

VENDOR COMMITTEE MEETING MINUTES

SEPTEMBER 18, 2015 • SEATTLE DSB OFFICE

Vendor Committee Members Present

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

BEP Staff Present

- Bobby McCalden, BEP Manager
- Jim Sutherland, BEP Program Specialist
- Liz Tunison, BEP Administrative Assistant

Others in Attendance

- Robert Martin, BEP Operator
- Brian Raymond, BEP Licensee
- Bonnie Raymond, BEP Licensee spouse
- Joaquin Luna, BEP Student
- Greg, Robert Ott's guest

INTRODUCTIONS

Meeting was called to order and everyone present introduced themselves.

MEETING AGENDA

1. Financial Report for October 2014 to July 2015
 - a. Consumable Inventory Debt owed as of the end of July - \$1,133.03
 - b. Rent past due as of the end of July - \$1681.24
 - c. Cash in Bank minus warrants outstanding as of the end of July - \$690,967.72
2. Training Program – Bobby
 - a. Current New Operator's Training

- b. Servsafe Oct. 16th at Lacey office. Date may change.
- 3. State's Nutritional Guidelines – Roy
 - a. Building newsletters and email/wellness coordinators –Bobby
 - b. Hartman Group convention upcoming – possible DOH funding for one person
- 4. Vending Update – Bobby (if necessary)
 - a. Country stores
- 5. Report on State Rehab Council meeting and Recruiting Outreach: – Gloria (if necessary)
 - a. Recruiting at WCB and NFB conventions
- 6. DSB request to add BEP graduates to website
- 7. State of the Industry Breakfast– WRA, Min. wage and Social Media
- 8. Opportunities – Bobby
 - a. Old Children's Museum Site
- 9. Policies /Procedure
 - a. Invoicing for reimbursements – will work on policy
 - b. Dress code policy
- 10. Report on Facilities - Bobby
 - a. FAA Building, Renton
 - b. EPA building, Seattle
 - c. Puget Sound Navy Shipyard, Bremerton
 - d. Goodrich Building, Tumwater
 - e. King County Courthouse, Seattle
- 11. White Cane Day open house at DSB offices on Oct 15.
 - a. Light refreshments/snack at table in lobby
 - b. Posters to promote in cafes
- 12. All State October 23 and 24
 - a. Speakers/agenda
- 13. Other Business – Robert M.

MEETING MINUTES

- 1. **Financial Report for October 2014 to July 2015**
 - a. **Consumable Inventory Debt owed as of the end of July - \$1,133.003**

- This will be increasing with 4 operators taking on consumable debt this summer.

b. Rent past due as of the end of July - \$1681.24

c. Cash in Bank minus warrants outstanding as of the end of July - \$690,967.72

- This is about \$110K lower than prior meeting. The revenue report wasn't available. Committee members asked that the report get emailed to them before next meeting. Going forward the agenda and any supporting documents will be emailed to the committee prior quarterly meetings.
- Been many expenses with accruing the Goodrich Café in Tumwater, especially in purchasing existing equipment and some remodeling. King County Courthouse & Puget Sound Naval Shipyard (PSNS) gained new vendors and there were expenses in those turnovers.
- PSNS unfortunately had a lot of old and failing equipment. BEP is still in the process of bringing the 2 facilities up to date so expect more expenses to be accrued.
- FAA turned over in August and those expenses will be seen at the next business meeting.

2. Training Program – Bobby

a. Current New Operator's Training

- Current student about half way thru training. He was present at meeting and shared a little about his prior BEP experience in other states. He is enjoying the thoroughness of his current training.

b. Servsafe Oct. 16th at Lacey office. Date may change.

- Servsafe changed to Wednesday, October 14th. Still opportunity to participate. There is a \$145 fee for licensees and vendors' staff.

3. State's Nutritional Guidelines

a. Facility newsletters and email/wellness coordinators – Bobby

- Vendors are encouraged to reach out to their facility wellness coordinators to possibly find a way to showcase what healthy options they are already offering. While the

coordinators can't necessarily advertise the cafe, they can share healthy ordering tips to their staff and list available food choices that help them make more informed nutritional choices.

b. Hartman Group convention upcoming – possible DOH funding for one person

- Department of Health (DOH) has small amount of funds from their grant they offered to spend on us. They offered to send someone to the Hartman Group Convention, but needed response ASAP. After reviewing agenda, vendors agreed they'd offer opportunity to Roy since he was most involved with DOH and their guidelines, but overall, no one felt convention was practical. Consensus was group would prefer training tools that all vendors could utilize.

4. Vending Update – Bobby

- a. Country stores:** One location brought to our attention. Bobby followed up with agency's auditor. Everyone agreed it was preferable to have the agency impose the rules as it didn't serve BEP well to confront agencies because it may create some backlash against vending service.

5. Report on State Rehab Council meeting and Recruiting Outreach – Gloria

- a. State Rehab Council reviewed** upcoming meeting dates, White Cane Safety Day and WIOA.

b. Recruiting at WCB and NFB conventions

- WCB Convention in SeaTac on first weekend of November. DSB has a table and vendors have been invited to participate.
- NCB Convention is also in SeaTac, but on the last weekend of October. Committee agreed to reserve a table for \$15.
- These are great opportunities to find potential BEP applicants. Having a vendor present to share their successes is the best recruiting in our arsenal.
- Carrie Arnold, Robert Ott and Joaquin Luna volunteered to participate.

