

From: **Pauline, David H** <david.h.pauline@wv.gov>
Date: Thu, Mar 23, 2023 at 1:20 PM
Subject: Re: Emergency Request for Food Service Workers
To: Alexander, Peggy L <peggy.l.alexander@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>, Mark L Totten <mark.l.totten@wv.gov>
Cc: Tara L Lyle <tara.l.lyle@wv.gov>, Michael A Clevenger <michael.a.clevenger@wv.gov>

Peggy,

Peggy,

In regard to the emergency request, you submitted. The emergency request for up to 5 Food Service Workers at the Clarksburg facility is approved for the period of April 1, 2023, through June 30, 2023.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and submit all supporting documentation to this office within 30 days of this approval for processing.

Please feel free to contact me if you have any further questions or concerns.

Sincerely,

David Pauline
Senior Buyer.

David Pauline

David Pauline, Senior Buyer
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130
(304) 558-0067

On Wed, Mar 22, 2023 at 3:20 PM Alexander, Peggy L <peggy.l.alexander@wv.gov> wrote:

Tara and David, attached is our request for a 3-month contract for food service workers. Please respond at your earliest convenience.

Thank you!

Peggy Alexander | Administrative Services Manager
WV Veterans Nursing Facility
1 Freedom Way | Clarksburg, WV 26301
304.626.1600 ext. 2015 | 304.626.1605 fax

Peggy.L.Alexander@wv.gov



*West Virginia Department of Veterans Assistance
West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg, WV 26301
(304) 626-1600*

March 22, 2023

Frank Whittaker, Assistant Director
WV Purchasing Division
1019 Washington Street E.
Capitol Complex Building 15
Charleston, WV 25305

Re: Emergency Request for Food Service Workers

Dear Mr. Whittaker:

The WV Veteran's Nursing Facility is requesting approval of an emergency contract for Food Service Workers for the period of April 1 – June 30, 2023, or until new contracts are in place. We have an immediate need for at least 5 full-time Food Service Workers, 7 days a week, covering the hours of 6:30 a.m. – 7:00 p.m. to assist with our bulk meal services that began on March 1st. Whereas, we were getting food trays from the VAMC next door, we are now bringing bulk food over for each floor/unit, keeping it hot/cold on steam tables, plating and serving plates, drinks, wrapping utensils, providing condiments and any extras our residents require, then returning carts, dishes, etc. to the VAMC to be cleaned and/or readied for the next meal. We serve breakfast, lunch, dinner, and snacks. This has resulted in a better dining experience for our residents, nutritionally, aesthetically, and atmospherically, but it also requires more work. We have been recruiting since January. Unfortunately, only 2 people accepted positions, but neither stayed. We are continuing to interview and attempting to hire state employees.

We have requested and received a waiver from statewide contract TEMP21 since Food Service Workers are not on that contract. We also contacted WVARF, and they have no staff available to send us. We plan to bid this out as soon as possible.

Costs are estimated at \$35/hour or \$7000/week per person, with a total for the full 3 months at approximately \$91,000. Our estimated needs may vary based on how many state employees we have, as well as vacations, sick leave, etc., and the number of residents in the facility.

As a nursing home, we must meet the dietary needs of our residents as stated in Federal Code 38 CFR 51.140 and WV Code 64-17-1. Without such, we run the risk of life, health, and safety issues of not providing the appropriate care to our residents. Dietary services are vital to the health and well-being of our residents, as well as the continuity, purpose, and mission of our facility.

Your approval of this emergency request will enable us to meet our staffing needs as we attempt to get a contract in place. Thank you for your kind assistance in this matter.

Sincerely,

Peggy Alexander
Administrative Services Manager
West Virginia Veterans Nursing Facility
(304) 626-1600 x.2015



MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

W. MICHAEL SHEETS
DIRECTOR

March 23, 2023

Peggy,

In regard to the emergency request, you submitted. The emergency request is approved for up to 5 Food Service Workers at the Clarksburg facility is approved for the period of April 1, 2023, through June 30, 2023.

Please follow all emergency procedures outlined in the Purchasing Division Procedures Handbook and submit all supporting documentation to this office within 30 days of this approval for processing.

Please feel free to contact me if you have any further questions or concerns.

Sincerely,

David Pauline
Senior Buyer.