

BEP VENDOR COMMITTEE MEETING MINUTES

March 24, 2017 • Seattle DSB Office

Vendor Committee Members Present

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

BEP Staff Present

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

Others in Attendance

- Randy Tedrow, BEP Vendor
- Gloria Walling, BEP Vendor
- Roderick Roberts, BEP Vendor
- John Bechtel, BEP Licensee
- James Schwartz, DSB Client
- Greg, Robert Ott's driver

MEETING AGENDA- March 24, 2017

1. Introductions
2. Financial Report for October 2016 – February 2017
 - a. Consumable Inventory Debt owed Through February: \$
 - b. Rent past due through February: \$
 - c. Cash in Bank minus warrants outstanding - \$
 - d. Revenues - \$
 - e. Expenditures: \$
3. Vending Update
4. Legislative session updates
5. SRC update – Gloria
6. Training Updates

7. Opportunities
 - a. FAA Des Moines
 - b. Spokane visit March 2017
8. Report on Facilities
 - a. HLB/HCA -Sept 2016
 - b. DOT/ESD – Notice of Availability
 - c. Pritchard
9. Other Business – Robert M.

MEETING MINUTES- March 24, 2017

1. Introductions
2. Financial Report for October 2016 – February 2017
 - a. Consumable Inventory Debt owed Through February: \$0
 - b. Rent past due through February: \$0
 - c. Cash in Bank minus warrants outstanding - \$620,698
 - d. Revenues - \$231,577 for State/Local. State revenue trending slightly higher than prior year. Might be explained by some “catch up” payments on a few sites. \$218,049 on Federal side.
 - e. Expenditures: On controllable costs such as equipment repair is \$35,501. On pace to run about \$142,004 for the fiscal year.
3. Vending Update

Discussion regarding maintenance, cleanliness, product quality in vending machines. Vendor concerned that fluctuations in sales might be explained by vending machine appearance. Per contract, vending companies must maintain set standards. BEP offered to set up meeting with Evergreen Vending, snack & micromarket purveyor for Thurston County state facilities, to find out how they maintain their equipment and product line.
4. Legislative session updates

There are multiple bills addressing paid family leave being considered.

- a. SB 5149: Provides family leave benefits to certain employees and those employees continue to be eligible for the benefits during employment with a covered employer.
- b. SB 5829: Addresses the provision of paid family leave for the birth or placement of a child for adoption or foster care with an employee and for a qualifying exigency under the federal family and medical leave act.
- c. HB & SB 1116: 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. 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. Changes the name of the family leave insurance account to the family and medical leave insurance account. Requires the state treasurer to, on July 1, 2017, transfer forty-two million dollars from the state general fund to the family and medical leave insurance account. The transfer is a loan for start-up costs of the program.

5. SRC update – Gloria

Gloria shared her involvement in the State Rehab Council. She stressed the importance of vendors being active in groups that protects and fight for the rights for blind individuals.

6. Training Updates

- a. Current student on track to graduate in May.
- b. BEP is trying idea of splitting training day with morning portion being On the Job Training (OJE) and second part classroom training. Bob Miller reported this set up was going well. Something BEP will explore utilizing in future training as others seemed receptive to idea.
- c. Discussion of internships versus mentorship. New licensees might be able to do an internship (work) for a current vendor upon graduation. A mentorship is more of a business owner to business owner relationship which could be beneficial to brand new vendors. Having an “equal” with years of experience offering advice and checking in should increase a new business owner’s long term success as they navigate novel territory.

7. Opportunities

a. FAA Des Moines

- Discussed concerns about physical space and menu limitations.
- Deliberation of whether the café will be more of a fast food versus short order facility?
- Debate over asking for exclusivity clause regarding in-house catering. Felt it would be important for vendor to stay competitive and rather than rely on specific clause.
- Roughly 5 areas of profit to focus on: Burgers/grill, espresso, catering, healthy options like grab & go salads and snacks/package goods.

b. Spokane visit March 2017

- Spokane Area Workforce Development (WDC): Seeking espresso stand, but not feasible in their current location. Possibly in 2019 when their space expands.
- Spokane Courthouse: Hardly any foot traffic during visit. Didn't seem feasible for vendor to build a business in the existing facility.
- Spokane County Courthouse: Unscheduled visit. Food service already exists.

8. Report on Facilities

a. HLB/HCA –Operated started Sept 2016

- BEP assisting when possible while vendor was on medical leave.
- Facility improving. No further complaints since meeting with facility management as discussed at prior vendor meeting.

b. DOT/ESD – Notice of Availability

- Notice will be sent out next week.
- Discussed the viability of the ESD espresso stand. BEP has been unable to obtain the population of building. Stand has continually struggled to make a profit. Vendors agreed it might be wise to shut it down if it's determined there isn't enough staff present to ever develop enough sales to be profitable.
- Also brought up the sales at the DOT espresso stand. If that site was given up would the facility contract a private company to operate it?

c. Pritchard

- Sales were lower than anticipated. Expects to close mid-April

9. Other Business – Robert M.

James Janney shared a letter from Costco concerning the mark they make on their receipts upon leaving the store. It makes the receipts hard to read when scanned. They were looking into changing the policy and would do their best to mark the back of the receipt.