6. DSB request to add BEP graduates to website

a. The purpose is to promote the program by sharing success stories of recent BEP graduates. Vendors saw both the positive side and potentially precarious one if someone shared something that might reflect negatively on the program. Censorship was a concern, but it was suggested the committee chair and Bobby might review article before it's posted.

7. WRA State of the Industry Breakfast–Min. Wage and Social Media

a. Bobby attended the WRA breakfast on August 27th. Topics were minimum wage and social media for marketing.

b. Social media can be used to increase communication with your guests. The speaker allows staff to post things, like daily specials and pictures of food, to keep an influx of activity coming at the customers.

c. Minimum Wage is already hitting \$12-\$15 in some areas. Eventually it's expected to hit all counties, so be prepared. Now is the time to start streamlining services, getting food costs in line and insuring the efficiency staff on the payroll.

d. Committee would like to see BEP offer a workshop in late winter to brainstorm and discuss ways to prepare for the imminent wage increase. Would like to have a food distributor there to discuss ways to save in food costs. Possibly find a business that could share their success in implementing the \$15 wage.

8. Opportunities – Bobby

a. Old Children's Museum Site, Corner of 11th & Capitol Way, Olympia

- New 5 story state office building going in. Will house WSP and OFM. Unsure of building owner or construction timeline. More research will need to be done. Hopefully there will be a BEP opportunity.
- Vendors also asked about new Pierce County General Services Building and the new FAA building. FAA we anticipate an invite. The Pierce County facility is on hold as

construction approval must now be voted in by the public in November. The new Snohomish County Courthouse is also on hold as there is discussion over parking.

9. Policies /Procedure

a. Invoicing for reimbursements – will work on policy

- Robert Miller shared his method of paying repair invoices and then sending copy of paid invoice with his own invoice for reimbursement to BEP. Helps him track the funds.
- BEP should provide more clarification on how bills should be paid. Perhaps this should be covered in more depth in training. In most cases, vendors should pay invoices directly and then have BEP refund the difference from \$350. If unable to pay invoice in full, other arrangements should be discussed with BEP staff.

b. Dress code policy

- The proposed dress code policy was read. There were 5 main concerns in creating a dress code. Staff dressing inappropriately, safety concerns, professionalism in office setting, BEP image and creating staff uniformity.
- The policy, at this time, should be used a tool for vendors to create their own dress code. Suggested you have staff sign off to ensure their understanding. Have your manager monitor the dress code if you are unable too.

10. Report on Facilities - Bobby

a. FAA Building, Renton

- New vendor as of September. Doing well. Had internship prior to start date so he was very familiar with location.
- BEP hesitant to invest too much in equipment and improvements at this location as there is a new FAA HQ going into Des Moines soon. Construction starts next year.

b. EPA building, Seattle

- Facility closed very shortly after finally opening after so many construction delays. This was due to several factors, but largely due to limited number of staff in the area. Sales failed to improve so vendor gave notice.

- A micromarket will be installed in the space by Local Vending.
- Our equipment was removed.
- BEP and the committee felt there might be a lesson in this that more research and discussion is done before accepting a location. Everyone wants opportunities that will allow a vendor a chance to be profitable.

c. Puget Sound Navy Shipyard, Bremerton

- New vendor in place as of July when prior vendor retired.
- Been some challenges getting staff and repair companies on the naval base. Base is very high security.
- A lot of the equipment has had to be repaired or replaced.

d. Goodrich Building, Tumwater

- Opened in July after some minor construction upgrades such as new flooring. BEP purchased most of prior owner's equipment. Some new equipment was also purchased and some repairs have been required.
- New operator seems to be doing well.

e. King County Courthouse, Seattle

- Brand new operator as of July. Doing very well.

f. Vendors asked the updates on new operations continue for 12 months so committee can monitor progress.

11. White Cane Day open house at DSB offices on Oct 15.

a. The Seattle, Lacey, Tacoma and Vancouver DSB offices will host open houses on October 15th in honor of White Cane Safety Day. It will showcase the tools, techniques, and technologies that help people with visual impairments enjoy independence at home, in the community, and in the workplace.

b. Light refreshments/snack at table in lobby.

- In Lacey office from 2-5.

c. Posters to promote in cafes

- Vendors are encouraged to hang posters to advertise event.

12. Annual All-State October 23rd and 24th

a. Speakers/agenda

- Meeting will be held in conference room off the OB2 cafeteria.
- Hotel accommodations for qualifying vendors will be at the Governor House at 621 Capitol Way.
- Tentative Speakers will include Chef Meeker from Sysco to discuss healthy lunch options, Peter Sharma to discuss Square Credit Card systems and Suzanne Klenk from WSECU to discuss retirement & investing.
- Dinner will be served on Friday evening at close of meeting. Meeting participants can invite one guest.

13. Other Business – Robert M.

- a. Robert Ott thanked everyone that attended Jeanne's going away event. He and Robert Miller catered the event and it was a success. If anyone is interested in contributing to the gifts they presented to Jeanne, please reach out to either Robert.

CD recordings of the meeting are available upon request.