$100,277.52	Goodwill-KYOWVA

AGENCY	SITE	FMP PER YEAR	CRP
DOH District 4 Headquarters	Bridgeport	\$56,265.71	The Op Shop
DOH District 4 Materials Lab	Fairmont	\$5,217.84	The Op Shop
DOH District 7, Barbour Co Office	Philipi	\$2,987.71	WVARF
DOH District 7, Braxton Co Office	Gassaway	\$9,108.24	Precision Services
DOH District 7, Burnsville-19 Office	Burnsville	\$3,541.08	Precision Services
DOH District 7, Coonknobl-79 Office	Coonknob	\$3,878.04	Precision Services
DOH District 7, Gilmer Co Office	Glenville	\$11,323.92	Precision Services
DOH District 7, US-19 Office	Heaters	\$5,916.76	Precision Services
DOH District 7, Lab, Dis-forces & Sign Shop	Weston	\$16,018.35	Precision Services
DOH District 7, Lewis Co Office	Weston	\$3,941.16	Precision Services
DOH District 7, Upshur Co Office	Buckhannon	\$7,896.00	Buckhannon-Upsh.
DOH District 7, US-33 office	Buckhannon	\$2138.04	Buckhannon-Upsh.
DOH District. 7, Webster Co Office	Webster Springs	\$3,090.60	Nicholas County
DOH District 8, District Headquarters	Elkins	\$48,292.44	Randolph County
DOH District 10 Headquarters	Princeton	\$91,196.67	Mercer County
DOH District 10, McDowell Co Office	Gary	\$9,657.82	Integrated Resources
DOH District 10, Wyoming Co Office	Pineville	\$9,668.52	Integrated Resources
Rest Areas	Burnsville	\$228,157.37	Precision Services
Rest Area	Hazelton	\$160,660.15	Preston County
Rest Area	Huntington	\$133,051.53	Goodwill-KYOWVA
Rest Areas	Hurricane	\$229,951.55	Goodwill-Kanawha
Rest Area	Lewisburg	\$114,878.18	Gateway Industries
Rest Areas	1-81	\$373,486.18	Developmental Ctr.
Rest Areas	Meadowbrook	\$251,665.79	The Op Shop
Rest Areas	Mineral Wells	\$221,180.10	SW Resources
Rest Area	Morgantown	\$148,736.82	PACE TEC
Rest Areas	Servia	\$226,518.11	Clay County
Rest Area	Valley Grove	\$116,048.73	WATCH
Rest Area	Williamstown	\$115,683.75	SW Resources
Div of Motot Vehicle Office-1605 Washington	Charleston	\$6,860.64	Goodwill-Kanawha
Div of Motor Vehicle office - 1615 Washington	Charleston	\$12,297.36	Goodwill-Kanawha
Div of Motor Vehicle office	Beckley	\$51,746.52	Lillian James Ctr.
Di v of Motor Vehicle office	Clarksburg	\$12,025.08	Harrison County
Div of Motor Vehicle office	Elkins	\$18,514.33	Randolph County
Div of Motor Vehicle office	Huntington	\$10,338.76	Goodwill-KYOWVA
Div of Motor Vehicle office	Kanawha Mall	\$24,209.88	Goodwill-Kanawha
Div of Motor Vehicle office	Logan	\$10,503.14	Integrated Resources
Div of Motor Vehicle office	Martinsburg	\$13,112.19	Developmental Ctr.
Div of Motor Vehicle office	Winfield	\$14,105.11	Goodwill-Kanawha
Fairmont State University (FSU)	Fairmont	\$530,077.08	The Op Shop
FSU Residence Halls	Fairmont	\$139,398.08	The Op Shop
FSU floaters	Fairmont	\$36,015.72	The Op Shop
FSU Hourly rate	Fairmont	\$9.21	The Op Shop

