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

Minutes
August 11, 2004
Goodwill KYOWVA Conference Room – Huntington, WV

ATTENDANCE

Committee Members Present: Lee Dixon, Chair; Everett Sullivan, Donna Lipscomb; Brenda King; and Scott Padon, Exec. Secretary;
Committee Members Absent: Linda Maniak
WVARF Staff Present: Glenn McEndree, Craig Greening, Chris Miller, and Ken Kennedy
Visitors Present: Kim Lewis, Sandy Poling, and Marsha Allman

APPROVAL OF MINTUES

MOTION
Everett Sullivan moved and Brenda King seconded to approve the minutes for the June 16th meeting of the Committee. Motion passed.

MOTION
Everett Sullivan moved and Brenda King seconded to approve the minutes for the July 13, 2004 emergency meeting. Motion passed.

Donna Lipscomb arrived later in the meeting and had an amendment for the July 13th meeting minutes. She stated that upon review of the minutes prepared they did not adequately reveal what occurred during the emergency meeting. The majority of that meeting was over concerns where Committee members had requested information and had not gotten the information. In fact, the staff was directed not to provide any information to any Committee members. The entire meeting was on this subject and none of that information was included in the minutes of the meeting. Ms. Lipscomb wants to amend the minutes and believes it is vital to document the meeting accurately.

Glenn McEndree ~~stated~~ questioned whether that in order to amend the minutes a person who approved the minutes would have to withdrawal their motion for approval. Mr. McEndree stated that minutes are to reflect actions taken and they are not suppose to be verbatim. Ms. Lipscomb stated that the conversation took over an hour and the amendment is very short and is not verbatim what was said and merely reflects more accurately what was addressed during the meeting.

MOTION
Everett Sullivan moved and Brenda King seconded to withdraw his motion of the July 13, 2004 emergency meeting minutes. Motion Passed.

MOTION
Everett Sullivan moved and Brenda King seconded to approve the July 13 emergency minutes with the amendment provided by Donna Lipscomb. Motion passed.

Donna Lipscomb presented a draft of the July 14, 2004 emergency meeting minutes.

MOTION
Everett Sullivan moved and Donna Lipscomb seconded to delay approval of the July 14, 2004 emergency meeting minutes until the next meeting in order that members have time to review them sufficiently. Motion Passed.

FINANCIAL REPORT

Brenda King indicated that the Committee's Administrative Budget had a surplus of $846. The budget for FY2005 has not been forwarded to DRS in order for a report to be presented to the Committee at this time.

REPORT OF THE CHAIR
No report

REPORT OF THE EXECUTIVE SECRETARY
No report

REPORT OF WV ARF EXECUTIVE DIRECTOR
Staff is meeting with Terradon Communications to develop an internet strategy for migrating existing WV ARF offline processes into online processes. This strategy, should a contract be awarded, would allow WV ARF personnel to maximize their most valuable resource, time, and to provide added value to CRPs and State Agencies participating in the state use program.

Staff is drafting CRP Audit Criteria, which will need to be on file in the WV ARF office, such as, a 990, current documentation showing non-profit status, and annual financial audit. Discussion centered on the expense of a full-blown annual audit.

Craig Greening briefly reviewed information included in the Committee's packet showing the *Reduction in the Central Nonprofit Agency's Service Fee* including: Price Breaking Point, Janitorial Pricing Changes, WVARF04 Pricing Changes, and TEMP04 Pricing Changes. There were no comments from the Committee.

CONTRACT COMPLAINTS

Ken Kennedy presented a summary of the WV ARF FY2004 Complaint Log. For the year there were 20 informal verbal or email complaints from State Agency customers. Product complaints were 10 on water, 1 on soap, and 1 on rubber stamps. Services complaints were 6 on janitorial and 2 on DNR access sites.

There was one formal complaint by the Department of Motor Vehicles (DMV) on water delivery at the capitol. After attempts to remediate the problem were not successful, the Purchasing Division allowed DMV to purchase water and delivery from a private company. The State Use Program CRP, Green Acres, agreed to a Committee approved remediation plan in which they partnered with CRP, Prestera, to assume some delivery routes in the Charleston area. This plan after four months appears to be working.

