**Business Enterprise Program Quarterly Committee Meeting Minutes**

**DATE:** August 12, 2022

**LOCATION:** 1430 Confederate Avenue Ave, Columbia SC 29201 (The Commission for the Blind)

**TIME:** 1:00 pm

**PRESENT:** Ryan Skinner; BEP Director, Elaine Robertson; BEP Lead, Carrie Morris; Finance, Kim Spears; Business Consultant Charleston, Angela Galloway; Business Consultant Florence, Janice Smith; BEP Committee Chair, Karen Jones; BEP Committee Vice Chair, Tiffany Mitchell, Lonnie Hart, Kevin Carney, George Martin, Secretary M Lawrence

**AGENDA**

Call to Order Business Enterprise Program Quarterly Committee Meeting August 12, 2022

**PRAYER**

**BEP COMMITTEE ROLL CALL:** Janice Smith; Chair (Present), Karen Jones; Vice Chair (Present), Tiffany Mitchell (Present), Lonnie Hart (Present), George Martin (Present), Kevin Carney (Present).

**APPROVAL OF MINUTES:** Do to the fact that the BEP Committee did not have a secretary at the time of the last Quarterly Meeting there are no meeting minutes available, so we are going to forgo those minutes.

**BEP FINANCIAL REPORT**

 Carrie Morris gave the financial report for the BEP for the Second Quarter of the calendar year of 2022.

**OPENING REMARKS**

Several months back Elaine Robertson became our Business Enterprise Program Lead, and I would like to currently clarify the duties she is performing at this time and her role. For example,

*-Training.*

*-Special Projects (diligently working to get stand interviews going, cleaning up not only previous bids that have not been interviewed for but also the many stands with temporary vendors).*

*-Policies & Procedures for South Carolina BEP*

**DISCUSSION**

Regarding Fort Jackson, we have 2 Blind Licensed Vendors that have effectively taken this stand over beginning July 1, 2022. They are still in transition and working diligently to address that contract. Palmetto Food Services are certainly looking at, like we are here at BEP, top to bottom, what can be done better and different to improve the well-being of Fort Jackson, as well as our program.

The recent news regarding the Marine Arbitration is pending since the attorneys are still waiting a response on the Marines. We have no update on this currently, but we are still in communication with these attorneys.

SRS Vending Route: We are in final negotiations over the Savannah River Site location, and it is going well and to our knowledge their will be no more vending machines located at SRS that are not a part of the BEP to our understanding.

We are close to the completion of our BEP AWARE project as it relates to our program and moving towards completely becoming electronic. Our consultants are required to scan all documents including stand reports, inspection reports and all material related to merchandise & inventory. We will now have these documents universally placed that is much more secure and free from flooding, fire etc. We are very excited for this project to come to an end. The South Carolina Business Enterprise Program is coming into the modern era.

Lastly, as we try to clean up the South Carolina BEP, Fair Return is extremely important, so when we look at the fair return in the stands and we try to determine what is prudent and lucrative for the BLV’s we want all vendors to know we are aware of this and also looking at all policies and procedures that allow us to make all stands able to have a fair return. ***It is important for all vendors to document on stand reports everything they receive in terms of profits, and everything paid out in terms of inventory purchased. If vendors are not doing this, they are hurting the program as well as hurting our ability to regulate and govern the program. The program is only as good as the information documented and received from each Blind Licensed Vendor. We appreciate receiving accurate monthly stand reports in a timely manner from our BLV’s.***

**COMMITTEE RESPONSIBILITIES**

It is each BEP Committee member’s responsibility to share the information with their vendors in each district from every Quarterly Meeting. If your vendors have questions and concerns please contact the Chair of the Committee, the entire committee, and make sure they are brought to SLA.

We are going to begin helping every BLV move their documents and information electronically with the AWARE project. For example, the vendor’s monthly stand reports and inventory. It will be easier and less expensive for every vendor to email reports rather than spending money on postage and there will be documentation that the information has been sent.

After this Quarterly Meeting, we are asking each BEP Committee Member to send the following information to Elaine Robertson (843-953-2889 or Elaine.Robertson@sccb.sc.gov) from each vendor in your District.

