# **BEP Quarterly Committee Meeting** Organization NameMeeting Minutes

**Date: November 18, 2022**

**Time: 1:00pm**

**Location: 1430 Confederate Ave, Columbia, SC 29201**

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| **Elected BEP Committee Members Roll Call:** |   |
|  | ***Roll Call for the Elected BEP Committee Members:*** Janice Smith Chair, Charleston District (present), Kevin Carney, Florence District (present), Lonnie Hart, Columbia district 1 (present via Zoom); Karen Jones Vice Chair, Columbia District 2 (present via Zoom); George Martin, Greenville District (Absent); Tiffany Mitchell, Charleston District (present via Zoom). ***Prayer******Gallery Attendees:*** Ryan Skinner BEP Director, Carrie Morris Finance, Wendy and Megan (Pepsi Co.), Harold Anderson, Olivia Anderson, Jose Duval, Sean Rachal, Angie Rachal, Forstein Robinson, Brian Greene, Emily Cato, M Lawrence Sec.***Zoom Participants:*** Kim Spears Business Consultant, Charleston District; Elaine Robertson BEP Lead, Belinda Banks, Princetta Goodwin, Tiffany Parson, Cameron Lark, Courtney McCray, Kevin Skinner, Jacqueline Stubbs, Sophia Sparks, Demetrius Sanchez, Kurt King, Jimmy Davis***Approval of Minutes*** for BEP Quarterly Committee Meeting for August 12, 2022; Minutes read and Motion Passed and Approved    |

Financial Report

Carrie Morris gave the BEP Financial Report for the 3rd Quarter of the year for 2022.

Agenda

**Fort Jackson**: Ryan Skinner addresses Fort Jackson; We will be rebidding Fort Jackson as determined by the Hearing Officer; New Questions will be developed and asked during interviews and seniority will be calculated in a way that is consistent with State Law.

**BEP Lead**, Elaine Robertson continues to be an asset to our program and is getting a lot done.

**Marine Arbitration**: The counsel representing South Carolina, has provided an updated letter acknowledging that we were awarded the hearing and we would like to meet with them. We are still waiting for a response and have sent them a second letter to a few different points of contact within the Marines. Updates will come in as we receive more information.

**SRS**: We have finalized the purchases of machines and are working with Coke and are working on badges and clearances. In our approach of the inventory in and inventory out process. Hopefully this will be happening within the next few weeks.

**New BEP Trainees:** We have recently licensed Willy Patrick and Brandon Jenkins. We currently have Roger Webb and Vincent Downing in training.

**New Locations or Closed Locations;** The only new location currently is the finalized machine purchases at the SRS Vending Route, no other new locations currently. We have no new closed locations currently. There are a few locations that are in an updating and renovations process.

The SLA is currently researching within regulations ways that we can potentially maintain stands where BLV’s are retiring and being removed as a result of disciplinary action etc. so aa to continue generating income for the program.

**Stand Renovations**: Department of Transportation; Equipment has been purchased for an upgrade to a kitchen area and we are waiting to align delivery times.

**Micro Markets:** Our Agency continues to look for the potential for Micro Markets within our Business Enterprise Program, especially in locations where Canteens existed or are being renovated. One is at the State Capital Complex where they are renovating their canteen and will be putting in a Micro Market. Hopefully more projects are to come.

**Fair Return**: A Spreadsheet is being developed, however due to the Bid Selection process being frozen at this time our hands are tied. It continues to be our goal in SLA to make sure BLV’s make a Fair Return in their locations.

**Training Classes for BLV’s**: We are developing BEP Training Programs and are aware of the need to make training classes available to all BLV’s in our program. There are online classes available for upward mobility training.

**Repair Technicians**: Anthony Bernard will be leaving us at the end of this calendar year of 2022. We have a few applicants that we are looking at and plan on scheduling interviews the first part of December 2022. We are considering backup plans in the event we do not find qualified people for this position to help Charles.