Two complaints were reviewed concerning janitorial services provided by Goodwill Kanawha Valley from the Insurance Commission, Charleston, and Bureau of Employment Programs, Charleston. Goodwill provided a written remediation plan, which should address these complaints including:

- Monthly inspections will be made by supervisors to determine if the Statements of Work are being met
- Employees will be instructed to report malfunctioning equipment immediately
- Hiring a trainer/quality control person to assure that janitors are receiving appropriate training

Ken Kennedy presented information concerning a complaint about the wooden stakes provided by the Taylor County Workshop to the Department of Highways – Parkersburg District Office.

Sandy Poling of the Taylor County Workshop stated she feels she delivered what was asked on the purchase order and should not be penalized. She was asked to provide West Virginia hardwood – oak. She said if the purchase order had requested kiln-dried wood, she would not have agreed to fill it because her workshop doesn't purchase that type of wood. She also stated her workshop has never been asked to provide a year's supply of stakes and she did not know they would mildew when stored for that period of time.

Since Taylor County Workshop felt they were not responsible for replacing the stakes, the WVARF executive director approved a purchase order for Harrison County Sheltered Workshop to provide 200 bundles of stakes at a cost of $3,530.

Donna Lipscomb questioned the language for stakes in the statewide contract and stated that it should be changed to be more precise about the type of wood required in the future. Lee Dixon stated that the CNA would clean up the language of the purchase orders for future use and it would no longer say just WV hardwood. Ms. Lipscomb questioned if the contract is in affect for one year can it be changed now so that it does not happen for the remainder of the year. She was advised that any purchase orders would specify the type of wood to clear up any problems.

Brenda King stated that the Taylor County Workshop should not have to pay for the replacement stakes since they provided what was requested on the purchase order.

Brenda King moved the cost to replace the stakes through the Harrison County Sheltered Workshop ($3,530.00) be paid for out of the interest on the investment account and the workshop not be penalized. Donna Lipscomb asked that the motion be amended to pay for the lumber by using cash on hand. Brenda agreed to such an amendment.

MOTION
Brenda King moved and Everette Sullivan seconded that the cost to replace the stakes through the Harrison County Sheltered Workshop ($3,530.00) be paid for from cash on hand. Motion passed.

Marsha Allman of the Harrison County Sheltered Workshop stated that she believed the purchase order for the stakes should have come to her workshop from the beginning. They have provided the stakes for this customer for the past ten years and have a good working relationship.

Craig Greening indicated that this contract goes back to 1980 and developed prior to the Committee's formation. The result is that they have 11 CRP's listed under one of the old contracts that says who can perform the work. They have nothing on record that says that the Committee approved who can participate on the contract. The problems are two fold. First, it is only a $20,000 per year, or less, contract so to have 11 CRP's participating is problematic. Second, the regulations specifically state that once you identify the CRP's who can produce there has to be a fair and equitable distribution of orders. Craig Greening needs direction as to how to redefine the scope of work and also go through the process of determining who will participate in the contract. He believes that the contract needs brought back to square one.

Ms. Lipscomb stated that all 11 people should remain on the list but look at the process that the select committee is developing as to how to assign the contracts and assign them through that process. You must look at existing relationships and location, etc. She stated that the select committee has met several times and the assignment process is nearly complete.

There was discussion of whether the CRPs should have exclusive rights. The survey stakes purchase order is the only one with multiple suppliers. If this purchase order were for only one supplier, there would have been no questions about to whom to give the order. Just because this has multiple suppliers, does that mean they don't have to stick with the same supplier?

Regarding the assignment problem arising from the stake contract, Donna Lipscomb stated that as a member of the Committee she would like to see the form showing what CRP's want to participate and then use the Assignment Matrix process being developed by the Assignment Work Team to the assignment of stakes to CRPs as soon as the Committee approves the process. Brenda King questioned when this would be available. Ms. Lipscomb indicated that they were awaiting approval from the WVARF board of directors prior to coming to the Committee for approval. Brenda King stated that once the matrix was used the first time then you would not need to come back and do it every time. Craig stated that once a CRP gets the contract they can keep it and expect to maintain that business.