AGENCY	SITE	FMP PER YEAR	CRP
General Services Div State Office Building	Beckley	\$55,482.96	Lillian James Ctr.
General Services Div State Office Building	Fairmont	\$97,443.12	The Op Shop
General Services Div State Office Building	Huntington	\$111,345.06	Goodwill-KYOWVA
General Services Div State Office Building	Parkersburg	\$58,660.68	SW Resources
General Services Div State Capitol Complex	Charleston	\$790,391.00	Goodwill-Kanawha
General Services Div Dept of Environ. Protect.	Kanawha	\$248,905.50	Goodwill-Kanawha
Miner's Health Safety and Training	Charleston	\$11,256.72	Goodwill-Kanawha
Dept of Environmental Protection	Logan	\$18,790.44	Integrated Resources
Dept of Environmental Protection Grounds	Oak Hill	\$1,629.60	Nicholas County
Dept of Environmental Protection	Oak Hil	\$26,399.52	Nicholas County
Dept of Environmental Protection	Welch	\$6,669.60	Integrated Resources

Vandalism of Vending Machines at the Hurricane Rest Area

Brenda asked that DRS staff and CNA staff collaborate in establishing guidelines for Rest Area Attendants at the Hurricane Rest Area to report breaking and entering of the vending machines. It was agreed that Craig and Brenda would meet to determine how this could be arranged.

OLD BUSINESS

Water Distribution

John Posey, representing Prestera Center for Mental Health Services, Inc. (Prestera), presented to Committee a letter and Distribution Plan describing Prestera's request to sell and distribute water products produced by Green Acres Regional Center, Inc. (Green Acres) under the WVARF04 Statewide Contract Covering Mandated Services.

The relevance of this proposal was initiated from discussion during last month's meeting resulting from several State agency complaints on bottled water delivery in the Charleston area. One was a formal complaint to the West Virginia Purchasing Division. It was noted that meetings with the CNA, Prestera, and Green Acres following the last Committee led to agreement that Green Acres would accept Prestera's taking over the delivery and payment collection from State agencies in Kanawha, Boone, and Putnam counties.

Scott Padon was asked his understanding of the Purchasing Division's urgency for the Committee to address a transition of the delivery of water to State agencies in the Charleston area from Green Acres to Prestera. Scott stated that if a decision had to be made today by the Purchasing Division, it would be that water be removed from WVARF04 today.

The Prestera proposal for transitioning of accounts to their delivery personnel includes these points:

1. Prestera would ship water from Green Acres to Prestera's warehouse in Charleston.
2. Build an inventory of 1000 bottles in the Charleston warehouse.

3. Prestera would distribute water to State agency customers in Kanawha, Boone and Putnam counties.
4. Prestera would purchase two trucks: one smaller truck to ease downtown distribution in tight quartered areas and a larger truck for distribution to customers that have more accommodating space.
5. The rental fee for the coolers will be shared by Prestera and Green Acres. Green Acres will retain ownership of the coolers.
6. Green Acres will retain ownership of the bottles that they presently have.
7. Prestera will take over responsibility for invoicing State agency customers it services in Kanawha, Boone, and Putnam counties.
8. Prestera and Green Acres will draft a formal contract clearly specifying how the processes will work along with outcome measures, how outcomes will be met, and consequences for not meeting outcomes for all parties involved.
9. Prestera anticipates it will pursue with the CNA a request for a price increase for the water products.

The following actions were recommended relating to the initiation of a water delivery transition from Green Acres to Prestera:

1. Prestera's plan as presented should be approved
2. Glenn and Scott meet with the Green Acres Board Chairman concerning bottle production, build up of surplus to meet State agency demand, empty bottles available for circulation, availability of caps, etc. and report back to the Committee on the results of the meeting.
3. Green Acres and Prestera should immediately initiate notification to State agencies of the change in delivering source from Green Acres to Prestera.
4. A sticker should be created to put on all bottles showing the WVARF telephone number and email address for any State agency to contact should they have issues with water delivery during the transition period.

