

**COMMITTEE OF BLIND VENDORS  
GENERAL ASSEMBLY MEETING MINUTES  
OCTOBER 29, 2020**

**The meeting was held via Zoom**

**Roll Call** – Attendance was taken. A quorum was present.

**Members Present**

George Bouquet, Mac Carnes, Lynn Florence, Jerry Grimes, Larry Hall, Chair, Buster Mayne, Chris Miller, Todd Stephens, Angela Stevens, and Ronnie Wheatley.

**Staff Present**

Corey Marcum, KBE Director, Jennifer Wright, KBE Assistant Director, Janice Jackson, Recording Secretary, Jason Wathen, Food Service Coordinator, Stuart Boggs, Vending Coordinator, Shelby Glisson, Repair Technician, Cora McNabb, Executive Director

**Guests**

Vendors: Beverly Dickerson, Charles Dorsey, Todd Freeman, Katherine Gore, Eddie Meyers, Justin Purvis, Cramer Schneider;

Robyn Young, Coke Consolidated, Timmy Garrett, Clark Beverage Company, Russ Leatham, SCORE, Travis Patton, KDPH, Kayla Poole, Dondra Meredith, Deputy General Counsel, Education and Workforce Development Cabinet

The meeting was called to order at 2 p.m. by Chair Larry Hall.

**Approval of Minutes** – Chair Hall called for a motion for the approval of minutes from the July 29<sup>th</sup>, August 29<sup>th</sup>, and September 29<sup>th</sup> meetings. Todd Stephens made the motion to accept all

minutes as written. The motion was seconded by Buster Mayne. The motion was voted on and approved.

**KBE Annual Meeting Presentations** – The guest speakers were introduced by General Assembly Planning Committee Chair, Todd Stephens

Travis Patton from the KY Department of Public Health spoke on Food Safety and Healthy at Work Requirements – Jennifer Wright will send out his presentation to the vendors when available.

Russ Leathem, Certified Mentor of SCORE spoke on Keys to Running a Successful Business. Mr. Leathem will send Jennifer Wright a document of his presentation. This will be sent out to the vendors.

Robyn Young from Coca-Cola Consolidated, who is also the contact for the state Coke agreement, reported that, due to COVID-19, Coke had to look at their business model. It was determined that in order for Coke to continue full service for a vendor, the vendor must sell at least 40 cases of product per year. If a vendor sells less than 40 cases a year, they will be asked to either self-fill or obtain a third party to fill. Ms. Young said that a Coke rep could work with vendors who have machines selling less than 40 cases to evaluate whether they can consolidate machines or move machines to a higher traffic area to sell more product. Each machine will be evaluated separately for the 40-case threshold, and not as part of the location as a whole.

Ms. Young spoke briefly about a new initiative, My Coke, which will be an all-electronic platform. All orders will have to be made online starting in 2021. Phone orders will not be accepted. There will be an app which vendors will use to place their orders. Vendors will be able to access additional information about their account, through the app. It will set PARs, allow online payments, as well as

introduce new products and provide more information about the account. Ms. Young said if vendors send their machine's asset number to her, she can provide them with their performance data.

She gave vendors a brief description of Coke's newest product, BodyArmor, an all-natural healthy sports drink that they will be heavily advertising.

Chris Miller told Ms. Young that he had been trying to use the app on his iPhone but that it was not very accessible to the visually impaired. She indicated that she would look into the accessibility issue.

She introduced Timmy Garrett, a distributor with Clark Beverage Company who services Southeast Kentucky.

## **KBE Report**

Director Corey Marcum reported that only four KBE vendors' businesses have been unaffected by the COVID-19 shutdowns. He said that it's going to take a long time to recover and state and federal buildings were the first to close and will most likely be the last to reopen.

To show commitment to the vendors, the agency has moved \$138,000 in unassigned vending funds to be used by vendors to replace inventory lost due to the pandemic.

The Blind Vendor Committee rules and regulations have been resubmitted to RSA and are awaiting final approval. There were no major revisions to what was initially submitted.

Mr. Marcum reported that KBE has installed over 80 new machines statewide. He said that in Louisville, the L&N Building is in the process of being readied to reopen after renovation, there will be an update to the Hall of Justice soon, and the Mazzoli Building is going

to become KBE's first micromarket. In Frankfort, the State Office Building got new paint and a pass thru to make things more efficient, and the Transportation Cabinet Building has new equipment ordered. There has also been a minor upgrade to the equipment at the Gateway IRS Building in Covington.