Scott Padon questioned when you have a competitive market and you have four CRP's in that market what happens, would you distribute them equitably. Craig Greening believes that the matrix would identify one CRP but he had not worked the matrix yet. Scott Padon wondered what would happen to the other 3 CRP's who were capable of supplying the service or commodity.

Glenn McEndree asked if customer satisfaction surveys were completed. He questioned whether something like this could be done instead of only acting on complaints? That would tell you who has complaints. Donna Lipscomb stated that when Craig Greening visits the State Agencies annually, he does a formal visit and asks questions to customers in order to gain an idea of customer satisfaction. Ms. Lipscomb did not believe that State Agencies would fill out a survey and they are more likely to provide this information face to face with Craig Greening. Brenda King agreed that people would not fill out a survey and the Committee would get better information by having a formal meeting to gain the information.

CONTRACT PRESENTATIONS

Non-reoccurring State Use Projects Report
There were two orders for Laser Cartridges totaling $846.17.

Renewals
Contracts to be approved for renewal were: DOH - District 2, DOH - District 5, DOH - District 7, DOH - District 9, and WV Geological & Economic Survey – Charleston. There were no changes in these contracts with the exception of DOH – District 9. There was a change for DOH – District 9, Greenbrier County. Because of budget cuts, they had decided to use prisoners for their janitorial services. They found out later they couldn't do this. They then decided to reduce the service from 5 days to 3 days.

JANITORIAL SERVICES

AGENCY	SITE	FMP PER YEAR	CRP
DOH	District 2 – Wareho use	$3,456.14	Goodwill – KYOWVA
DOH	District 5 – Headquarters	$47,684.98	Developmental Center
DOH	District 7- Headquarters	$53,627.41	Precision Services
DOH	District 9 – Headquarters	$9,247.64	Gateway Industries
Geo & Econ. Survey	Charleston -	$1,286.22	Goodwill – Kanawha Valley

MOTION
Everett Sullivan moved and Brenda King seconded to approve the contract renewals as presented. Motion was approved.

OLD BUSINESS

WV ARF Accounts Receivables Report

Chris Miller gave a financial report to the Committee regarding revenues for the past six months and accounts receivables. He stated that they now have full end of fiscal year 04 numbers and what went through WVARF's books is $9,733,958.00, which is a slight increase over fiscal year 03. This does not include whiper clothes and data entry that JCDC does or bottled water by Green Acres. If you add that in there it ended up over $11 million. He stated that temp services had fallen off significantly but they have since turned around considerably and are rebounding. Product revenue is down. They have two new projects, low impact monitor and stream access clean up which have helped make up the difference. They ended up being even for the year.

On the accounts receivable there is nothing that is significantly outdated and they do not have any problems to report at this time. They have $41,000.00 outstanding aged receivables over 60 days. Ms. Lipscomb questioned if there would be any claims filed in the Court of Claims against any state agencies for the accounts receivable outstanding. Mr. Miller does not know of any claims they will need to make at this time and no agency has told them that this will be required in order for them to be paid.

Chris Miller indicated that overall there was a slight increase for FY2004 from FY2003. There is nothing significant related to the Aged Receivables as of July 31, 2004.

Annual Planning Follow-up

There was a discrepancy in the Committee's FY2005 Annual Action Plan concerning the Annual Planning meeting date. Craig Greening stated that they have annual planning meetings noted for November and March and they need to clarify which date the annual planning meeting should be scheduled. Mr. Greening stated that the annual planning meeting should be scheduled in November so the committee can set the fee prior to developing a budget. The committee agreed and instructed that the meeting be scheduled for November.

MOTION
Brenda King moved and Donna Lipscomb seconded to change the date of the Committee's annual planning meet from March 2005 to November 2004. Motion was approved.

