

BEP VENDOR COMMITTEE MEETING MINUTES

January 27, 2017 • City Picnics @ NRB, Olympia, WA

Vendor Committee Members Present

- Robert Miller, At-Large, Committee Chairman
- Robert Ott, SW Region
- Roy Gappert, SW Region
- James Janney, NW Region
- Jacob Kamaunu, NW Region
- Carrie Arnold, NW Region

BEP Staff Present

- Bobby McCalden, BEP Manager
- Elvis Pruett
- Liz Tunison

Others in Attendance

- Joaquin Luna, BEP Vendor
- Stephanie Hilton, BEP Vendor
- Larry Watkinson, BEP Licensee
- Kathy Watkinson, BEP Licensee
- Shannon Warnke, BEP Student with her son

Introductions

- Meeting was called to order and everyone present introduced themselves.

MEETING AGENDA- January 27, 2017

1. Alignment of Committee
2. Financial Report for October to December 2016
 - a. Consumable Inventory Debt owed Through December: \$8171
 - b. Rent past due through December 2016: \$7.17
 - c. Cash in Bank minus warrants outstanding - \$774,851
 - d. Revenues - \$
 - i. State and local analysis update: \$165,434
 - ii. Federal revenues: \$199,694
 - e. Expenditures: \$36,686

- f. Benefit check: \$214,347
3. Vending Update
 - a. State's Nutritional Guidelines
 - b. Implementation deadline has passed
 - c. Update from stakeholder meeting and proposed changes to guidelines
4. Legislative session updates
5. Training Updates
 - a. Recruitment/candidates
 - b. Current Student
 - c. Possible classroom trainer
6. Opportunities
 - a. Thurston County Family & Juvenile Court
 - b. Pierce County Juvenile Court /Remman Hall
 - c. FAA Des Moines
 - d. Snohomish County Courthouse
 - e. Tacoma Administrative Building
 - f. Spokane WDC
7. Report on Facilities
 - a. HLB/HCA -Sept 2016
 - b. DOT
 - c. Pritchard
8. 2017 Meeting dates
9. Update on quarterly tenant meeting (Capitol Campus)
10. Other Business – Robert M.

MEETING MINUTES- January 27, 2017

- Introductions
- Robert Miller asked how vendors were dealing with wage increase and if they've noticed any impact?
 - Cutting back on employees hours when feasible.
 - Adjusting menu prices. Some plan to do this gradually through the course of the year.
 - Raised all employees' wages, not just those at prior minimum wage to maintain fairness and morale.

- Keeping pricing competitive with nearby businesses.
- Closing facility earlier (with facility approval)
- Finding ways to cut costs in products, such as prepping fresh hash browns versus purchasing premade.

1. Alignment of Committee

- a. Voting for Committee Chair: Robert Miller received only nomination and was unanimously approved to continue as Committee Chair through 2017.
- b. Vice Chair: Nominees were Roy Gappert and Robert Ott. Robert Ott won with a unanimous vote.

2. Financial Report for October to December 2016

- a. Consumable Inventory Debt owed Through December: \$8171.08
 - Owed by single vendor.
- b. Rent past due through December 2016: \$7.17
 - Checks written for incorrect amounts
- c. Cash in Bank minus warrants outstanding - \$774,851
 - Note that half of this is federal funds and unusable by the program for purchasing equipment, remodeling, build-outs, etc.
 - At this time, BEP can't reasonably take on new site if there were large expenses involved.
 - BEP also has to consider increased cost of repairs while revenue stream has decline or remained stagnant.
 - Some older existing facilities (L&I, NRB) may be in need of remodels soon. How will program anticipate paying for these necessities?
 - Equipment maintenance & the importance of upkeep to save on expensive costs was discussed. Ideas were shared ranging from leasing equipment from a company that would provide maintenance, increasing vendor financial responsibility on repair bills, taking advantage of warranties when able and finding local repair companies with reliability and reasonable rates.
- d. Revenues - \$
 - State and local analysis update: \$165,434
 - This is up roughly \$30K from past 2 years.
 - Unsure if this is sign of an upward trend for year.
 - At this rate, the year state & local revenue is projected to hit about \$661,736 which would be an improvement on last year's \$580,951 and 2015's \$568,567.

