

# Vendor Committee Meeting Minutes

September 26, 2014 ♦ 3411 S. Alaska St, Seattle, WA

## **Members Present**

Gloria Walling- NW  
Roy Gappert- SW  
Carrie Arnold- NW  
James Janney- NW  
Robert Miller- SW

## **BEP Students Present**

Randy Tedrow

## **BEP Staff Present**

Jeanne Gallo  
Liz Tunison

## **AGENDA**

1. **Financial Report for Oct. 2013 through end of August 2014.**
  - a) **Consumable Inventory Debt owed as of August 2014: \$ 15,692.22**
  - b) **Rent past due as of August 2014: \$ 6,183.94**
2. **Training Program – Jeanne**
  - a) **Current class: Started July 2014 End Mid December 2014**  
**Student Randy**
  - b) **Upcoming class: Start: Jan. 7, 2014, 1 individual completed all requirements, 1 completed some requirements but not the test, 1 voiced interest but no application**
3. **State’s Nutritional Guidelines & Vending Update – Jeanne**
4. **DOH Marketing Materials – Jeanne**
5. **Vote on Chair of Committee – Committee member**
6. **Agency Changes - Jeanne**
7. **All State Meeting – Liz & Jeanne**
8. **Upcoming Blast Conference – Jeanne**
9. **Report on State Rehab Council meeting & other upcoming meetings - Gloria**
10. **Vending Machine Revenue – Jeanne**
11. **Opportunities - Jeanne**
12. **New Buildings —**
  - a) **FAA-Renton: Jeanne**
  - b) **EPA- Seattle: Feb. 2014, 5/2014, 9/2014, 1/2015 - Jim**
  - c) **Snohomish Co. New Courthouse break ground in 2015 complete 2016**
  - d) **Pierce Co. New Administration Building completion 2<sup>nd</sup> half 2016**
13. **Report on Facilities:**
  - a) **Pierce County Annex remodel:**
  - b) **Lighting Project at King County Deli**
  - c) **Telephone line installation at Thurston County**
  - d) **Bremerton Navy Yard - Possible retirement of Richard Davis**
14. **Policy update: Jeanne**

# MINUTES

## 1. Financial Report for Oct. 2013 through August 2014.

- Total revenue received thus far is \$802124. BEP has operating revenue of \$666749. This amount is down due to closure of JBLM in August and the continual decline in vending revenue.
- Total expenditures are \$1,030,865. \$561897 was spent on Facilities & Operators, \$3235 was spent by Vendor Committee and \$465733 was management expenditures.
- Due to continuing issues with state economy, each agency must submit a plan to reduce spending 15%. Should not affect BEP, but program may need to assist Agency with match.
  - a. **Consumable Inventory Debt** owed as of August 2014 is approx. \$15692.22. Owed by total of 4 operators. Two should be paid off early next year and two are brand new.
  - b. **Rent** past due as of August 2014 is \$6183.94. Most of this debt is from a former operator that left facility in disrepair. Cleaning and repair bills have been added to their outstanding debt. Turning over facilities in good condition was discussed at a prior Vendor meeting.

## 2. Training Program – Jeanne

- a) **Current Class:** Started in July and extends to December. Current student doing well and was in attendance.
- b) **Upcoming Class:** Would commence in January, but uncertain if there will be any students. Been interest, but lack of follow-thru and commitment from the perspective clients.

## 3. Nutritional Guidelines – Jeanne

- All agencies must have Wellness Plan complete and submitted by end of 2014.
- BEP fielding lots of requests for “healthy vending”. We are letting them know we are working with vending companies and they have until end of 2016 to comply.
- Also getting a lot of interest in the micro market system (i.e. Avanti). These self-service systems have restrictions on installation. Companies also hesitant on negotiating commissions due to their costs to maintain system. No guarantee the products will be healthier, but it certainly increases amount of available product.

## 4. DOH Marketing Materials - Jeanne

- BEP needs to meet with DOH to build a list of products that meet their standards so BEP can share with vending companies.
- Also need to establish a plan on how to disperse stickers and signage that DOH created.