It was discussed that the Committee needs to talk about the Committee's Annual Administrative budget. Donna Lipscomb will look into the state budget timelines. Ms. Lipscomb stated that the budget has been a little over $5,000 in the past. She worked to get that increased so that it would cover the cost of the annual report but did not get the increase requested. It was increased to help cover the travel costs of the board members only. She does not know what amount was in the Department of Administration budget request for FY 06 for the Committee but will check and report back to the committee. Brenda King stated that there were funds available at the end of the fiscal year but Donna Lipscomb stated that any funds remaining are usually expired and put back into the general revenue account. She stated that not using the funds from the remaining year will hurt them in their efforts to get an increase. Brenda King stated that she believed that the funds were gone.

Committee Visits to CRPs
On September 16th, WVARF plans to visit Green Acres and Jackson County Development Center (JCDC). Anyone needing transportation should meet at

Institute between 9:15 a.m. to 9:30 a.m. The regular Committee meeting will be on September 15th at 9:30 a.m. at Institute.

The October Committee meeting and CRP visit was combined into one day – October 20, 2004. The visit will be to Nicholas County Sheltered Workshop. Anyone needing transportation should meet at Institute between 9:15 a.m. to 9:30 a.m.

Report from CRPs Regarding 2003 Disbursement
Chairman Dixon stated that the information needed from the workshops has come up on a number of meetings and he has a package of responses as to how they used the funds disbursed to them from the pre-sort contract. Donna Lipscomb stated that copies should be provided to committee members so they can review them prior to the next meeting. Ms. Lipscomb requested that this item be placed on next month's agenda.

Requests for Interest Initiated by CRPs
Ken Kennedy presented 8 CRP completed *Requests for Interest* to have commodities produced by the CRPs be added to the Master Statewide Contract (WVARF04). Those presented were:

	CRP	Commodity
1	SW Resources	Promotional Items
2	SW Resources	Signage
3	Developmental Center	One gallon bottled water
4	Gateway	Framed glass mirror
5	Gateway	Food handler apron
6	Gateway	Painter's drop cloth
7	Gateway	Rubber lab apron
8	Sheltered WS of Nicholas County	Biohazard spill kit

Donna Lipscomb asked questions regarding the form presented to the committee for the CRP's to get a new product on the statewide contract. She stated that the form provided is the same form developed which would be mailed out to all CRP's so they could fill it out to respond as to whether they were interested in being considered for new contracts that come up. Once the "Request for Interest" forms were received by WVARF then they would go through the matrix assignment procedure to determine who would be awarded the contract. Ms. Lipscomb requested that they have two different forms for the different actions. The "Request for Interest" form should be used when a CRP wants to be considered for a new contract assignment and another form developed for when they want to add a commodity or service to the statewide contract. CNA staff agreed to develop a second form. Brenda King agreed and feels there should be two different forms because these are two different issues.

Craig Greening stated that if a CRP comes up with a new commodity or service then WVARF will prohibit any other CRP from providing that commodity or service anywhere in the state. Mr. Greening stated that this is the incentive to come up with new ideas. He felt that if someone comes up with something that does really well, it wouldn't be fair to give it to someone else.

Ms. Lipscomb reviewed the WV Code regarding this issue, which states that the workshop who first proposes the new product may be given first choice to produce the commodity or service at the sole discretion of the committee. Mr. Greening stated that why would a CRP initiate a new product or service if it would be given to another CRP. Ms. Lipscomb stated that if a CRP developed a product or service they should be given the contract for their area but she does not believe that they should get exclusive rights statewide. It would be unfair for a CRP in Martinsburg who can provide the commodity not to be allowed to do that in their area because a CRP in Welch has statewide rights. Mr. Greening stated that there has to be the incentive for exclusive rights or it would not be profitable for the CRP to come up with new commodities or services. Ms. Lipscomb stated that the CRP who came up with the idea still gets the contract in their region so it would be profitable to them. Ms. Lipscomb further stated that she is concerned about how you can get more CRP's involved and help all communities in the state if everything is so exclusively tied up. She is concerned about helping everybody.

Glenn McEndree asked about having the CRPs indicate which areas that they would be interested in. They may have no interest in providing the service or commodity in another area.

