

Vendor Committee Meeting Minutes

April 4, 2015 ♦ DSB Office, 4565 7th Ave SE, Lacey, WA

Members Present: Robert Miller – At-Large, Committee Chairman; Robert Ott – SW Region; Gloria Walling – NW Region; Carrie Arnold – NW Region; Roy Gappert – SW Region; James Janney – NW Region

BEP Staff Present: Jeanne Gallo, Michael MacKillop, Liz Tunison, Jim Sutherland

Others in Attendance: Robert Martin, BEP Operator

INTRODUCTIONS

Everyone present introduced themselves and then ground rules were discussed. Robert Miller will review and possibly update these for next meeting to ensure professionalism during meeting.

The Ground Rules

1. Listen
2. No interruptions
3. No side conversation
4. Confront ideas not people
5. Focus on needs rather than position
6. Work towards agreement

It was also agreed by all that the meetings would be held as a collaborative process where everyone would have opportunity to speak.

MEETING AGENDA

1. Financial Report for October 2014 to February 2015

- a) Consumable Inventory Debt owed as of the end of February – \$8,157.82
- b) Rent past due as of the end of February – \$7.05
- c) 1110 Cash in Bank minus warrants outstanding as of the end of February – \$779,423.49
- 2. Training Program – Jeanne
 - a) Report on Hadley
 - b) Upcoming New Operator’s Training
 - c) Planning for All State Meeting
- 3. State’s Nutritional Guidelines – Roy
- 4. Vending Update – Jeanne
 - a) New stickers w/ Vending.machine@dsb.wa.gov email
- 5. Planning for BEP Staff Departure – Michael & Jeanne
- 6. Vendor’s Committee By-Laws – Robert M.
 - a) Name Change
- 7. Out Reach for New Operators – Gloria
 - a) OTC
 - b) Consumer groups meeting
- 8. Rest Areas – Jeanne
- 9. Report on State Rehab Council meeting and other upcoming meetings – Gloria
- 10. Scheduling Special Meeting of Committee – Robert M.
- 11. Opportunities – Jeanne
 - a) DOT/DOC Goodrich Building, Tumwater
 - b) SSA, Auburn
- 12. Report on Facilities – Jeanne
 - a) FAA Building, Renton
 - b) EPA building, Seattle
 - c) Bremerton Navy Yard
 - d) Pritchard
- 13. Policies /Procedure – Dress Code for Facilities – Robert M. and Jim
- 14. Other Business – Robert M.

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| MEETING MINUTES |
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Anthony Manfre, Management Analyst 3 with DSB Fiscal, was introduced to the group. One of Anthony's duties is assisting BEP with spend reports.

1. Financial Report for October 2014 to February 2015
Jeanne read through and explained the report line by line as the System 7 version is more detailed than the prior one from MACCS.
 - a) Consumable Inventory Debt owed as of the end of February – \$8,157.82
 - b) Rent past due as of the end of February – \$7.05
 - c) \$111K Cash in Bank minus warrants outstanding as of the end of February – \$779,423.49.
2. Training Program – Jeanne
 - a) Report on Hadley
 - Will be 11 modules, but only 5 currently available for staff to assess.
 - They use verbiage unfamiliar to BEP training that we would have to incorporate.
 - Concerns about how much overall retention students would have of the material. Covers a lot of concepts. At this time, unsure of how detailed into material it gets as all modules aren't available yet.
 - Good information about maximizing accessibility tools on the job.
 - Jeanne felt it may cut down the BEP training time a 4-6 weeks.
 - Disadvantage is there aren't handouts for later reference. BEP emphasizes preparing task lists, employee handbook, order guides, menus, etc. during training. Having students create these tools during training is an invaluable resource in their success.
 - Michael didn't foresee Hadley replacing BEP Training, but as introduction to the program. Hoping it would help bring more participation, especially with clients in

remote areas who could try to online program before committing to temporarily relocating during the BEP Training. Also saw it as a recruiting tool that could possibly cross over in other business areas if client ventured into another area of self-employment.

- It was suggested that interested clients spend a few weeks at a BEP site first to really understand what it takes to be a successful entrepreneur.
- Some committee members were concerned the time commitment of adding the Hadley portion into the training might be a deterrent.
- VR would pay for the Hadley training. Anticipate only paying for a module at a time versus for entire course up front which would be ideal if the client changed mind.

b) Upcoming New Operator's Training

- Out of 8 clients that have expressed interest in the program, BEP anticipates only one enrolling in the June class. This client is coming from another state where they participated in the program.

c) Planning for All State Meeting

- All-State will be October 23rd-24th.
- Each Committee Member should bring a topic idea to next meeting. Hoping to have general meeting outline in place for new BEP Manager.
- Sysco chef wants to participate. Suggested that he sticks to subject matter relevant to all facilities.
- Anticipating the meeting at L & I. If that falls thru, we will consider NRB or OB-2.

3. State's Nutritional Guidelines – Roy

- a) UW did a vending & café survey recently to monitor the implementation of healthy guidelines. There are still areas needing improvement. BEP would like a list from Dept. of Health of the specific items such as brands of bread that meet the guidelines.

