



**STATE OF DELAWARE
COMMISSION FOR STATEWIDE CONTRACTS TO SUPPORT EMPLOYMENT FOR
INDIVIDUALS WITH DISABILITIES**

Meeting Minutes December 19, 2017

A quorum was determined and the meeting was called to order at 2:04 pm

Members Present: Doyle Dobbins, Vice Chair, Dean Stotler, Government Support Services (GSS), Kristi Trudel, Ability Network of Delaware (A.N.D.), Michele Hamilton, Division for the Visually Impaired (DVI), Jill Morrison, Division for the Visually Impaired (DVI), Thomas Cook, Ability Network of Delaware (A.N.D.)

Present by Phone: Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR), Jo Donoghue, Counsel, Delaware Attorney General's Office (DAG)

Members Absent: Deloris Hayes-Arrington, (Department of Finance), Carvella Jackson (member), Michele Mirabella, (Chimes)

I. Approval of Minutes

Dean Stotler moved to accept the December 19, 2017, minutes as presented. Cynthia Fairwell second the motion. The motion carried.

II. Old Business

a. DVI/DIB Request to surrender the Engraving and Promotional Items set-aside contract

Dean Stotler commented that pending the outcome of the request to surrender the Engraving and Promotional Items set-aside from DVI/DIB contract nothing precludes any future request to re-establish this as a service from any other provider. Dean also stated this is something that DVI is not prepared to continue to service and there has not yet been any formal request, but given the charge of this Commission, it is important to note that it is not precluding future prospective opportunities should they present themselves.

Dean Stotler moved that the Commission vote to accept DVI's recommendation to remove the promotional items Set-Aside from the established Procurement List. Cynthia Fairwell second the motion. No one opposed, motion carried.

b. A.N. D. Fire School request to increase monthly billing amount

Kristi Trudel reported the Fire School located in New Castle County recently had construction and added on an additional 2,354 square feet. Previously they were cleaning 4,500 square foot of building space. Now the cleanable space per Facility Management is a total of 6854 square feet. The price they are proposing is adding the additional square footage. The square footage price is the same, \$1.49 per square foot. Dean Stotler stated this is a one vote issue as this is a current set-aside. There were not any other questions or comments. Dean Stotler moved to accept the price adjustment. Cynthia Fairwell second the motion. Vote taken, no one opposed. Motion carried.

c. Whether to establish a subcommittee to handle the RFP process (as stated in the Regulations) for CNAs.

Dean Stotler volunteered to lead the subcommittee on the RFP process for CNAs. Dean Stotler suggested based on the reasons that the legislature compelled the Commission to take on this activity, the participation would necessarily be exclusively of anyone who is in the market that might consider being responsive either directly or a sub contracted provider. Additional personnel, if need be, can be found in some of the larger users of the established set-asides. If we do not have adequate participation at the subcommittee level, Dean Stotler said he may suggest someone from Facilities Management and or someone from one of the larger using agencies of the temporary employment contracts as a means of having additional evaluators. Dean Stotler feels it should go to Council members first. Doyle Dobbins would like to have a committee developed by the February meeting. Thomas Cook reiterated that Doyle Dobbins, interim chair, is forming a sub-committee and it seems like there will be two (2) or more members of the subcommittee that would be drawn from the commission and others that were named from Facilities Management, DMS and DSS. Thomas Cook stated that this needs to be reflected in the minutes.

Orientation for the new council members was requested. Jo Donoghue will schedule the orientation for new council members. The target is for the orientations for new council members to occur between now and the January meeting.

III. **New Business**

None

IV. **Subcommittee Reports**

Regulations subcommittee – None

Report-Ability Network of Delaware (A.N.D.)

Kristi Trudel reported on the Veteran's Cemetery concerns on Janitorial Services at this location. The inspection schedule will be provided at the January meeting. The building is only being cleaned (three) 3 days per week but may be in need of services 5 days per week or more. A plan of correction is being implemented.

Thomas Cook reported on the Weigh Station on Route 301 in Middletown request to discontinue services. Currently the site is closed due to construction. Dean Stotler commented that this site is being temporarily suspended based on the customer's request. The location will not be removed. Thomas Cook stated that the intention is to resume service once the construction on the highway is completed. Dean Stotler asked if there would be a reduction in employment as a result of this closing. Kristi Trudel reported one employee will be out of a job. Dean Stotler asked if there is an opportunity for that individual to be relocated. Kristi Trudel said that is a possibility and that she will check with their provider, Connections.



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Thomas Cook reported that A.N.D. is investing in software for inspection purposes. This software package would not only provide a report, but would give immediate feedback to the sub-contractor as to any areas that needed improvement.

Thomas Cook reported that temporary services data numbers increased for November to 188 employees; an increase of 12 employees from October to November.

| A.N. D. Temporary Service Employment Numbers | | | | | | |
|--|------|------|--------|-----------|---------|----------|
| May | June | July | August | September | October | November |
| 175 | 169 | 168 | 159 | 165 | 176 | 188 |

Public Comments

No public comments.

Vacancies-The Commission will be in contact with the Department of Boards and Commissions to inquire about the vacancies, especially the Chair.

The next Commission meeting will be **January 23, 2018**.

Doyle Dobbins adjourned the meeting.

Respectfully submitted by
Michele Hamilton
Administrative Specialist