

Vendor Committee Meeting Minutes

January 23, 2015 ♦ DSB Office, 4565 7th Ave SE, Lacey, WA

Members Present: Gloria Walling – NW, Roy Ott – SW, Carrie Arnold – NW, James Janney – NW, Robert Miller – SW

Guest Present: Michael MacKillop

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

AGENDA

1. Financial Report for October 2014 to December 2014 – Unavailable
 - a) 1110 Cash in Bank minus warrants outstanding as of December 2014 – \$847,282
 - b) Consumable Inventory Debt owed as of January 2015 – \$11,804
 - c) Rent past due as of January 2015 – zero
 - d) RSA – 15 Report Result
2. Election of 2015 Committee Chairperson & Assistant Chairperson
3. Training Program – Jeanne
 - a) Report on 2014 Training
 - b) Current format of Training Program
 - c) Possible new format of Training Program
4. State's Nutritional Guidelines – Jeanne
 - a) Implementation deadline – December 31, 2016
 - b) Submittal of successes
5. Vending Update:
 - a) Micro Market Vending System
6. Update on Agency Changes and its Strategic Plan – Michael
7. Planning for BEP Staff Departures
8. Legislature Session – Jeanne
9. Report on State Rehab Council meeting & other upcoming meetings – Gloria
10. Opportunities – Jeanne
 - a) GSA Complex –
 - b) Goodrich Building, Tumwater

11. Report on Facilities:
 - a) FAA Building, Renton
 - b) EPA building, Seattle
 - c) Bremerton Navy Yard – Retirement of Richard Davis
 - d) Legislature Building – Fountain vs. Hot Food
 - e) Pritchard Building – Keep it Simple
12. Policies /Procedure – Jeanne

MINUTES

1. Financial Report for October 2014 to December 2014 – Unavailable
 - a) \$111K Cash in Bank minus warrants outstanding as of December 2014 – \$847,282
 - b) Consumable Inventory Debt owed as of January 2015 – \$11,804
 - This amount will drop soon. One vendor intends to pay off large debt with benefit check.
 - c) Rent past due as of January 2015 – zero
 - Any delinquent rents were caught up with benefit checks.
 - d) RSA – 15 Report Results
 - Gross sales down about \$6 million from last year. This is due to the end of the JBLM contract and from one former operator not reporting sales.
 - Average earning of operators was \$65,000 and the median was \$38,000. This is also a decline from last year.
2. Election of 2015 Committee Chairperson & Assistant Chairperson
 - Current committee and terms were reviewed.
 - For committee chair, Robert Miller was nominated, seconded and all operators present voted to approve.
 - For committee chair assistant, Roy Gappert was nominated, seconded and all operators present voted to approve.
3. Training Program – Jeanne
 - a) Report on 2014 Training.
 - Last student just graduated this month. Some delay in conclusion of program to allow for completion of assignments. The new licensee will be interning at FAA.

b) Current format of Training Program

- The program is approximately 5 months with 5 – 6 weeks of On-the-Job Training and 12 weeks of classroom training. The classroom portions covers everything from Menu Planning, Kitchen Layout, Food Costing, L & I, DOR, ServSafe, basic cooking skills, intro to espresso, nutrition, inventory controls and much more. Training is taught by BEP Staff, contractors and includes workshops provided by other agencies.

c) Possible new format of Training Program

- Hadley School for the Blind has just unveiled a BEP Training Program. It will consist of up to 11 modules and will cost \$3500. Each module should take approximately a month to complete. Students would work independently online and would have to be self-motivated. Since this is brand new, there is no feedback or success stories to share.
- This could be used to fill in most of BEP's current classroom portion of training. There would still need to be supplemental training for areas that are state-specific.
- While this is a VR expense, several operators were concerned with the cost of the program especially there is no proven track record yet. Michael MacKillop felt it might be a good way to find out how driven and committed future BEP entrepreneurs might be since its' a self-paced online training.
- All agreed it would be wise to examine the offered curriculum to determine its value

4. State's Nutritional Guidelines – Jeanne

a) Implementation deadline – December 31, 2016

- Operators are well on track and vending is in progress. Requirements will be written into the vending contracts.

b) Submittal of successes

- Facility Wellness groups have to submit success stories next month so they may be asking operators to share their achievements. BEP encourages operators to do so.

