

# 2020 All State Business Meeting Minutes

OB-2 Building, 1115 Washington St, Olympia, WA 98501

October 16, 2020 ■ 8:30 – 4:00 pm

## **Vendors Present:**

- Billy Albertson
- Mark Erickson
- Stephanie Hilton
- James Janney
- Teresa Lensegrav
- Alan Maddera
- Patricia Maloney
- Robert Miller
- Robert Ott
- Randy Tedrow
- Shannon Warnke

## **Licensees Present:**

- Carrie Arnold
- Tami Dawes
- Kathy Watkinson
- Larry Watkinson

## **Guests / Trainees Present:**

- Tanner Deck

## **Staff Present:**

- Jim Hemmen
- Elvis Pruett
- Austin Diaz-Munoz

## Vendors' Business Meeting Agenda

1. Financial Status of the Business Enterprise Revolving Fund.
2. State of the Business Enterprise Program.
3. Nominating Vendors Benefit Package Distribution Parameters
4. Declaration by Vendors for Vendor Committee Representation.

Current Committee Members at 2-year mark:

- **NW Region:** Stephanie Hilton
- **SW Region:** Robert Ott
- **At Large:** Bob Miller

5. Health Benefit Open Season from November 1 - 30, 2020
6. Other Business and Time to Share.

## VENDORS' BUSINESS MEETING MINUTES

### **1. Financial Status of the BERF Fund as of September 2019**

- **Operating Fund Balance:** The cash in bank is approximately \$403,014.
- **Federal Fund Balance:** Approximately \$480,000. It was \$502,939 last year.
- **State & Local Revenue:** Current vending forecast is not available due to lagging information and payment. All indications are that it will be less than last year. This is primarily due to the impact of COVID-19 that has resulted in a statewide stay at home order.

- **Program Spending:** Approximately \$450,000, which is about the same as last year due to the majority of locations having closed since March, although some investment have been made in renovations. Capital preservation is due to BEP's efforts to monitor spending when possible.

## 2. State of the Business Enterprise Program

- While cash in bank is about \$403,014; when asked what a comfort level would be for the program, Jim felt at least \$700,000 would be ideal to continue paying fixed costs despite facilities being closed.
- It was also noted that a potential shortfall of \$260,000 is likely to occur without COVID relief, enhanced vending revenue or mass reduction in spending.
- Jim discussed that a proposal for \$2 million has been submitted to the legislature for funds that will be used to adapt the program and navigate through the post pandemic successfully.
- Nutrislice delivered a presentation, in which survey results were discussed, the highlight being that 85% of those surveyed said they would not dine at a facility in their work unless contactless payment/online ordering were options. Also a long discussion regarding the possibilities offered by Nutrislice. A more in depth conversation will most likely take place in the future.
- BEP is striving to spend less where possible and save when able. An example of this is buying more affordable brands of replacement refrigerant units. Committee shared appreciation of efforts to improve BEP's financial standing.
- BEP is solely funded by vending commissions earned from state and local locations. These funds, just like vendor's facilities, are impacted by uncontrollable things such as healthy option

requirements, Seattle sugar tax and building staff telecommuting due to the ongoing pandemic.

- Other potential revenue sources were discussed. They include:
  - Donations (includes vendor's donating portion of benefit package).
  - Improved maintenance of equipment to save money.
  - Increasing equipment repair deductible.

### **3. Nominating Vendors Benefit Package Distribution Parameters**

- Approximately \$480k to be distributed to 15.5 vendors (15 current, 1 left halfway through the year).
- There was discussion regarding the purpose of the Benefit Package, which is that to pay for health insurance and/or as retirement savings. Vendors discussed the high cost of doing business. There was further conversation about the state of the program and its ability to financially take on new opportunities and/or improve existing ones.
- Three options were nominated and discussed before a formal vote to narrow down to two alternatives for the ballots.
  - The 3 options were:
    1. \$10,000 per vendor going to BEP, and the remainder to vendors
    2. 50% going to BEP, and 50% to vendors
    3. \$5,000 per vendor going to BEP, and the remainder to vendors.
  - A vote was taken and the results were narrowed down to either 50% being distributed to vendors and 50% to

BEP, or \$5,000 per vendor going to BEP with the remainder going to the vendors. There were 2 votes for option 1, 7 votes for option 2, and 3 votes for option 3.

- Ballots with the two top options will be created in SurveyMonkey and emailed out by mid-November, with results determined by the end of the month.

#### **4. Declaration by Vendors for Vendor Committee Representation**

- **Current Committee Members at 2-year mark:**
  - **NW Region: Stephanie Hilton**
  - **SW Region: Robert Ott**
  - **At Large: Bob Miller**
- Nominations were taken, seconded and closed.
  - For NW Region position, the following vendors were nominated: Stephanie Hilton and Jacob Kamanau.
  - For SW Region: Robert Ott
  - For the At Large position: Bob Miller
- Ballots will be created in SurveyMonkey and emailed out in November. Vendors will have the option to vote for appropriate nominees in their region or fill in the blank with other potential candidates. Separate ballots will be created for the Northwest and Southwest region and emailed out to vendors located within each region.

#### **5. Health Benefit Open Season – November 1-30<sup>th</sup>**

- Explained that vendors and immediate family were allowed to participate in Washington State health care plan. Vendors are responsible for paying monthly fees.

- Rates were emailed out. They start at approximately \$755.09 per month for a single person, a decrease over last year of approximately \$30.
- Open Season is November 1-30<sup>th</sup>.
- Insurance would kick in on January 1, 2020.

## **6. Time to Share:**

- Suggested to look at ongoing training possibilities throughout the year to be revisited at Vendor committee. The hybrid model for the All State Conference was very successful, with a substantial amount of participants compared to prior years.

**Meeting concluded at 4:00pm.**