

Nebraska Blind Licensees Committee Meeting

State Office Building

1313 Farnam

Omaha, NE 68102

September 9, 2017

Meeting called to order by Chair Sandy Alvarado at 10:19 am.

Board Members in attendance: Chair Sandy Alvarado, Vice Chair Ross Pollpeter, Secretary Andrea Chizek, Members at Large, Alex Curtis, and Chris Nolan

Blind Licensees in attendance: Jason Thompson, Tom Scheibeler, and Dave Johnson via conference call.

NCBVI Staff in attendance: Executive Director Carlos Servan, Don Ward, Carrie DeFreece, Jan Stokebrand, Nancy Flearl, Tim Jefferson, Kathy Brown-Hollins

NCBVI Commissioners: Mark Bulger and Robert Newman

Retirement Plan Rep., Bob Burns.

Prospective Vendors: Miguel Rocha in person, and Ronnie Kellogg via conference call

Guests: Rita Scheibeler, Deb Nolan, Laurie Burns, Atty Svendsen, Mickie Saltzman and Oscar Alvarado.

Open Meeting Act:

A copy of the Nebraska Open Meeting Act was available. The Notice of the Meeting was published in the Omaha World Herald, NCBVI Website, and NFB Newsline®. The Notice was also sent to the NCBVI List Serve.

Bob Burns gave a presentation on the retirement plan available to Licensed Vendors.

Bob mentioned it has taken a while to figure out the best way to make the Vendor's retirement match. It has been determined that the best way to do it is as follows: In order for each Vendor to receive their match to their retirement plan the State must first deposit the check into the individual Vendor's checking account. The deposit will then be automatically withdrawn and invested in their individual retirement investment account.

Each participating Vendor must complete the form that is being emailed and send it back to Dave Robinson, along with a void check or a copy of one of their checks.

The form is a combination W-9/Direct Deposit form.

In filling out the form start with the "Substitute form W-9" section and work down to the ACH (Direct Deposit) Enrollment section.

Also include your e-mail addresses, because anytime we process a payment to them, the system will send them an automated email, informing them that a payment has been processed and when to expect it to hit their account.

After Bob Burns' Presentation the meeting continued with the approval of the minutes from the last meeting: Motion was made by Ross Pollpeter to approve the minutes from the June 10, 2017 meeting as distributed. Chris Nolan seconded. Motion passed.

State Licensing Agency (SLA) Report: Carrie DeFreece presented the SLA report. DeFreece filled in temporarily at Camp Ashland until Miguel Rocha was trained. He started August 1st at Camp Ashland. Currently we are looking for several more clients to begin training due to the vending opportunities we are working on. We told the Offutt Staff that we would operate the 26 breakrooms, with a total of 52 vending machines. We are still working with the teaming partner

to see if they can come up with the \$1.5-2 million dollars to operate the cafeteria. There will be 3,500 employees in that new building. We will do everything we can to run this location and would start operating it by summer or winter 2019. The Veteran's Administration (VA) contacted us to operate vending in Lincoln and Omaha, however they were unresponsive to our request and we filed for arbitration.

REPORT FROM THE COMMITTEE CHAIR, Sandy Alvarado:

I continue to attend the meetings with the NBE team to help give us a voice in major decisions and keep us informed. Last meeting we had a discussion on potential new benefits as most vendors are interested in paid sick leave and vacation time.

Sandy and Ross are doing research on this project. They will be notifying other states to get their opinions on this matter and will report their information at the December 9th meeting.

UPDATE on PROFIT and LOSS Reports, Jan Stokebrand

Update on Profit and Loss reports in May 2017 there were 6 vendors late, 5 late in June, and 4 late in July. There were also 2 statements that were outstanding. Jan strongly discussed the importance of getting your reports in on time because the end of the fiscal year is approaching.

Update on Licensees, introduce new trainee(s)

There are two potential blind licensees in training, Jim Jirak in Omaha and Ronnie Kellogg in Lincoln.

Discuss Training for next quarterly committee meeting

Carrie DeFreece suggested a training on cantaloupe, it is a program that would help with keeping track of our inventory. The other option that came up was pay range. We agreed on the topic of pay range and it will be presented on December 9th.

New Business

Miguel Rocha took over the Ashland Dining facility on August 1st.

The Hadley course was discussed. The participants that took the class presented their feedback about the course.

Set date for next meeting:

Discussion was held. Ross Pollpeter made a motion to have the next meeting on December 9, 2017 in Lincoln, NE.

Place: Nebraska Commission for the Blind and Visually Impaired Agency Office
4600 Valley Road

Time: 10:00 am.

Alex Curtis seconded and the motion passed.

ADJOURN: Ross Pollpeter made a motion for the meeting to be adjourned. Alex Curtis seconded and the motion passed.

Adjourned at 12:24 pm.

TRAINING

Training was presented by Ross Pollpeter. He presented applications that read money, bar scanning, and documentation. All of these aps would be very beneficial and helpful in making your business successful.

In attendance for training: Sandy Alvarado, Ross Pollpeter, Andrea Chizek, Alex Curtis, Chris Nolan, Jason Thompson, Miguel Rocha, and Ronnie Kellogg via conference call

Respectfully submitted by:

Andrea Chizek, BLC Secretary