There was some question of whether producing one gallon bottled water would affect the CRPs already providing water in five-gallon containers.

Lee Dixon stated that he has a problem applying the exclusive rights to the first two items brought before the committee today to be added to the statewide contract.

Ken Kennedy questioned what if a CRP spent $75,000 buying equipment to develop a product. Would it be fair for that CRP to spend that money counting on getting the statewide business? If another CRP opened up the same thing then her profit would be cut. Ms. Lipscomb suggested that before a new commodity or product was added then a request for interest should be mailed out to see if any other CRP's were capable and/or interested in that commodity or service prior to awarding any contracts. This would eliminate a CRP from spending money without knowing what type of profit they could expect.

Brenda King commented that she would like to see standard procedures that WVARF follows so that there can be consistency in how contracts are awarded. Brenda believes that you must look at capability. Ms. Lipscomb stated that a procedure has been developed by the study group which is fair, which uses the

matrix. Brenda King asked if the committee could have that information available to the Committee before the Annual Planning meeting.

Scott Padon stated that with promotional items you must look at the impact on small business prior to that being on the statewide contract because it would have an adverse affect on small business. Mr. Padon also stated that on one hand providing some exclusive rights protects their ideas and investment and defeats the type of problems with CRP's competing in their market. You must define what that market is. On the other hand the committee has to keep open minded. Brenda King stated that you must look at every new product or commodity differently. Mr. Padon requested that no consideration be given to promotion items or signage at this time due to the impact on small business. Additionally, he believes that signage may be done by Correctional Industries.

Ken Kennedy stated that what the committee is doing is challenging the process because they asked WVARF to add new products and services to the statewide contract. He stated that it is a revolving process and needs studied. Mr. Padon stated that you can't always add products to the list. The committee needs to be given a list and then decide each one on the list. If a product appears to be reasonable then they can allow them to proceed to explore developing that product. Donna Lipscomb stated that she does not have a problem with letting them explore for 90 days but stated that they be told up front that they may not be given statewide exclusive rights. Brenda King stated that the committee must be careful about how they allow CRP's to proceed as they rely upon the process and need to work off of the same process.

Donna Lipscomb stated that we must be very careful as to what we put on the statewide contract because that means that all state agencies must buy from the CRP and this can dramatically harm small businesses around the state. We can not get our statewide contract so large that it will adversely affect small business. Brenda King agreed.

Brenda stated that new Committee members should be given training to help understand the State Use processes. There was some discussion of an orientation manual for new members. She is unaware of any matrix in existence that WVARF could use to determine the assignment of contracts. She also stated that CRP's need to be told that the committee is in the process of changing policy so they are aware. She wants to make sure that the CRP's know what is going on because they depend upon the state use program.

Brenda King wants a list of all the different processes that WVARF uses at least by the annual meeting. Donna Lipscomb agreed that this is necessary. Ms. Lipscomb stated that the list should include how they determine the fair market price because she thought that a process was developed when Karen Bird was on the committee. Ms. Lipscomb recalls that Ms. Bird was adamant that the

committee had proof of that prior to purchasing approving the contracts. However, Ms. Lipscomb has since learned that this has not been taking place. This committee must approve the fair market price but they are not being provided with documentation as to how the fair market price was determined

Ms. Lipscomb stated that another process that she is concerned about which she had discussed with staff is the amount of overhead and profit that is allowed for every contract. How does WVARF determine that the overhead they are told by the CRP's is accurate and how does WVARF decide what profit the CRP should get. The committee should be shown the costing data prior to approving the contracts. Brenda King stated that anything that is brought before the committee, the committee needs to know what processes were used to get to that. She often takes WVARF's word for what is happening because she does not understand.

Ms. Lipscomb stated that another thing that she has discussed with the WVARF staff and the committee is the lack of internal controls. She stated that she plans to make a motion later in the meeting which would require WVARF to do annual audits of every CRP. This audit should include that every CRP meets the required criteria to participate, that they meet the 75% criteria, that they are a non-profit in good standing, that the sales numbers and information that the CRP submits is accurate and is confirmed by a review of their books. This committee needs to make sure that annual audits are performed to make sure that all criteria is met and the data is accurate rather than just taking people's word for everything.