MOTION #5

Everette Sullivan moved and Linda Maniak seconded that Prestera Center for Mental Health Services, Inc. take over from Green Acres Regional Center, Inc. the selling of water directly to and the collection of payment directly from state agencies for water delivery to Kanawha, Putnam, and Boone counties. Green Acres is to remain as sub contractor with WVARF as the CNA.. Motion Passed.

WV ARF Accounts Receivable Report

Chris Miller reported sales going through WVARF were year-to-date \$5,986,813 and FY 2005 annualized \$10.2 million.

Aged receivables as of April 30, 2005 were 19.30% as compared to 4.1% last year at this time. The agencies with the largest amounts outstanding are the Department of Administration (58%) and the Division of Highways (35%).

Chris stated that WVARF may have to liquidate part of the Investment Fund in order to address any line of credit shortfall(s).

NEW BUSINESS

Budget Presentation

A call was received by Scott Padon from Donna Lipscomb on behalf of Secretary of Administration Ferguson requesting that no action be taken regarding the budget in today's meeting and that the budget discussion be tabled until the next meeting. Chris Miller stated that the request violates the procedural rule [Series 5, Rules for Monitoring the Central Nonprofit Agency]. The rule was read, "The CNA shall provide to the Committee an annual budget on or before the Committee's May meeting, which reveals all revenues, expenses and earnings prior to the beginning of the CNA's fiscal year ..." The Committee agreed to go ahead with discussion budget presentation with the exception of the DRS representative who would agree to delay the discussion until the next meeting.

It was questioned if the budget, as presented, includes the combined budget of WVARF and CNA. The answer was yes. The budget does not break down the WVARF from the CNA. Brenda Morford cautioned that if you combine them, you are asking the Committee to vote on your entire budget meaning there is no separation of the WVARF and CNA monies and that the Committee in effect will be telling the Association what to do with the 4.1% and the Association's membership dues.

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Glenn stated the WVARF Board of Directors' intent was to meet the letter of the procedural rule as they interpreted the rule with one budget and not to concede that the WVARF membership dues are included for the Committee to tell the Board how to spend its dues.

MOTION #6

Linda Maniak moved and Everette Sullivan seconded that the Committee accept the proposed WVARF Fiscal 2006 Budget as presented. Roll call vote:

- **Yes – Maniak, Sullivan, Dixon**
- **Abstention – Brenda Morford**

Motion passed.

Brenda Morford abstained because the Committee is still awaiting a decision to be made as to who is in control of the money.

WV ARF/CRP Annual Agreement

Glenn presented for Committee review a copy of the *WVARF/CRP Annual Agreement* for the past year and a draft of the agreement with proposed changes for the Committee's approval for the coming year. Three of the major changes involved insurance coverage, modification or termination of purchase orders or sub-agreements, and modification or termination of the master agreement.

MOTION #7

Everette Sullivan moved and Linda Maniak seconded that the Committee approve the WVARF/CRP Annual Agreement with changes as presented for the coming fiscal year. Motion passed.

MOTION #8

Everette Sullivan moved and Linda Maniak seconded that the Committee approve the Randolph County Sheltered Workshop requests to explore adding outerwear embroidery and screen-printing be added to WVARF04. Motion passed.

COMMENTS FROM THE PUBLIC

The Op Shop Update on Fairmont State University (FSU) Janitorial Services

Jan Smith thanked the Committee for its support during the past year in working with FSU to retain the janitorial contracts and in fact expand the services to include resident halls and Wallman Hall. Jan also thanked Craig Greening and Chris Miller for their assistance in providing information and negotiation time in the contract retention and renewal processes.

In addition to the contract expansion, Rich Proto, FSU Vice President of Financial Affairs, asked and the Op Shop staff agreed to manage 18 FSU janitorial employees. FSU will pay \$49,400 to Op Shop to manage these employees.

ADJOURNMENT

MOTION #9

Everette Sullivan moved and Linda Maniak seconded to adjourn the meeting at 12:13 p.m. Motion Passed.

| APPROVED: June 15, 2005

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