**Introduction of New BEP Consultants:** We would like to welcome 3 new Business Consultants to the Business Enterprise Program; Emily Cato will be covering Columbia District 1; Emily comes from the South Carolina Department of Vocational Rehabilitation; Brian Greene will be covering Columbia District 2; Brian also comes from The South Carolina Department of Vocational Rehabilitation; Cameron Lark will be our new Greenville District consultant; He was a Quality Assurance Inspector for Subway Corporate.

**Business Consultant’s Reports**: Kim Spears for Charleston District; There will be 5 stands going out on the bid line in the Charleston District once it is back up and running (Stand #2 Orangeburg and St Matthew Vending route; Stand #14 McDougal Correctional Institution; Stand #31 Beaufort Hilton Head Vending Route; Stand #106 Joint Base Charleston; Stand #149 Vending Route).

**Pepsi Co:**

~We lead in products, for example Starbucks, Tea etc.

~Pepsi Co. does not charge for delivery fees, or maintenance fees for machines.

~Cost of goods are going up, %50 of vendor’s business is 20oz bottles, the price will increase in 2023 to 58 cents per unit, from the current Exclusive pricing of 49 cents per unit for 20oz.

~With the exclusive 5-year contract agreement every year after it will be a %6 capped increase.

~Non-Exclusive Stand’s current pricing on 20oz bottles is 58 cents, this will increase to 66 cents per unit, with no yearly Cap.

~Please be patient with ordering new machines, allow at least 6 weeks for delivery currently.

~New Contracts are being taken at this time.

~Planograms are being shared with vendors at rest areas.

~Notify Pepsi Co. of any vendor that is leaving a location, the new vendor comes in.

~ Please submit a W-9 to Pepsi-Co.

**Elected Committee of Blind Licensed Vendor’s Sub-Committees:**

Tiffany Mitchell’s Sub-Committee consists of Deloris Bass, Olivia Anderson, and Angie Rachal. We have talked about helping vendors with email, the Department of Revenue (IRS), and monthly reports. Tiffany spoke with Steve Cook about setting up a training covering email the first of December 2022, for those vendors who need an email created, and with general questions. Also, we are talking about break-out sessions for our upcoming Annual Meeting for 2023.

Lonnie Hart’s Sub-Committee of Machine Repair & Maintenance consists of Maxine Floyd.

Karen’s Sub-Committee for Training & Education consists of Jesse Grant and Jesse Burgess. They work along with Elaine Robertson and Miss Forstein with BEP Training and the new BEP’s; they are seeking to work on training with BLV’s regarding Stand Reports and Department of Revenue Tax Reports that are to be completed by vendors and turned in on time. They are planning a meeting.

Kevin Carney’s Finance Sub-Committee consists of Harold Anderson and Kenny Manigault. Money going into the BEP Vendor fund must come only from vending machines, (Chapter 18-16 and Federal Law 395.32).

**Closing Comments:**

As Blind Licensed Vendors of South Carolina our goals should be to strive to move forward in a positive manner. We need to be concerned about the future BLV’s of the Business Enterprise Program. Please call me (Janice Smith @ 864-310-9961) if you have questions, concerns, or anything that you feel that is important and needs to be on the agenda for discussion. I will take it to the BEP Committee and as a committee we will make a decision.

Question: If a vendor has multiple stands, do we combine the reports?

Answer: No. Each stand report is completed and sent in separately.

Question: How to resolve a storage dispute at a vendor’s location?

Answer: Contact your Business Consultant for a meeting with your Property Custodian, keeping in mind that the manual defines what constitutes a satisfactory sight (Ch.18-1-14f. a minimum of 250 square feet for the vending and storage of articles necessary for the operation of the facility) for a BLV.

Question: Concerns regarding notifications about BEP Committee meetings?

Answer: Chapter 18-17 O States in part “While Blind Licensed Vendors are welcome to attend committee meetings, they will do so as observers only, and at their own expense.” The context and language is an obvious reference to in person meetings which are only done on a quarterly basis and therefore cannot apply to all phone conversations or phone conferences engaged in by committee members.

The Chair of BEP adds that she will review this and address your concern. I want to go by the guidelines, and I want these guidelines to be clear.

*Meeting adjourns at 1:01pm*

*Sec M Lawrence*