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| HO`OPONO | BUSINESS ENTERPRISE PROGRAM SERVICES FOR THE BLIND BRANCH | |
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**M I N U T E S**

STATEWIDE SPECIAL MEETING of the HAWAII STATE COMMITTEE OF BLIND VENDORS

DATE: December, December 12, 2014

PLACE: Ho’opono Conference Room

1901 Bachelot Street

Honolulu, HI 96817

PRESENT:

1. Committee: Kyle Aihara, Joel Cho, Clyde Ota, and Lyn Pasak, Dane Alani, Ivy Galariada, Steve Kim, and Don Patterson. Excused: Chris Akamine
2. Members: Ron Flormata, Norman Ota, Stan Young, Filo Tu, and Virgil Stinnett
3. Ho`opono: SBA Lea Grupen, BEP Manager Kat Fujimoto, VFS Bruce Nitta and Susan Chong, and Secretary MJ Andres
4. Guest: DAG Lori Wada

CALL TO ORDER:

Noting the presence of a quorum, Chair Aihara called the meeting to order at 3:30 p.m.

OLD BUSINESS:

1. Progress of Renovations: Due to the Sunshine Law, DAG Lori advised the committee that this item not be discussed and recommended that the committee address specific items for inclusion on the next agenda, with a minimum of 7-days’ notice, so that all vendors are informed and given the opportunity to participate

NEW BUSINESS:

1. BLAST Report: Gerry Lonergan reported that BLAST offered a lot of information including lunch wagons, computer technology, and how to expand business through franchise opportunities.

VFS Bruce reported that this was his first BLAST convention and met former Deputy Attorney General Susan Gashel and Blackstone. He noted the positive attitudes and innovative ideas throughout the conference. He also noted how New York’s AG declined the program for troop dining at West Point Academy.

2. Program Report: BEP Manager Kat introduced Susan Chong as the newest Vending Facilities Specialist and announced that each VFS as well as she will be assigned facilities and designated as the first point of contact for any issues and can expect a response within a week. VFS Susan will also be primarily responsible for unassigned vending machines statewide. She noted that the agency is here to serve them and has an open door policy.

3. Vending Machine Sub-Committee Report: Joel reported that we are in the process of transferring most of the vending machines on Oahu to Coke and most of neighbor islands to Pepsi due to non-payment issues from third-party vendors. He reported that we should be getting placements in HFD and at Honolulu harbor. He informed the committee that the commission spreadsheets are available for anyone and that they can contact either their VFS or Account Clerk Janis to obtain.

4. Discussion and Decision-Making on Following Facilities:

a. Kona Civic Center: Chair Kyle asked for the status of KCC. BEP Manager Kat responded that we are having difficulty finding contractors on Kona to build the cabinetry. One possible consideration is to build here and ship to Kona.

VFS Bruce reported that Dane had received information about a certain date and had made arrangements to move only to find out after calling VFS that he was misinformed and that the facility is not ready.

Chair Kyle suggested that we construct the cabinets in Honolulu then have it shipped and installed as they did for Kauai Civic Center.

A big part of the delay is finding a contractor that is HCE compliant.

b. Kapolei Hale: Don reported there was a delay in opening due to insurance issues. BEP Manager Kat advised him not to open until she was able to talk with insurance agent because she didn’t feel comfortable and needed to inquire about added insurance coverage for vehicle used for deliveries.

Stan noted that what BEP Manager is saying is that if you use a family member to pick up supplies or drive for you, you need to carry commercial insurance which cost about $5,000 per vehicle annually. The standard liability policy which many of the blind vendors carry is at a minimum cost, covers up to $2 million per incident, inventory, theft, loss, and other different losses and and that it would be unreasonable to get commercial insurance for the drivers of the vendors.

BEP Manager Kat noted she found a provision in the procurement rules regarding insurance requirements and felt she needed to get a legal opinion. She received confirmation from DAG Lori that no additional insurance is needed for transportation issue.

c. Pearl Harbor Building 167 and 2: Ivy recommended that facilities are not opened until all equipment is in place and build-out is complete.

Chair Kyle added that subsequent to these last few months of experience and moving forward, whenever we open a facility, it should be “turn-key” – everything should be there on the first day of opening, all equipment and inventory.

Filo understands the frustration and stated that we need to come to an agreement, move forward and not to point fingers. He also announced that because of the holidays, for the vendors whose facilities are closed (due to renovations), BVO is offering a $200 certificate to buy food for their families for Christmas.

d. Whitmore: BEP Manager Kat reported that at the shutdown, the Navy stated they fought hard to open the facility and want and need it to be open. Subsequently, she asked Virgil, because he’s on base and his contract is non-restrictive. She asked if he would be willing to help the agency and run the operation in the interim to which he agreed. Prior to taking over, Virgil had his staff clean the facility and got all the equipment in running order which were reported as broken.

Virgil reported that his crew put in over 113 hours of deep cleaning of the facility and all equipment. During initial walkthrough with his chef, who has 40 years of food service experience with 20+ years with the Coast Guard experience, the chef noted he didn’t think equipment would work. Virgil told his chef to go ahead clean it and then to give him an assessment. They cleaned it and used several gallons of degreasers. He stated everything’s polished and ready for walk-in. Every equipment that was deemed inoperable is now working. A few things that still need to happen is the Gaylord hood fans still need to be cleaned out and the Navy is responsible for the grease trap.

Regarding the fire suppression, VFS Bruce confirmed that the work is being taken care of.

Don didn’t want anyone to think he’s irresponsible or filthy and remarked that the facility was turned over to him as a test facility about 6 years ago, but Ho’opono was not allowed to fix the equipment because the Navy refused to turn the equipment over so his contractor spent thousands of his own money for continuous repair of the equipment. He noted the facility wasn’t cleaned and handed over as is, but added that the facility passed all military inspections and even received perfect inspection scores for a period of 6 consecutive months.

Virgil noted that he has a company coming in Monday to install soap dispensers and equipment for the scullery.

Joel asked Virgil what was the cost for cleaning and repairs of facility. Virgil responded that the cost to date is $2,300 for all labor and supplies. He added that he created an invoice and all supplies were at cost from Y Hata.

Chair Kyle noted that it’s reasonable and that it would’ve been a hassle to obtain bids. The committee agreed that the price was reasonable and acceptable.

e. DOH: Norman reported he is not able to obtain insurance for kitchen because the fire suppression system needs to be upgraded which hasn’t been working for many years. The fire department deemed it unsatisfactory and is threatening to shut down facility. Total cost to get it fixed and upgraded will cost $13,000. The process may include DAGS involvement and obtaining proper forms and permit.

After discussion of possible solutions to resolve issue, Kyle asked BEP Manager Kat Fujimoto to assign VFS Bruce to take on this project.

NEXT MEETING: To be determined.

ADJOURNMENT: There being no further business to discuss, Don moved to adjourn the meeting, Lyn seconded, and the motion carried unanimously by voice vote. The meeting was adjourned at 5:00 p.m.

Transcribed by:

KF/ mra

SBB/Employment Section