5. Vending Update:

a) Micro Market Vending System

- A micromarket is a self-service open market set-up that offers packaged grab & go items. It allows for a larger selection than traditional vending. They can only be fitted in employee accessible areas and seem to work best in 24-hr staffed buildings. There are several factors to deliberate before an installation can be considered such as staff population and space.
- Been several requests for the micromarkets and they are slowly being installed. The demand seems to stem from the facility wellness groups. It's been a challenge for the vending company to find products that meet the Dept of Health requirements for calories, sugar and sodium content. We are requiring all installations in state facilities to go in at 50% healthy.
- Been some concerns with the state union and the placement of cameras in the micromarkets. Each facility must get union approval before installation.

6. Update on Agency Changes and its Strategic Plan – Michael MacKillop

- Been some structural shifting in the executive team with the departure of a former assistant director. Rather than filling the position, Michael MacKillop became Deputy Director and is overseeing more programs; BEP is one of the many.
- Michael is really striving to breakdown the silos within the agency to create more interaction between VR and BEP. Understands it's vital to finding the right applicants for BEP.
- BEP Operators are concerned with finding competitive, ambitious, dedicated entrepreneurs that can thrive in self-employment. Feel that often non-qualified clients are being pushed forward and that can be costly to the client and can hurt the program.
- Ideas such as a mentorship program, internships, finding applicants with business backgrounds, seeing what works in other states or professions were discussed.
- Michael also talked about the Workforce Innovation and Opportunity Act (WIOA) and its impact on the agency. WIOA has been enacted by Congress and portions have an enactment date of June 2016 with some critical system decisions by June 2015.

7. Planning for BEP Staff Departures

- Jeanne Gallo announced she is considering leaving this year and Jim Sutherland plans to retire in 17 months.
- Operators shared their appreciation of all Jim and Jeanne do for the program and hope to work with Michael and the executive team when hiring their replacements. Michael was very open to making the vendor committee team part of the process.
- Michael asked Jeanne to start creating a Desk Manual for her replacement. Jim is already working on putting together specific maintenance details about each facility.

8. Legislature Session – Jeanne

- LaDell Lockwood is the agency legislative liaison. She is keeping her eyes on any bill that could potentially impact program or a BEP operator.
- At this time, there are several bills she is keeping an eye on: Paid vacation for employers with 10 or more staff, tax credit for hiring veterans, posting of “free coffee” at rest areas and \$12 minimum wage. On the federal level, there is still the push for turning rest areas into business centers.

9. Report on State Rehab Council meeting & other upcoming meetings – Gloria

- WIOA was main topic at last State Rehab Council meeting.
- Next Capitol City Council for the Blind meeting is on January 24th at Ramblin Jacks in Olympia.
- Carrie Arnold attended the Austin NFB Blast in November. She shared some of the inspiration moments she gleaned from listening to newly elected NFB President, Mark Riccobono.
- Carrie mentioned that while at BLAST, some attendees from Oregon mentioned an interest in doing a joint All-State Meeting this year.

10. Opportunities – Jeanne

a) GSA Complex, Auburn

- Declined the opportunity to take over existing cafeteria, but working with facility in hopes to install a micromarket vending system in place of a staffed food service operation.

- Decision was based on prior BEP experience in the building and understanding the challenges of serving a sprawling campus.

b) Goodrich Building, Tumwater

- This 2400 sq. ft. espresso/deli operation has been recently offered to our program. BEP has declined it in the past based on high rent. There is approximately 800 staff in facility.
- Jim and Jeanne will observe customer flow and tour the facility with owner. They will also price out existing equipment. If owner puts too high of a price on equipment, BEP will most likely decline offer.

11. Report on Facilities:

a) FAA Building, Renton

- Currently run by a private entity on a 1 year contract. Business is doing well.
- New BEP licensee is interning on location.

b) EPA building, Seattle

- Still waiting for GSA proposal for updated cooling system. BEP may opt to pay for part of the installation in order to expedite opening the facility. No timeline as of yet.

c) Bremerton Navy Yard – Retirement of Richard Davis

- The 2 sites on the shipyard will be put out on 2 separate bids.
- Hoping the site will attract several bids as they are well-established successful locations.

d) Legislature Building – Fountain vs. Hot Food

- Removed fountain machine in order to install 3-well steam table. Cost analysis showed bottled beverages ran same price per ounce as fountain soda so no reason to keep it. This provided more space in a small facility and its boosted sales.

e) Pritchard Building – Keep it Simple

- Keeping menu and daily specials very basic. Daily specials on a 3 week rotation. This makes it easier on temporary staff to master and speeds up service. Results have been successful.

12. Policies /Procedure – Jeanne

- Need to review and update. Will start building a manual to assist next BEP Manager.