

# BEP VENDOR COMMITTEE MEETING MINUTES

SEPTEMBER, 2016 • PRITCHARD BUILDING, OLYMPIA, WA

## OPENING

### Vendor Committee Members Present

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

### BEP Staff Present

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

### Others in Attendance

- Roderick Roberts, BEP Vendor
- Gloria Walling, BEP Vendor

### Introductions

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

## MEETING AGENDA- September 16, 2016

New Time: 12:30p – 4:00p

1. Introduction of new BEP Program Specialist 3
2. Financial Report for October 2015 to August 2016
  - a. Consumable Inventory Debt owed Through August - \$
  - b. Rent past due through August 2016 - \$

- c. Cash in Bank minus warrants outstanding - \$
  - d. Revenues - \$
    - i. State and local analysis update
    - ii. Federal revenues
  - e. Expenditures
3. Vending Update
- a. Micromarkets
  - b. December 1, 2016 – All vending, not just government, required to label calories if business has 20 machines or more.
4. Training Updates
- a. Class proposals:
    - i. variety of ethnic menu items, Technology/POS- along with talking register, Increase in business math
  - b. Recruitment/candidates
5. Training opportunity Sept. 24 “Bizfair”
6. State’s Nutritional Guidelines
- a. December 2016 is deadline for implementation
  - b. Emailed customer survey template
  - c. Chef Garret Friday Sept 16 for Operators and staff 9:00 am Pritchard building
7. Report on Facilities
- a. HLB/HCA Sept 2016
8. All State Planning
- a. NRB meeting room
  - b. Possible topics:

- i. Hiring/interviewing/selection, Social Media, Sexual Harassment Training, Recruiting, Minimum wage
  - c. Oct. 28,29
9. Other Business – Robert M.

## **MEETING MINUTES- September 16, 2016**

1. Introduction of new BEP Program Specialist 3.
  - Elvis Pruettt shared his extensive background in foodservice.
  - Elvis will be shadowing Jim until Jim’s retirement at the end of this year.
  - The vendor committee shared their gratitude and praise of all Jim has accomplished in his 15 years of service. His dedication was key in the success of many vendors. Big thank you!
  
2. Financial Report for October 2015 to August 2016
  - a. Consumable Inventory Debt owed through May - \$13,936
    - 2 vendors have paid their consumable debt off in full.
    - New vendor started in July thus adding to total debt.
  - b. Rent past due as of through May 2016 – \$1392
    - Vendors that owe have plan to get rent paid in full shortly.
  - c. Cash in Bank minus warrants outstanding as of the end of May - \$589,840
  - d. Revenues –
    - State & Local: \$412,000. Fairly steady.
    - Federal: \$253,909. Higher than previous year.
  - e. Expenditures: \$136,134
    - Lower in comparison to last year, but 2 new facilities were added in 2015.
  
3. Vending Updates

- BEP working to uncover new locations and attempting to audit existing locations.
  - Working with DSHS on vending machine audit. Still ongoing.
  - Discussion on how to ensure vending companies and agencies are aware of our program and the legal requirements.
  - Some vending companies are increasing prices to stay more in line with market prices.
  - Committee questioning why revenue hasn't increased with placement of micromarkets.
4. Training Updates- Student graduated in August & hopes to do internship in Snohomish County.
- a. Class proposals:
    - Variety of ethnic menu items, technology/POS- along with talking register, increase in business math, how to expedite lines, product ideas, Dept. of Health guidelines for state facilities, healthy menu items, practice doing daily books, how to count change, customer interaction and building customer relationships.
  - b. Recruitment/candidates
    - VR Counselors making referrals and very support of the program.
    - Bobby has met with prospective candidates. One currently going through application process.
    - Uncertain when next training class will begin. Hoping to have more than 1 student. Jim may be contracted to assist with BEP Training.
5. Training opportunity Sept. 24 "Bizfair" in Renton.
- Bobby sent out invite via email for anyone wanting to attend and needing transportation.
  - Free event offering several small business related seminars.
  - Opportunity to network with potential speakers for All-State or BEP Training.

6. State's Nutritional Guidelines
  - a. December 2016 is deadline for implementation
  - b. Emailed customer survey but response was minimal. Issue on how it was dispersed.
  - c. Chef Garret with DOH and WSDA provided a culinary seminar on low sodium cooking prior to vendor committee meeting. Provided samples, recipes and guidance on lowering salt in recipes.
  
7. Report on Facilities
  - a. HLB/HCA Sept 2016
    - Kudos to prior operators for running facilities so successfully. It was a great service to BEP and the staff in those buildings.
    - New vendor still learning the ropes of operating these two facilities. BEP staff has been offering frequent support and mentorship. Consultant, Peter Sharma, has also provided some assistance.
    - Prior operators hope new vendor knows they are available as a resource and are willing to offer any advice or support to help maintain the facilities success.
  
8. All State Planning
  - a. NRB meeting room
  - b. Possible topics:
    - Hiring/interviewing/selection, Social Media, Sexual Harassment Training, Recruiting, Minimum wage
    - Bobby is still securing speakers.
    - Suggested the vendors break out for structured roundtable discussions to brainstorm tactics for handling minimum wage increase. Also to share best practices for recruiting & retaining employees.
  - c. Oct. 28-29
  
9. Other Business – Robert M.

- Electronic Menu Boards
  - Jim estimates to update all facilities with electronic menus would cost the program roughly \$40K.
  - Committee agreed BEP should test the set up at one location. Goodrich was suggested as it's still without menu boards and there is already power outlets available.
  - Discussion about vendor's contributing for the costs with portion of benefit check, especially since they were expected to be higher than last year. Further discussion to continue at All-State.
- VeriFone credit card system from Costco.
  - One vendor is currently using. Very low service charge. Had to buy system it was over \$900. Response time for card reads is very quick.