

Minutes of Meeting

Georgia Committee of Blind Vendors

Tuesday, January 11, 2023

Meeting was called to order by Chairperson Alicia Morris at 9:20 am.

Committee Members Present:

Alicia Morris, Chair
Carl Lee, Vending
Michael McMinn, Vending
Michael Armstrong, Snack Bar
Miranda Stewart, Snack Bar
Valerie Hester, Contracts
Wesley Vaughn, Contracts
Dale King, At-Large
Zach Snow, At-Large

GVRA Staff Present:

Teresa Eggleston, BEP Director
Bobby Goodman, BEP Program Manager
Danny Murr, BEP Equipment Manager
Tara Woodford, BEP Contracts

Guests Present:

Jerry Bensman, Georgia Cooperative Services for the Blind
Georgio Vickers, Licensed Blind Vendor
Keith Morris, Licensed Blind Vendor
Kathy Morris, CBV Secretary

Chair's Welcome

- Alicia Morris welcomed everyone to the meeting.

GVRA Business Enterprise Program Staff Updates

- **Director's Update, Teresa Eggleston**
 - o Director Eggleston recognized that 2022 was a challenge but is hopeful about 2023

- Director Eggleston updated the CBV on the following items:
 - Senate Bill 108, Commission for the Blind has been introduced again.
 - Several agreements are being revised, including the Third Party Agreement
 - The overpayment issue is above \$20,000 and the matter has been handed over to the Attorney General's Office. All money owed to vendors has been repaid by GVRA.
 - Compliance is of utmost importance. BEP is still going through an audit. BEP is attempting to keep repayment to a minimum but current estimates are \$800,000.
 - Director Eggleston stated that BEP is operating under a very old inventory policy. The policy requires that what a vendor starts with in stock at a facility is what must a vendor must end with and that anything in excess of the initial stock will be paid to the vendor.
 - \$20,000 standalone requirement is not a policy. It is just a protocol.
 - RWS Cafeteria going out for bid
 - BEP should be able to cover a vendor's mileage when traveling to repair another vendor's equipment
 - BEP is moving offices. They will relocate to the North Lake VR Office and the warehouse is moving to the GIB Warehouse in Griffin.
 - BEP is hiring for a South Georgia Consultant.
- Director Eggleston provided the CBV with the following information when taking questions during her presentation:
 - Responses to CBV Motions from the last meeting were sent by Tara Woodford.
 - BEP is open to CBV Chair sitting in on staff interviews
 - Motion from July concerning travel and allowing reimbursement for all mileage and uses the Federal per diem by city will be looked at.
 - BEP has purchased more devices and has identified more devices that can be used to address the issue of credit card readers that are down.

- Motions are not sent to RSA unless they are specific changes to policy.

Meeting was at ease from 11:00-11:30

- **Program Manager's Update, Bobby Goodman**
 - BEP consultants are starting the break out of square systems today.
 - Michael Collins will be the practice vendor
 - They are several option for vendor payroll, including Jerry Bensman.
 - There have been 15 retirements in the last couple of years and Sheldon Dixon will retire in March.
 - Vendors can break out and set up separate Seed Live accounts
- **Contracts Update, Tara Woodford**
 - Work is continuing on policies, finishing up merchandise policy and then will start on the travel policy.
 - In the future, Third Party Vendors may need to go through the state procurement process.
 - Several extensions for military contracts have been completed.
 - Commission for coupon books at roadsides have been tracked down and new requests will be sent out.
 - Ms. Woodford provided the CBV with the following information when taking questions during her presentation:
 - Wiregrass Tech – looking at other opportunities for vendor and keeping distance in mind. Bid on a prison, but vendor was not successful.
 - Richard B. Russell will come up for interview this year. Currently assigned to Sheena Shelby.
 - If a vendor recruited a facility that can be a stand-alone, they can keep it and continue working old facility.
 - Comments from CBV Members:
 - Michael McMinn: listed several factories that are being built and suggested Lowe's warehouse and Home Depot as possible facilities for BEP.
- **Training Update, Tara Woodford on behalf of Will Graham**
 - Will is not present due to training today
 - All new trainees are assigned are completing OJT with snack bar and vending vendors.