## **5. Vote on Committee Chair – Committee Member**

- Due to Robert Ott shifting to SW region, he had to give up position in Vendor Committee. Therefore a new Chair was needed to finish the year.
- Roy Gappert volunteered and the committee all agreed.

## **6. DSB Agency Changes – Jeanne**

- In past few months, 4 DSB staff members have departed from Lacey office. Gary Meyer, Joanne Hyder, Ellen Drumheller and Alice Shedd.
- The Assistant Director position Gary held is being eliminated. BEP has been reporting to the director, Lou Oma Durand, since his departure.

## **7. All-State Meeting – Jeanne & Liz**

- Being held October 24-25<sup>th</sup> in the Lacey DSB office.
- Anticipated topics and speakers will include WSP, Lighthouse for the Blind to discuss HR and a presentation about money management.

## **8. Upcoming Blast Conference -- Jeanne**

- Being held in Austin on November 18-20<sup>th</sup>.
- Carrie Arnold will be attending.

## **9. Report on State Rehab Council and other upcoming meetings – Gloria**

- State Rehab Council advises DSB on matters.
- With the shop closed in OTC, there will now be a session on relevant consumer groups.
- Anyone is welcome to attend quarterly meetings.
- WCB State Convention is being held in Tacoma on Oct 30-Nov 1<sup>st</sup> at Murano Hotel. Guest speakers include author J.A. Jance and Rep. Cyrus Habib.
- NFB State Convention being held in Vancouver on Oct 3-5 at the Hilton.

## **10. Vending Machine Revenue – Jeanne**

- As part of their proposed 15% budget cuts, WSDOT is suggesting that rest areas be shut down. This would greatly impact BEP as about 24% of operating revenue comes from rest area commissions. Jeanne will attend their discussion meetings. May suggest closing smaller locations with minimal visitors and no vending.
- There has been an overall decline in vending revenue in both federal and state facilities.

## **11. Opportunities – Jeanne**

- At this time, BEP is passing on any offered opportunities because the program just can't stretch itself any further. Many operators are covering multiple existing sites and with no guaranteed incoming students, it wouldn't be wise to take on any additional sites.

## **12. New Buildings**

### **1. FAA Renton**

- Currently operated by outside contractor for 1 year. Prior operator gave up site after approximately 5 months. No other operator was willing to take it on under an emergency agreement.
- Facility has been very supportive of BEP.

### **2. EPA Seattle**

- Supposed to open in February and now set to open in January 2015. Been many construction delays. BEP Operator has been very patient.

### **3. New Snohomish County Courthouse**

- New courthouse to open in 2016. No plans for foodservice from what BEP has been told.
- BEP and current Snohomish County Café operator are trying to appeal to them to allow a satellite espresso/ grab & go stand. Café operator will lose many customers when visitors are shifting business to new location.

### **4. New Pierce County Administration Building**

- Set to open in late 2016. Will house about 1300 staff.
- Most likely will cause the Annex to close its doors.
- Anticipating any café space will be offered with high rent rate as site is being constructed by same company that built the DES facility.

## **13. Report on Facilities**

### **a) Pierce County Annex Remodel**

- Sales have finally started improving now that the facility has installed a larger door. People thought the coffee stand was removed and nothing else was there. Visibility has been enhanced with new door.

### **b) King County Lighting Project**

- Complete and BEP received rebate for installing LED.

### **c) Thurston County telephone line installation**

- New line installed for credit card machine.
- On side note, Thurston County is set to open new jail which may decrease some of the customer flow to espresso stand at the courthouse.

### **d) Bremerton Navy Yard**

- Existing operator planning to retire in 2015.

#### 14. Policy Update – Jeanne

- Jeanne briefly reviewed the list of BEP policies and made suggestions of areas that need updating or clarification in terminology.
  - Need to update training policy
  - Possibly extend emergency agreement to 2 rather than 1 year in order for operator to recoup investment.
  - Need to update P & L policy to include requirement to report sales and payroll taxes.
  - Want to update language in operating agreement to include how many hours per week operators must be in facility.
  - Would like to tighten up formula on calculating limit on consumable inventory.
  - Suggestion to create a policy regarding dismissal of BEP trainees for illegal activities or behaviors that might prove detrimental to the program.
  - Want to add maintenance evaluation into policy.