HO’OPONO

Business Enterprise Program

Services for the Blind Branch

Division of Vocational Rehabilitation

State of Hawaii Department of Human Services

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M I N U T E S

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

DATE: Saturday, December 9, 2023

PLACE: Ho'opono Auditorium

 1901 Bachelot Street

 Honolulu, HI 96817

1. ROLL CALL AND CALL TO ORDER:
2. Sub-Committee Members: Don Patterson, Stan Young, Dane Alani, and Michael Miyashiro

Excused: Doug Moises

1. Licensed Blind Vendors: Evelyn Ah San, Kyle Aihara, James Chinn, Joel Cho, Ronald Flormata, Shontel Jones, Steve Kim, Gerard Lonergan, Lynn Schempp, Virgil Stinnett, Wanda Takaesu, Myles Tamashiro, and Martha Vo
2. Ho'opono: Temporarily Assigned Services for the Blind Branch Administrator – Temporarily Assigned (TA-SBA) Gavan Abe, Temporarily Assigned Business Manager (TA-BM) Tad Matsuno, Vending Facilities Specialist (VFS) Bruce Chin, and Business Enterprise Program (BEP) Secretary MJ Andres
3. Guests: Certified Trainees Emily Cruz, Jessica Parsell, and Clifford Miyashiro, and Trainee Dane Waltjen

Noting the presence of a quorum, Don Patterson called the meeting to order at 10:01 a.m.

1. PROGRAM REPORT FINANCIAL SUMMARY
	* 1. Income and Expense Report for State Fiscal Year (SFY) 2023 - July 1, 2022, to June 30, 2023: There were neither public testimony nor discussion.
		2. Income and Expense from July 1, 2023, to Present: TA-SBA Gavan Abe reported that the total expenditures to date was $448,692.09.
		3. Balance of Randolph Sheppard Revolving Account (RSRA): TA-SBA Gavan Abe reported that the balance of the RSRA as of 11/21/23 was $2,191,501.98. Following discussion, TA-SBA Gavan Abe corrected the balance amount in the RSRA noting that it should be $3,191,501.98. TA-BM Tad Matsuno asked if there were any public testimony or discussion. There were none.
		4. Report so far on 2023 Stimulus: TA-BM Tad Matsuno reported that we’re still working directly with vendors with collecting receipts, and that most of the blind vendors used the funds to replenish their inventory. Stan noted that any vendors that don’t have enough receipts can return any unused portion of the stimulus fund, otherwise, it will be added to their initial inventory.
		5. Proposal to move Spring Health Care Supplement to December 2023. Stan Young noted that the sub-committee is trying to restructure the budget and wants to move up the $5,000 Supplemental Spring Health benefit up to this quarter and possibly process the benefits by the end of this month adding that we increased the allotment from $1.3 million to $2 million of which we can spend up to $500,000 per quarter. He asked if there were any public testimony or discussion. There were none.

Dane Alani moved to move up the $5,000 Supplemental Spring Health benefit to this quarter. Mike Miyashiro seconded the motion. Hearing no discussion the motion passed by unanimous vote with Don Patterson, Stan Young, Dane Alani, and Michael Miyashiro all voting in favor.

* + 1. Proposal to Purchase Digital Recorder for the Blind for each Blind Vendor (Estimated cost: $499 each): Stan Young gave comparisons between using a digital recorder namely the Victor Stream and tape recorder. He proposed to purchase 1 for each blind vendor noting that if a blind vendor doesn’t want it, we will keep it in inventory for the new blind vendors coming in. Dane Alani moved to purchase a Victor Stream for everyone. Mike Miyashiro seconded the motion.

Stan Young asked if there were any discussions. Wanda Takaesu suggested a training session like this to walk the vendor through on how to use the equipment. Stan Young agreed and noted there are also training instructions available on YouTube.

TA-SBA Gavan Abe noted that the expenditure will be about $20,000 plus tax so it will need to go through the procurement process and will be purchased via the State of Hawaii eProcurment (HIePro) system by Vocational Rehabilitation Administrator (VRA) Lea Dias, who has procurement delegation authority.