*Name:*

*Address:*

*Phone Number:*

*Email Address:*

**Chain of Command:** As Committee Members your first step in the chain of Command is your **“Chairperson.”** If you have a question or concern the first person you should contact is Janice Smith Chair of BEP. At that point the Chairperson will then determine if it is something that the BEP Committee can resolve or should the matter come to the Agency. If the matter cannot be resolved the Chair of BEP will reach out to the **Business Consultant**. If the BLV has no current Business Consultant, the Chair of BEP will then contact SLA, BEP Lead and BEP Director.

**CONSULTANT’S REPORTS**

Kim Spears Charleston District: I would like to congratulate Karen Jones into the Charleston District as she was awarded stand #63 @ I26 West Bound Orangeburg, South Carolina Rest Area.

Currently there are 7 locations for bid in the Charleston District:

Stand #1 *Charleston County Cafeteria and Vending Route.*

Stand #2 *Orangeburg and ST. Matthew Vending Route.*

Stand #10 *Charleston City Vending Route.*

Stand #14 *McDougal Correctional Institution.*

Stand #31 *Beaufort Hilton Head South Carolina Vending Route.*

Stand #106 *Joint Base Charleston Cafeteria.*

Stand #149 *Baylord Vending Route.*

Please make sure that the stand that you are bidding on is what you really want to go after. ***Chapter 8 of the Regulations Sec 1-I reads if a Blind Licensed Vendor bids on a Vending Facility and decides that he/she wants to withdraw his/her bid the withdraw notice must be received before the selection has been made. If a Blind Licensed Vendor who has submitted a bid and is subsequently awarded a vending facility and refuses that vending facility, he/she may not bid on another facility for a period of 6 months.***

Angela Galloway Florence District: Stand #104 *I20 Camden SC interviews are taking place next week.*

**PEPSI CONTRACTS**

Megan Doan Pepsi Representative; Sales District Leader Small Format; Carolina Market; (Cell 469-631-6302; email megan.doane@pepsico.com)

Challenges with Pepsi:

Supply chains are real

Out of Stocks are due to not receiving the raw materials needed to produce the product

Products are on allocation

Products are in limited quantities (try a different flavor if you are not getting the flavor you want)

Staffing issues

Inventory Changes (Pepsi Direct cannot guarantee your quantities or flavors within the same week that you place your order).

**THE ELECTED COMMITTEE OF BLV SUB COMMITTEES:**

There are 5 Sub Committees:

Chair of the Training Sub Committee Karen Jones; Karen will work with the training coordinator and training instructor as well as Elaine Robertson with projects regarding training and will also be working with changes within the manual. The members on the training subcommittee with Karen are Jessie Grant, Jessie Burgess, and Olivia Anderson.

Chair of the Continuing Education Sub Committee Tiffany Mitchell; Deloris Bass and Angie Roshel are on the committee with Tiffany and their goals are to plan the next BEP Annual Meeting and any upward mobility training implemented in the program. For example, getting all BLV’s comfortable with email and technology within the BEP.

Chair of The Legislative Sub Committee George Martin; “This will consist of myself, Belinda Banks, Kirk King, and Chris Jones. We will focus on awareness of legislature within the BEP and the Randolph Shepperd program and how important this program is to the Blind Licensed Vendor and the Blind community.”

Chair of Machines, Equipment & Maintenance Sub Committee Lonnie Hart; “Myself and Maxine Floyd are looking to see about purchasing new machines, credit card readers etc. for the BEP.”

Chair of the Finance Sub Committee Kevin Carney; Kevin will be working with Kenneth Manigault and Harold Anderson, they will be looking into everything related to finance by this program and the finances that flow from this program to the Blind Licensed Vendors.

**CLOSING REMARKS**

*If there are any questions or concerns for* ***Janice Smith Chair of BEP Committee*** *her contact information is:*

***Janice Smith***

***Phone (864-310-9961)***

**ADJOURNMENT**

This BEP Committee Quarterly Meeting for August 12, 2022, is now adjourned.

Meeting Closes: 2:05 pm

Sec. M Lawrence