- Celeste True of GVRA AWT has joined the training team.
- Stephen Thomas is now at #303 Twin Towers
- Comments from members of the CBV:
 - Chair Morris requested that trainees attend the CBV meetings in the future.
- **Equipment Update, Danny Murr**
 - There were several large vending repairs in November 2022 with invoices over \$1,000.
 - Repair Costs from 6/21 – 5/22 were \$180,250 and from 6/22 – 12/22 were \$112,904.
 - Waiting on prior approval for fiscal budget. It is estimated that the amount will be \$1.5 million. A lot of parts have had to be ordered, board related and compressors.
 - 86 telemetry units have been ordered

Meeting was at ease from 1:20- 2:30.

Meeting called back to order.

CBV Discussion and Business:

- Update on Phyllis was requested.
- Nominations were taken for Vice-Chair.
 - Dale King nominated Michael Armstrong.
 - Carl Lee seconded nominated.
 - No other nominations were heard.
 - Vote was taken. Michael Armstrong is Vice-Chair.
- Corey Williams states he is changing to a Micro Mart.
- Georgio stated he was not asked to participate in inventory. He trusted Quan to do the inventory. No documentation of products put in.
- **Viable Locations**
 - \$20,000 is no longer a viable amount. Use the minimum federal wage to determine what is a viable net income. This would set the net income requirement at \$33,696.
 - Motion was made by Zach Snow to use \$33,696 as the minimum income for a vendor's standalone and attachments. \$33,696 is based on the minimum federal wage. Motion was seconded by Dale King. Motion passed.

- **Credit Card Readers**

- Zach Snow made a motion to take care of the credit card readers with set aside funds. Motion was seconded by Michael Armstrong. Motion passed.

Motion made by Valerie Hester and seconded by Michael Armstrong to adjourn meeting. Meeting adjourned for the day.

Minutes of Meeting
Georgia Committee of Blind Vendors
Continuation of January 11, 2023, Meeting
Wednesday, January 12, 2023

Meeting was called to order by Chairperson Alicia Morris.

CBV Members Present:

Alicia Morris, Chair
Michael Armstrong, Vice-Chair
Carl Lee, Vending
Michael McMinn, Vending
Miranda Stewart, Snack Bar
Zach Snow, At-Large
Dale King, At-Large

GVRA Staff Present:

Teresa Eggleston, BEP Director
Danny Murr, BEP Equipment Manager
Tara Woodford, Contracts
Bobby Goodman, BEP Program Manager

Guests Present:

Keith Morris, Licensed Blind Vendor
Kathy Morris, CBV Secretary
Georgio Vickers, Licensed Blind Vendor

CBV Discussion and General Business:

Zach Snow gave report on motions made:

- Use set aside money for telemetry.
- For a stand-alone facility, we will use the Federal Minimum Wage of \$33,696 annually. Give vendors who are under the amount time to adjust and increase their sales.

CBV & BEP Staff discussed conferences for 2023.

- Conferences:

- Sagebrush will be February 6-10, 2023 in Las Vegas, Nevada.
- NAMA will be May 10-12 at the Georgia World Congress Center in Atlanta, GA.
- MACS will also be at the World Congress Center October 3-6, 2023.
- Blast will be held in Houston, TX July 1-6, 2023.
- Atlantic Coast Expo (ACE) will be held in Myrtle Beach, SC
- Fly in to the Hill will be in DC.
- Chair Morris asked how many to send. Requested 3-4 for Sagebrush. Zach Snow will go to the Washington Seminar in January.
- CBV members were reminded to send agenda from the conference to Charlotte so that attendance to be able to tie back to training.

CBV & BEP Staff discussed commission rates for prisons.

- Teresa stated needed to discuss the commission rate for prisons. 20.25% is one of the smallest amounts.
- Zach Snow will reach out to Tennessee and Alabama to see what they did. There is a lot of money in the prisons. Average commission is 25% and above.
- Carl Lee asked Tara to send him the RFPs from the prisons. Tara asked him if he would be willing to help her filing out part of the bid forms with prices for items. He agreed.

CBV and BEP discussed vendor accounting services.

- SLA will need to know by February how many vendors will want Jerry to do their taxes
- Alicia will have a zoom meeting to ask about who will want Jerry to continue and Bobby will hold training sessions for all to see different programs.

Motion to adjourn made by Michael Armstrong and seconded by Carl Lee.
Meeting adjourned at 11:30.