This year has seen a vendor retirement. Howard McClain had been with our program for nearly 40 years and was the vendor at the Mazzoli Building in Louisville.

When COVID shut things down, there were four new vendor trainees in the program. As of now, all four are still interested in returning to the training once restrictions are lifted.

The Whitley and Simpson County rest areas will be reopening soon, hopefully by the end of the year. This will help with unassigned vending revenue, which is down over \$100,000 from last year. More information on that will be forthcoming when the RSA 15 is done.

Mr. Marcum reported on the recommendations from the review of five vendors by the Auditor of Public Accounts. Out of these audits, came their recommendations for all vendors in the program.

1. Need to operate on a cash-based accounting system (everything is reported in the month that it occurs)
2. Invoices and receipts must be legible and immediately available. They need to be maintained for at least three years. The Auditor suggested that vendors invest in a scanner to upload and keep their receipts. The scanners can be deducted on the set aside under "equipment".
3. There should be no co-mingling of business and personal expenses at any time. There should never be any personal purchases on a receipt of business expenses.
4. Stock loss is not permitted on set asides

5. All business cash must be deposited. No shopping with it before depositing.
6. Need to find a better way to define labor and contractor costs.
7. It was recommended, that for their own protection, vendors become a LLC which will protect their home and personal assets.

Mr. Marcum went over upcoming changes to iBEP beginning January 2021.

He encouraged vendors to consider moving to a bookkeeping service if possible.

A bank statement must be provided for the month of the set aside, along with receipts. Out-of-month receipts will not be accepted, only those pertaining to the month of the set aside that is being submitted.

Complete and correct set asides will be due by noon on the 20<sup>th</sup> of the month. If a correct set aside is not received by that time, a \$25 late fee will be charged on the following month's set aside. In order to avoid a late fee, it is necessary to start the process early enough to make sure all mistakes are corrected by the due date.

After three times of late/incorrect setasides, a bookkeeping service will be required.

e-Pay is scheduled to begin for online payment in January.

Janice Jackson told the vendors that they have been doing a better job working in iBEP. She mentioned a couple of things that needed improvement.

She said that on the first page, vendors need to make sure zeros are placed everywhere so there is no amount left to be entered. On the third page at the bottom left-hand corner, do NOT click "Ready for Payment", always, click, "Payment sent/No payment due". She

said she cannot mark the set aside as paid if this is not done. When ePay comes online, this step won't be necessary.

Mr. Marcum shared KBE's goals for 2020. He said the top priority is to get all vendors back to work as soon as possible. In addition, he wants to see the rules and regulations ratified, focus on financial security for all vendors, get additional features activated in iBEP, expand locations where possible, and expand the number of yearly audits by the Auditor's Office. He praised vendors for providing good customer service and said he would also like to create a better system where vendors provide service equal to or greater than other vending services.

## **Chair Report**

Chair Larry Hall reported that in the new year, the Committee plans to pursue getting the commissaries in prisons and colleges in Kentucky. They have a few things working through the legislators for the upcoming session.

## **Public Comments**

There were no public comments

## **Old Business**

There was no old business.

## **New Business**

Chair Hall turned the floor over to Nominating Committee Chair, Todd Stephens for election of the Committee Chair and Vice Chair for 2012-2022.

Mr. Stephens asked for self-nominations for the Chair position. Larry Hall and Justin Purvis nominated themselves. Mr. Stephens then asked three times for nominations from the floor. There were none. He made a motion that the nominees be accepted. The

motion was seconded by Jerry Grimes. The two nominees gave a short bio of their qualifications. Mr. Stephens explained that since there were two candidates, ballots would have to be mailed to those vendors who were currently attending the Zoom meeting and they would have to be received in the KBE office no later than November 30th.

Mr. Stephens asked for self-nominations for the Vice Chair position. Lynn Florence was the only self-nominee and there were no nominees from the floor. Ms. Florence gave a short bio. Mr. Stephens made the motion that nominations cease, and that Ms. Florence be elected by acclamation. It was seconded by Jerry Grimes.

\*\*\*\*NOTE\*\*\*\*

Immediately following the meeting, Justin Purvis notified Mr. Marcum that he was withdrawing his self-nomination for the Chair position. This left Larry Hall as the only candidate; therefore no ballots will be mailed out.

The next meeting will be held in January. Date and time to be announced at a later date.

Todd Stephens made a motion to adjourn, and it was seconded by Jerry Grimes. The meeting was adjourned at 4:45.