- b) Roy encouraged vendors to attend their facility Wellness Group meetings. Best to work with them and ensure they don't attempt to define what items can or cannot be served.
 - c) BEP will create laminated "Free Water" signs for Campus facilities.
4. Vending Update – Jeanne
- a) As of January, the vending contracts for state facilities include verbiage concerning the Dept. of Health 50% healthy requirements reflective of Executive Order 13-06.
 - b) Been increase in request for micromarkets. Dept. of Health worked with Evergreen Vending to create list of acceptable items that meet their guidelines. It has been a challenge to find qualifying items.
 - New stickers with Vending.machine@dsb.wa.gov email
 - This topic was not covered due to time constraints. BEP had a new email created in order to filter any vending issues to multiple staff simultaneously. The current label sent to vending companies to place on their machine indicating a portion of funds goes to BEP is being updated to include this email.
5. Planning for BEP Staff Departure – Michael & Jeanne
- a) Jeanne's last day will be July 6, 2015. Her job is currently under recruitment.
 - b) Michael MacKillop led the discussion on how the interview process will go and will follow up with set dates soon.
 - c) Michael is very committed to having committee members involved in the interview process. The committee would like to have a member on the first interview panel as well as on the second. The final decision will be made by director, Lou Oma Durand.
6. Vendor's Committee By-Laws – Robert M.
- a) Due to time constraints, this topic was not covered.
7. Out Reach for New Operators – Gloria
- a) OTC

- Jim Sutherland will resume the practice of discussing the BEP Program with OTC students. Details are still being worked out.
- b) Consumer groups meeting
- WCB Convention November 5-7th in Seatac.
 - ACB National Convention will be July 3-11th in Dallas, Texas.
 - NFB National Convention will be July 5-10 in Orlando, Florida.
 - Jeanne was invited to a one day RSA Meeting in June. Main topic is Healthy Food and Vending. Jeanne will not be attending.
8. Rest Areas – Jeanne
- a) WSDOT may be closing down 3 rest areas: Silver Lake, Custer north and south. This will impact BEP revenue.
- b) WSDOT has offered BEP the Toutle River rest area. BEP expects it will do well and discussion is under way between both agencies and Canteen Vending.
9. Report on State Rehab Council meeting & other upcoming meetings – Gloria
- a) WIOA was discussed at SRC. It may have impact on accessibility of applications to clients.
10. Scheduling Special Meeting of Committee – Robert M.
- a) Either June 12th or 19th.
- b) This will allow the introduction of the new BEP Manager to the group.
11. Opportunities – Jeanne
- a) DOT/DOC Goodrich Building, Tumwater
- Bid went out April 2nd. Facility opens in May.
 - Café is being operated similar to Subway. Deli, espresso, grab & go.
 - Rent is low, but utilities will be payable. LED lighting will be added and BEP is replacing some current equipment with more energy efficient options.

- About 2400 square feet with dining space. All space will be maintained exclusively by operator.
- b) SSA, Auburn
- Large sprawled out campus with café on far end. Makes it a challenge for staff on 30 minute lunch to utilize.
 - Currently small grill, single fryer and minimal grab & go. Seems an extra challenge to service staff quickly.
 - Sales are unremarkable. Current owner is pulling out before end of contract which BEP takes to be an ominous sign that business isn't profitable.
 - Feel best option is to place micromarket in the space with hopes that BEP might place operator in café at later date if staff population increases.
12. Report on Facilities – Jeanne
- a) FAA Building, Renton
- Still under contract with private operator. Newest BEP Licensee is hoping to intern there.
- b) EPA building, Seattle
- Still working on the A/C issue.
 - Anticipate it opening on June 1st.
- c) Bremerton Navy Yard
- Bid for these 2 sites going out this month.
 - Discussion on whether to join the sites as one location or keep it as it currently is and the 2nd site could be picked up under an emergency contract. After input was shared, it was decided the best option is to leave them separate as it could be an opportunity for another vendor.
- d) Pritchard
- Did well. Closing up soon as legislative session draws to a close.
13. Policies /Procedure – Dress Code for Facilities – Robert M. & Jim
- a) BEP has noted a lot of inappropriate, unprofessional and unsafe attire at many facilities. Since the operations are in

professional business settings, BEP would like to see a dress code in place.

- b) Jim shared a suggested dress code that BEP created with verbiage from another BEP program. Safety and professionalism was emphasized.
 - c) Committee discussed whether each operator should create own dress code or BEP should have a general dress code policy.
 - d) BEP staff can't approach vendor's staff if dressed inappropriately unless there is a written policy by the operator that can be referenced.
 - e) The committee recognized the importance of dress code and it was decided the topic would be revisited at next meeting. The overall opinion seemed to lean towards each vendor creating own dress code policy.
14. Other Business – Robert M.
- a) Jim mentioned cleaning fan coils on toaster in similar fashion as refrigeration. Been issues with fan area getting clogged and toasters breaking down. This requirement will be added to facility equipment evaluation.

Note: The next meeting is tentatively scheduled for June 12th or 19th. It will be held in an Olympia BEP facility that will be determined. If you need information, please call Liz at 360-725-3845.

CD recordings of the meeting are available upon request.