

All State Business Meeting Minutes

Natural Resources Building, 1111 Washington St, Olympia, WA 98501

October 27, 2018 ■ 1:30 – 4:00 pm

Vendors Present:

- Roy Gappert
- Stephanie Hilton (Saturday only)
- James Janney
- Jacob Kamaunu
- Robert Miller
- Robert Ott
- Roderick Roberts (Business meeting only)
- Randy Tedrow
- Gloria Walling
- Shannon Warnke (Saturday only)

Licensees Present:

- Carrie Arnold
- Chad Morey (Saturday only)

Guests / Trainees Present:

- Amber
- Billy Albertson
- Bonnie Hartman (Saturday)
- Keith Klimek
- Rachelle Klimek
- Patricia Maloney
- Holly Munroe (Saturday)
- Reed Miller (Saturday)
- Abby Santiago
- Jeff Warnke (Saturday)
- Harry Whiting (Friday)

Staff Present:

- Bobby McCalden
- Liz Tunison
- Elvis Pruett

Vendors' Business Meeting Agenda

1. Financial Status of the Business Enterprise Revolving Fund.
2. State of the Business Enterprise Program.
3. Nominating Vendors Benefit Package Distribution Parameters
4. Declaration by Vendors for Vendor Committee Representation.

Current Committee Members at 2-year mark:

- **AT-Large:** Robert Miller
- **NW Region:** Stephanie Hilton
- **SW Region:** Robert Ott

5. Health Benefit Open Season from November 1-30th
6. Other Business and Time to Share.

VENDORS' BUSINESS MEETING MINUTES

1. Financial Status of the BERF Fund as of September 2018

- **Operating Fund Balance:** The cash in bank is approximately \$465,687. This was positively affected by the vendors voting to return a portion of their benefit package back to BEP as well as by Newline being covered (2018-2019) by the agency. This

provided an \$114,000 boost to the operating fund otherwise the current balance would be approximately \$350,000.

- **Federal Revenue:** Approximately \$446,000. It was \$264,000 last year. This increase is due to a large commission payment from a Department of Defense location. Wouldn't expect this to continue to be the norm.
- **State & Local Revenue:** \$639,643, which is slightly lower than last year. Revenue from 2017 was \$641,255. In 2015, it was \$568,567 so overall, it does seem to be holding largely steady. This is probably due to the installation of micromarkets in various state agencies.
- **Program Spending:** Approximately \$600,000, which is about \$65,000 higher than last year, but this is based on opening a new facility (FAA Des Moines) and a small renovation (Snohomish County Courthouse). Compared with the \$775,769 spent in 2015, this reflects BEP's efforts to monitor spending when possible.

2. State of the Business Enterprise Program

- While cash in bank is about \$465K, when asked what a comfort level would be for the program, Bobby felt at least \$700K. This would allow BEP to comfortably go into a new facility or handle much needed refreshes in the older facilities.
- BEP is striving to spend less where possible and save when able. An example of this is buying more affordable brands of replacement refrigerant units. Committee shared appreciation of efforts to improve BEP's financial standing.
- BEP is solely funded by vending commissions earned from state and local locations. These funds, just like vendor's facilities, are impacted by uncontrollable things such as healthy option

requirements, Seattle sugar tax and building staff telecommuting more regularly.

- Other potential revenue sources were discussed. They include:
 - Donations (includes vendor's donating portion of benefit package).
 - Improved maintenance of equipment to save money.
 - Increasing equipment repair deductible. Pros and cons debated with no plan to change at this time.
 - Moving to Set-Aside.
- Opening US Courthouse Seattle next April will cost the program even though most equipment is in place. Many unknowns in taking over an existing location that is new to the program.
- Cost of equipment repairs was discussed. Continually a fine line of weighing when to fix versus replace.

3. Nominating Vendors Benefit Package Distribution Parameters

- Approximately \$446k to be distributed by 16 current vendors and 2 that left during 2018.
- There was discussion regarding the purpose of the Benefit Package, which is that to pay for health insurance and/or as retirement savings. Vendors discussed the high cost of doing business. There was further conversation about the state of the program and its ability to financially take on new opportunities and/or improve existing ones.
- Four options were nominated and discussed before a formal vote to narrow down to two alternatives for the ballots.
 - The 4 options were:
 1. 100% going to vendors.

2. \$100,000 going to BEP and remainder to vendors.
 3. \$15,000 max going to each vendor and remainder going to BEP.
 4. \$17,500 max going to each vendor and remainder going to BEP.
- A silent vote was taken and the results were narrowed down to either 100% being distributed to vendors or \$100,000 going to BEP and remainder being divided amongst vendors. There were 3 votes for each of these winning nominations and two each for the other alternatives.
 - Ballots with the two top options will be mailed out in November and results determined by the end of the month.

4. Declaration by Vendors for Vendor Committee Representation

- **Current Committee Members at 2-year mark:**
 - **At-Large: Robert Miller**
 - **SW Region: Robert Ott**
 - **NW Region: Stephanie Hilton**
- Nominations were taken, seconded and closed.
 - For the At-Large position, the following vendor was nominated: Robert Miller.
 - For SW Region position, Robert Ott was nominated.
 - For NW Region position, Stephanie Hilton was nominated.

- Ballots will be mailed out in November. Vendors will have option to vote for appropriate nominees in their region or fill in the blank with other potential candidates.

5. Health Benefit Open Season – November 1-30th

- Explained that vendors and immediate family were allowed to participate in Washington State health care plan. Vendors are responsible for paying monthly fees.
- Rates were emailed out. They start at approximately \$706 per month for a single person and \$1350 for a couple.
- Open Season is November 1-30th.
- Insurance would kick in on January 1, 2019.

6. Time to Share:

- Gloria Walling encouraged vendors to consider serving on the State Rehabilitation Council for the Blind ([SRCB](#)). Positions are appointed by the governor and her position expires soon. There is an application process including background check. Meetings are in Seattle quarterly but travel and accommodations are covered if you live more than 50 miles away. The SRCB works alongside the DSB to promote excellence in service, leading to independence and meaningful employment for blind and visually impaired people in Washington. It's a great opportunity to be involved and Gloria stressed the importance of BEP being a part of the SRCB discussion on policies and plans.
- Rod Roberts encouraged vendors, licensees and trainees to be open to reaching out to experienced vendors for advice. Encouraged everyone to learn from others' years of experience in the business. Being able to mentor and being open to mentorship is the best way to give back and help the program succeed.

- Suggested to revisit preventative maintenance at next All-State Conference. Elvis announced he is willing to teach anyone as well as their manager and/or staff how to perform maintenance in their own facility. Please ask him to schedule a time to do so. Preventative maintenance will help everyone save money as well as keep equipment running more efficiently.

Meeting concluded just prior to 4:00 pm.