M I N U T E S

BUDGET AND FINANCE SUB-COMMITTEE MEETING of the HAWAII STATE COMMITTEE OF BLIND VENDORS

DATE: Friday, February 6, 2015

PLACE: Ho’opono Conference Room

1901 Bachelot Street

Honolulu, Hawaii 96817

PRESENT:

1. Sub-Committee: Kyle Aihara, Don Patterson, Stan Young, Dane Alani, and Ivy Galariada
2. Members: Joel Cho, Ron Flormata, Norm Ota, Ted Chinn, and Gerry Lonergan
3. Ho`opono: BEP Manager Kat Fujimoto, VFS Susan Chong, and SBA Lea Grupen

CALL TO ORDER:

Noting the presence of a quorum, Kyle called the meeting to order at 2:03 p.m.

OLD BUSINESS:

1. Status of West Hawaii Civic Center: BEP Manager Kat again reported that there hasn’t been any progress because no contractor has been found for cabinetry.

After discussion, BEP Manager Kat stated she will be working directly with Dane. Chair asked for a status report by 2/20/15.

2. Status of Kona Airport Renovations: Joel reported that there is a meeting scheduled on 2/17/15 with the design team.

3. Inventory Assistance for Vendors Affected by Prolonged Closures due to Renovations: Kyle asked if everything squared away. BEP Kat responded with yes. Kat and Lea confirmed that VR will be splitting cost 50/50 with RSRA.

4. Balance of VR Funds Remaining for Renovations for 2015: BEP Manager Kat reported that for SFY 2015, we have spent an estimated $21,500 on equipment using 110 renovation funds.

5. Status of and Breakdown of Expenditures by Facility of Current Renovations: BEP Manager Kat reported the expenditures for construction only as follows:

Ho’opono $68,625

King Kalakaua $17,800

State Capitol $67,675

Kalanimoku $75,000

Keelikolani $75,000

Kekuhiewa $75,000

The committee is asking for a breakdown of expenses per facility.

NEW BUSINESS:

1. Current Balance of RSRA: BEP Manager Kat reported that the balance as of 2/2/15 was $1,468,198.82.

2. Benefit Health Supplement of $2,000 for March 2015: After discussion, Chair Kyle directed BEP Manager Kat to proceed with benefit disbursements.

RECESS AND RECONVENE:

The meeting recessed at 3:12 p.m. and reconvened at 3:23 p.m.

NEW BUSINESS (continued):

3. Discuss Format and Content of Monthly Expense Reports: Following discussion, the committee agreed as follows:

● Reports to be submitted quarterly

● Benefit and assigned commission payments will be batched

● Data:

1) Expenses: Beginning and ending balance from AWARE (declining balance)

2) Income

3) Datamark balance

BEP Manager Kat will research if there’s a mandate to provide reports to vendors statewide.

4. Discussion and Decision-Making on Expenditures from RSRA for Inventory, Equipment, and Repairs: Chair Kyle stated that the goal here is to establish guidelines; to have more oversight from program whereby program staff works closer with the blind vendor to determine what’s appropriate; to get approval prior to purchase of equipment, services and/or goods; and that all purchases will be done by program in most cases. BEP Manager Kat will send out a memo to all vendors as a reminder.

Following discussion on respective reimbursements to vendors for unauthorized purchases, Chair Kyle said to go ahead and process, but moving forward, emphasized we need prior approval and it should be standard equipment. It was agreed that the smaller reimbursements will be paid by 110 renovations funds and the larger reimbursement will be settled through VR case services.

Regarding vending machines at Whitmore, Chair Kyle stated program doesn’t want the machines; subsequently, vendor is responsible for removal from facility.

5. Begin Process for 2016 Budget: Deferred to next meeting.

NEXT MEETING: To be determined.

ADJOURNMENT: There being no further business to discuss, Stan moved to adjourn the meeting, Don seconded, and meeting adjourned at 4:25 p.m.

Transcribed by:

MJ Andres, Secretary

Employment Section