M I N U T E S

REGULAR MEETING of the HAWAII STATE COMMITTEE OF BLIND VENDORS

DATE: Sunday, April 10, 2016

PLACE: Pagoda Hotel

International Ballroom

1525 Rycroft Street

Honolulu, HI 96814

PRESENT:

1. Committee: Kyle Aihara, Chris Akamine, Dane Alani, Joel Cho, Ivy Galariada, Steve Kim, Clyde Ota, Lyn Pasak, and Don Patterson
2. Membership: Dave Cameron, Ron Flormata, Liza Galiza, Wilmer Galiza, Walter Ishikawa, Byron Jitchaku, Kenny Johnson, Lorna Kipilii, Todd Lavigne, Doug Moises, Tom Morikami, Lespaul Naki, Norman Ota, Evelyn Racpan, Lynn Schempp, Warren Toyama, Stan Young
3. Ho′opono: BEP Manager Kat Fujimoto, SBB Administrator Lea Grupen, Vending Facilities Specialist (VFS) Susan Chong, VFS Tad Matsuno, VFS Chris Tamanaha, and Secretary MJ Andres
4. Guests: Dyllon Asami, Gena Avilla, Carolyn D. Mather, Mike Miyashiro, Peter Oshiro, Dan Sippl, Sue Sippl, and Nester Andres

CALL TO ORDER:

Noting the presence of a quorum, Chair Kyle called the meeting to order at 11:05 a.m.

BEP UPDATE:

BEP Manager Kat announced that the balance of the RSRA as of March 13, 2016 is $1,420,702.

We now have 43 licensed blind vendors, with an additional 2 vendors who are operating their probationary periods so there will soon be 45 licensed.

The 3 vendors recently licensed within the past year are Evelyn Racpan, Gail Sakamoto and Shontel Jones.

The 2 vendors currently on probation are Dyllon Asami and Justin Shim.

In addition, there are 4 trainees on the waitlist: Michael Miyashiro, Ronnie Naki, Gina Avilla, and Guywood Dela Cruz.

VFS Susan will be scheduling the next training sometime in the fall.

On staff we have MJ Andres; VFS Susan Chong, hired 9/2015; VFS Tad Matsuno, hired November 2015; and VFS Chris Tamanaha, hired 2/2016 and just completed New Visions training. We recently re-hired Janis Maraya on March 1 as an 89-day hire, however, we hope to get her back on limited term position.

We currently have 43 facilities, which includes Kaahumanu Hale Circuit Court that is currently under renovation.

Upcoming shortly is the JBPHH Department of Defense POW/MIA Accounting Agency building where we have a ground floor facility ready for occupation sometime late May.

Kaahumanu Hale Circuit Court should be ready late May.

Kamamalu Building is scheduled for occupation in May 2017.

The following are a list of facilities scheduled for renovation within the next 1-2 years:

1. Kinau Hale – possible new stove and vending machine security cage
2. Liliuokalani Building – renovate retail display area
3. Kahului Airport – build out new facility at Gate 27 and renovate current facility
4. Honolulu Airport Post Office – need some sprucing up
5. Kaahumanu – new equipment
6. Kona Judiciary – new equipment
7. Maui State Building – needs sprucing up
8. Kona Airport North – expand and renovate
9. Kona Airport South – renovate 2 years from now
10. NCTAMS – needs continual equipment replacement
11. Hilo Medical – needs refurbishment
12. Hale Koa – needs refurbishment
13. Frank Fasi Municipal Building – needs refurbishment
14. Hilo Airport – repair/replace store front gate
15. HPD Main – needs refurbishment
16. Matsunaga – needs refurbishment
17. Tripler E-Wing – needs refurbishment
18. Kaahumanu Hale – needs refurbishment
19. JBPHH POW/MIA – new equipment

Lyn wanted clarification about the gap between letting the agency know what needs to be done and actually having it done. Kat responded that as long as we know what needs to be done and that there is a wish list, but there are multitude of reasons for delays: limited resources, limited staff, delays in decision-making, delayed responses for bids.

Chair Kyle said that what they were trying to do a year and a half ago, about the time when Bruce was about to leave, they were supposed to have staff along with a designated blind vendor to survey all vending facilities statewide to identify needs and things that needed to be done. Now that we have 3 vending specialists maybe this is something we can do. Troop dining facilities won’t require much because of different process.

NEW BUSINESS:

1. Strategic Planning Sub-Committee Report: Joel reported that they had a couple meetings earlier in the year and discussed the following policies:
2. Hours of Operation – try to create a policy so that vendors actually show up at facility
3. Ending Inventory Control – recommend outgoing vendor do own inventory and program goes in to reconcile
4. Marginal Facilities – consider closing marginal facilities when they are vacated or at least have a discussion before placing a new trainee, which could set them for failure. We want to expand, but we need to be more careful.

Joel noted that their meetings are public and encouraged everyone to attend these meetings to get their input, both new incoming and current vendors. The main thing is that people show up.

1. Unassigned Vending Machine Sub-Committee Report: This sub-committee was integrated with the Budget and Finance Sub-Committee. Joel reported that we finally signed an agreement with Pepsi to take over Kauai and Big Island vending machines. He added that the unassigned vending machine income has gone down within the past 5 years and noted its importance because VR funds may not be available to the program in the future. Joel noted that they will consolidate and include unassigned vending machine at the next sub-committee meeting. Chair Kyle agreed.

Chair Kyle asked Kat if they are working with Pepsi on the implementation and placement of vending machines on Kauai and the Big Island. Kat responded in the affirmative.

1. Training Sub-Committee Report: Chair Kyle thanked all those that participated in putting together this weekend’s training. He noted the speakers who attended the training donated their time. Moving forward, he noted the committee could plan hiring professional trainers for a specific training at a fee for service to be held on a Saturday for vendors to attend on a voluntary basis.
2. Budget & Finance Sub-Committee Report: Co-Chair Stan reported the sub-committee approved the operating budget of approximately $550,000, which includes benefit payments of $4,000 for retirement, $4,000 for medical, a supplemental medical benefit of $2,000 in the fall, and possibly a supplemental $2,000 medical in the spring if the budget allows, for a possible total of $12,000 for each vendor.

Regarding the renovation, they reviewed the total list which originally totaled $1.2 million, however, there were a few deductions due to cancellation of a couple renovations. He noted that the program is receiving the remaining balance of $250 thousand of the $1.3 million does need require a match; however, the balance will have to match VR 1/1. He noted that renovations probably won’t be completed in a year, but that at the maximum, we’re looking at a total of $1 million and we’d have to match $500 thousand.

He noted it’s a good budget along with the list of projects provided by Kat and recommended the committee adopt the budget.

Chair Kyle asked Kat to read a summary of the budget so the committee can vote.

She read as follows:

Proposed SFY 2017 Budget:

Projected Expenditures $561,000

Projected Income $564,000

Renovations $500,000

VR 110 Funds $750,000

Kyle asked for a motion to accept the proposed budget. Don moved to accept, Dane seconded, and motion passed unanimously by voice vote.

NEXT MEETING: The next regular meeting will be announced.

ADJOURNMENT: There being no further business to discuss and hearing no objections, Kyle adjourned the meeting at 11:46 a.m.

Transcribed by:

mra/SBB/Employment Section