Glenn McEndree said that this was not required as they get annual CPA audits already. Mr. Greening stated that what Ms. Lipscomb wants would not be checked with a CPA audit such as non-profit status, quarterly sales data, etc. Ken Kennedy stated that a list of items that WVARF needs to check annually should be developed and that information validated.

Ms. Lipscomb stated that WVARF needs to make sure that every CRP is paying the handicapped workers the wages, at a minimum, of what the committee approves in every contract. This is something that the committee recently learned wasn't being done and was told that CRP's didn't always pay the amount approved by the committee. Mr. Greening stated that most of the data needed to do this would come from payroll. It would be on the state use report as to hours worked, wages paid, etc. You would just need to make sure it balanced.

Ms. Lipscomb stated it should be easy to check the 75% ratio because the CRP should have that documentation and would just need to check the validation of the disability.

Ms. Lipscomb stated that this is a huge program that deals with a large amount of public funds and we do not have any internal controls and she wants this as a requirement. She stated that it seems to her that every time there is a committee

meeting the committee learns of something else that is not checked for accuracy. She feels the committee has a responsibility over the program. She stated that a major requirement to participate in the program is that you must be a non-profit. She recently did a check of the CRP's non-profit status and 5 of them on the list showed them as being revoked by the Secretary of State's office. She stated that internal controls absolutely had to be developed and audits done annually.

MOTION
Donna Lipscomb moved and Brenda King seconded that the CNA develop internal controls, which on an annual basis verifies that each CRP meets the criteria to be a qualified State Use Program participant, including but not limited to, meeting non-profit status, CRP's accurately documenting its CRP Quarterly Report information, that they meet the 75% ratio, and that the wages paid is what approved by the committee. Motion passed.

MOTION
Everett Sullivan moved and Donna Lipscomb seconded for the following CRPs to be approved: to have a 90-day exploration period to provide evidence of the CRPs capability to produce a commodity or service, to jointly working with the CNA and Purchasing Division to present information to the Committee in order to determine Fair Market Price, and with the understanding that the CRP may not have exclusive rights to this commodity or service:

CRP	Commodity
Developmental Center	One gallon bottled water
Gateway	Framed glass mirror
Gateway	Food handler apron
Gateway	Painter's drop cloth
Gateway	Rubber lab apron
Nicholas County	Biohazard spill kit

Motion passed.
NEW BUSINESS

State Use Conference
Glenn McEndree stated that the State Use Conference is scheduled for October 27-28, 2004 at Stonewall Jackson Resort. Goals set for the conference include: Outreach, Improved Service Delivery, and Increase Knowledge of the State Use Program. Glenn recommended that a planning committee of the State Use Committee chairperson and executive secretary and the WVARF president and executive director be established. One other volunteer from the Committee was called for. Brenda King volunteered.

Glenn McEndree stated that the committee would be required to approve expenditures for the conference. Brenda King stated that the subcommittee get together and then bring it back to the committee at the next meeting. Scott Padon stated that you need to put a list together of what is going to be offered and fax that to each member prior to the meeting.

Brenda King asked when they wanted to have it back to the committee. Mr. McEndree said that they would need to come up with an agenda and then fax it to committee members and discuss it at that point. Brenda King stated that if they are going to discuss the budget they need time to get the estimated costs together. Ms. Lipscomb stated that they have much of that information already because what WVARF planned to do was have a retreat for their association and after the budget changes they did not have the funding so they now want to change the purpose to make it a state use conference. WVARF is committed to spending the money and already know the commitment they have with Stonewall Jackson resort. They would just need to add the cost of the speakers, expenses, etc.

Mr. Greening stated that WVARF is committed to 54 rooms at $200 each. This price includes meals. It was decided that this was too much for WVARF to be responsible for.