- Federal revenues: \$199,694
 - This is an increase from last year's \$152,524.
 - Based on one large received payment.
- e. Expenditures: \$36,686
 - Projected to hit about \$146,744 for the year which is lower than last year's \$158,031.
 - Highly depends on needed repairs and if any realistic opportunities arise.
- f. Benefit check: \$214,347
 - Sent out this month.
 - Vendor's voted to receive 100%.

3. **Vending Update**

- a. State's Nutritional Guidelines
 - Vending machines in state buildings have to set at 50% healthy options.
 - BEP has worked with Dept. of Health (DOH), agency Wellness groups and contracted vending companies to facilitate roll outs.
- b. Implementation deadline (December 2016) has passed.
 - BEP is unsure of the impact on sales and thus commissions this change will create.
- c. Update from stakeholder meeting and proposed changes to guidelines
 - Aligning vending requirements with the Smart Health guidelines used in schools.
 - Still concerns with entrée offerings in micromarkets meeting DOH requirements. Difficult for healthier salads and sandwiches to meet criteria due to sodium restrictions.
 - Uncertain when these new guidelines will roll out since prior ones were only set to officially begin at the start of this year.
 - On a separate note, Bobby wanted to praise the state cafeteria owners for all they've done to meet the healthy requirements. In visiting locations, he's seen the purposeful focus on healthy options. While it may seem evaluators may come in and point out what's missing, there often isn't enough acclaim for what is being done right. Kudos to all for all the hard work.

4. **Legislative session updates**

- a. HB 1116 - 2017-18: Implementing family and medical leave insurance.

Allows workers to: (1) Care for family members with a serious health condition or to recover from their own serious health condition; and (2) Deal with exigencies arising out of the military service of a family member.

Requires the employment security department to: (1) Establish and administer a family and medical leave insurance program; and (2) Pay family and medical leave insurance benefits.

Changes the name of the family leave insurance account to the family and medical leave insurance account.

5. Training Updates

- a. Recruitment/candidates: Interest from several candidates. May start another class in late fall.
- b. Current Student: Is present. About midway through training. She shared her background and how BEP training is going.
- c. Possible classroom trainer: Jim Sutherland may be contracted to assist with future BEP Training.
- d. Committee asked about utilizing Hadley online BEP Training. Was originally considered as an idea for pre-training for BEP applicants. Bobby hasn't had opportunity to review the training. Could be used in conjunction with BEP Training.

6. Opportunities

- a. **Thurston County Family & Juvenile Court:** Former BEP site. County is interested espresso service. Bobby & Elvis are researching the site to determine feasibility.
- b. **Pierce County Juvenile Court /Remman Hall:** Interested in small espresso stand. Doesn't seem much opportunity for vendor to make profit.
- c. **FAA Des Moines:** New location under construction. Set to open in 2018. Current FAA Renton Vendor would migrate to new location. Was suggested that vendors in bigger locations mentor FAA Vendor to prepare him for the transition to a busier location.
- d. **Snohomish County Courthouse:** No progress. Voted down. Maybe looking to make improvements to current courthouse.
- e. **Tacoma Administrative Building:** Voted down. No progress.
- f. **Spokane Work Development Council:** Contacted Bobby, but hasn't had been able to connect with him.

7. Report on Facilities

- a. **HLB/HCA - Sept 2016:** 2 sites combined. Vendor still ironing out some transitional details. And responding to customer feedback. Vendor has positive spirit!
 - b. **DOT:** Prior vendor gave up facility in October for personal reasons. Currently BEP has a contractor running site. Bid will go out in March with hopes that incoming vendor will be able to work location with contractor to ensure successful transition. Been great feedback concerning service and product from customers.
 - c. **Pritchard:** Opened for Session earlier this month. Good customer feedback, but sales have been slightly lower than last year.
- 8. 2017 Meeting dates:**
- a. March, June, September and October.
 - b. Please bring ideas for October All-State Meeting to start planning early.
- 9. Update on quarterly tenant meeting (Capitol Campus)**
- a. Meeting between BEP, Vendors and Asset Managers in Olympia state buildings. Will help strengthen working relationship between all parties.
- 10. Other Business – Robert M.**
- a. Congratulations to Roderick Roberts on the new additions to his family. They welcomed twins earlier this month!
 - b. Also congrats to Elvis for successfully taking the reins from Jim Sutherland. Jim officially retired at the end of December.