The motion carried unanimously with Don Patterson, Stan Young, Dane Alani, and Mike Miyashiro voting in favor.

Proposed Funding Vendors to Cover 80% of Airfare and Hotel to Attend National Consumer Conventions or Trade Shows: Stan Young noted the sub-committee is proposing that if a blind vendor wants to attend national conventions or trade shows, you need to apply, and program will cover 80% of airfare and hotel. He noted if you’re serious enough, you must be willing to invest in your training and this will also allow others a chance to attend. A poll was conducted to determine how many vendors might participate and it was questionable whether there was enough budget to cover the cost for interested vendors to attend. Currently, 100% of the costs for 2 blind vendors and 2 staff are paid. Due to budget considerations, the proposal should be amended to add one more blind vendor to attend at 100% of their cost, instead of covering 80% of costs for any blind vendor to attend.

Following discussion, Stan Young revised the proposal. Instead of covering 80% of costs for any blind vendor's attendance, the proposal will be to cover 100% of 3 blind vendors and 2 staff to attend up to two national conventions or trade shows, using the Randolph-Sheppard Revolving Account funds. Mike Miyashiro moved to accept the revised proposal, Steve Kim seconded the motion, and the motion passed unanimously with Don Patterson, Stan Young, Dane Alani, and Steve Kim voting in favor.

1. PROJECTED BUDGET AND BENEFITS FOR SFY BALANCE

* + 1. Spring 2024 Stimulus Plan $10,000 for Inventory or Equipment (Standard Equipment only. Rare Equipment or Special Situations will Require Advanced Written ok.): Stan Young is proposing another payment of $10,000 stimulus to each licensed blind vendor in the Spring, between January and March 2024, mainly to improve the program by providing funds for inventory. He noted that you must be current with your profit & loss (P&L) statements, turn in receipts, and P&L should reflect an increase of at least 50% of the stimulus in inventory.

Mike Miyashiro moved to accept another $10,000 stimulus in the Spring. The motion was seconded by Stan Young and passed unanimously with Don Patterson, Stan Young, Dane Alani, and Mike Miyashiro voting in favor.

* + 1. A $3,000 Vacation Payment for a 2-week Vacation: Stan Young noted that the Randolph-Sheppard Act allows for such benefits, besides health and retirement, and proposed a $3,000 vacation payment in the last quarter of this SFY. The payment can be used for either vacation or possibly sick leave, but their facility must remain open during normal business hours while on vacation or sick leave. The logistics will still need to be discussed.

Dane Alani moved to accept $3,000 vacation payment be made available in the last quarter. Mike Miyashiro seconded the motion and the motion passed unanimously with Don Patterson, Stan Young, Dane Alani, and Steve Kim voting in favor.

* + 1. Because of the impact of the Lahaina fire and other impacts, make an appropriation (currently estimate: $227,000) for renovation of the Maui Airport original vending facility and its expansion into the lobby by approximately 6 feet (previously approved) by using balances left over and moved forward from the allotments from the first two quarters of this SFY. (current estimate: $227,000): Stan Young noted that the agency will be left with the discretion to calculate the actual amount leftover up to $227,000. Mike Miyashiro moved to accept an appropriation of up to $227,000 for the renovation of the Maui Airport original vending facility. Dane Alani seconded the motion and the motion passed unanimously with Don Patterson, Stan Young, Dane Alani, and Mike Miyashiro voting in favor.
1. ADJOURNMENT:

There being no further business to discuss, Stan Young asked for a motion to adjourn the meeting. Dane Alani moved to adjourn the meeting, Mike Miyashiro seconded the motion carried unanimously with Don Patterson, Stan Young, Dane Alani, and Mike Miyashiro voting in favor. The meeting was adjourned at 11:07 a.m.

Respectfully submitted:

TM:mra

Ho'opono/Employment Section