Brenda asked if people would be paying for their own rooms or whether WVARF wanted to pay for the rooms for people to attend the conference. Mr. Greening stated that the Executive Committee of WVARF committed to Stonewall Jackson. Ms. King asked if the members of WVARF were going to pay for their own rooms. Mr. Greening stated that WVARF, Inc. is committee to pay for 54 rooms. He also stated that never before has WVARF paid for rooms for the CRP members, they have always paid for their own rooms. Donna Lipscomb stated that she has concerns and she does not know if she can vote to expend those funds. Brenda King stated that she needs more information as to what is going on with the conference.

Scott Padon explained that the WVARF association had a retreat planned to address association issues. With the budget changes that were made it left the association short . There was a commitment made to Stonewall Jackson Resort . Stonewall Jackson Resort is holding WVARF to the commitment made by the association. They must use what they committed to or lose the money. Stonewall Jackson is agreeable to shifting the dates from when the retreat was scheduled but are holding them to the commitment. The idea was that rather than loose the money they would turn the association retreat into a state use conference. They were going to invite all CRP's and the focus would be on explaining what is expected of the CRP's who participate in the state use program and as a marketing tool to get more people involved.

Brenda King stated that she understands you must pay for the speakers but does WVARF also want to pay for their rooms as well? Glenn McEndree stated that they did commit to paying for the rooms. Brenda King stated that WVARF's commitment does not keep WVARF from being reimbursed by the CRP's for their own rooms. Ms. Lipscomb stated that this was her recommendation to them earlier that they pay for their own rooms. Brenda King stated that if it has never been done before and WVARF committed in error then why don't they decide how to get reimbursed. Ms. King asked how much for each room the commitment was for. Mr. Greening stated it was $200.00 per room, including meals. Brenda King stated that WVARF is going to have to think of a way to be reimbursed either by CRP's paying for their own rooms or paying a registration fee.

Everett Sullivan questioned the specifics of the commitment. He asked if there was not state rate that was lower than $200.00 per room. Brenda King stated they could not get that because they are not a state agency.

Ms. Lipscomb stated that a conference of this type would be a good thing for the state use program to introduce new CRP's to what the program is about and to go over the new procedures for the assignment of contracts, etc. However, she has concerns that the committee will be paying for the same people who were going to originally be in the rooms but just change the agenda to justify the costs. Ms. Lipscomb stated that a registration fee is a good idea. Ms. Lipscomb is very supportive of a conference and believes it will help but with today's day and age and the scrutiny of spending that we need to be cautious of how we spend. Brenda King believes that she needs more information and a breakdown of the costs. She also stated that the association will not be able to have business meetings it will need to be everything related to state use.

It was recommended that Glenn bring back to the Committee a participant registration fee that covers the cost of the rooms. A registration fee of $100 was recommend by Brenda King to help cover some of the costs for the rooms. WVARF would only be responsible for food and speakers. The Committee agreed that it would not approve to pay the full cost of the conference.

<u>Assignment Policy Update, State Use and CNA Records and Fair Market Price and Costing Documents</u>

Scott suggested that the Department of Administration intended to meet the letter of the law as far as having access to the CNA records. The intent though was not to remove the CNA records from the WVARF offices. Guidelines need to be jointly developed which allow both the CNA and Department of Administration to have access to the records at the WVARF office and to assure their retention.

It was decided the agenda items of Assignment Policy Update, State Use and CNA Records and Fair Market Price and Costing Documents would be deferred to the next meeting.

Mr. Dixon stated that fair market price and costing documents is next on the agenda. Donna Lipscomb indicated she would like to see the Committee and the CNA follow procedures similar to the JWOD/NISH in determining fair market price. She recommended that discussion on this topic be placed on the agenda for the next meeting.

MOTION
Everett Sullivan moved and Brenda King seconded the meeting be adjourned. Motion was approved.

NOTE

Following the meeting, the Committee members toured the Goodwill KYOWVA Rehabilitation Training Programs, Shredding Project, and janitorial services for the Bureau of Employment Program Building and Interstate Rest Area.

The Committee wishes to thank Goodwill KYOWVA for its gracious hospitality in hosting the meeting and tour of its facilities and programs.