

## **Nebraska Blind Licensees Committee Meeting Minutes**

Meeting Location:

Nebraska Commission for the Blind and Visually Impaired  
4600 Valley Rd. Suite 100  
Lincoln, NE 68510

Meeting Date: March 8, 2019

Meeting Called to Order: 10:00 a.m. by Ross Pollpeter, Chairperson

Board Members in Attendance: Ross Pollpeter, Chairperson, Chris Nolan, Vice-Chairperson, Andrea Chizek, Secretary, Alex Curtis and Jason Thompson, Board Members

Blind Licensees in Attendance: Wiley Elmshouser, Jim Jirak, Marlin Roesler, Hardy Holm, Antonio Aguilar, Ronnie Kellogg, and Sandy Alvarado

NCBVI Staff in Attendance: Carlos Servan, Executive Director, Carol Jenkins, Deputy Director, Nancy Flearl, Omaha District Supervisor, and Dave Robinson, Jan Stokebrand, and Don Ward.

Guests in Attendance: Deb Nolan, Oscar Alvarado, and Bob Welsch.

Open Meeting Act: A copy of the Nebraska Open Meeting Act was available. The notice of the meeting was published in the Lincoln Journal Star, posted on the NCBVI Website and on NFB Newsline®. The notice was also sent to the NCBVI.Everyone email list.

Approval of Minutes: Motion was made by Jason Thompson, Board Member to approve the minutes from the meeting on December 7, 2018 as distributed. Chris Nolan, Vice-Chairperson seconded it. Motion passed.

Committee Chairperson Report: Presented by Ross Pollpeter, Chairperson: At our next NBE Committee meeting in May, we will hold elections for the committee. Soon NBE will send out an email asking for names of those licensees who wish to throw their name into the hat. I encourage all NBE

licensees to consider serving on the committee. As we will hear today during this meeting, the Nebraska Commission for the Blind & Visually Impaired had to make some hard decisions due to budget constraints. These decisions will affect this program and change how we run our businesses in regards to our working relationship with the SLA. I am not telling licensees that you must like the changes, but we as a program and group have to adapt so we can be successful. With these hard decisions, the SLA had to lay-off NBE Staff, Don Ward and Jan Stokebrand. I just want to wish them well, and I have nothing but love and respect for them.

SLA Report: Presented by Carol Jenkins, Deputy Director:  
Legislation Update

Senator Wishart introduced LB 220, on January 14, 2019. The Health and Human Services Committee hearing for LB 220 was on February 27, 2019. Carlos Servan, NCBVI Executive Director, Carol Jenkins, NCBVI Deputy Director, one blind vendor, one center student, and an ACB representative testified in support for this bill. Six blind vendors submitted letters in support. The interim Executive Director of the Department of Administrative Services (DAS) submitted a letter of opposition. Senator Wishart will be looking into what the issues that DAS has with LB 220 in order to alleviate any concerns moving forward. Senator Wishart intends to make LB 220 a priority bill.

Budget Update

NCBVI has been working diligently to reduce the \$1.6 million spending deficit and balance the budget to have spending within base grants. NCBVI will be closing the Norfolk, Kearney, North Platte, and Scottsbluff offices. NCBVI staff working in those offices will be telecommuting. NCBVI has also laid off 25% of agency staff with a March 12, 2019 effective date. NCBVI also entered into an Order of Selection (OOS) as of March 1, 2019. OOS means that the agency no longer has enough funds to serve all eligible consumers statewide and has to develop disability priority categories and a wait list based on the application date for services for all eligible consumers who do not have a signed Individualized Plan for Employment (IPE) prior to March 1, 2019.

To aid in cost containment for the budget, NCBVI is working on agreements with Coca Cola and other companies to allow the use of their vending machines with the understanding that NCBVI licensed vendors will purchase

product directly from the company. NCBVI is also working on service/repair contracts with external local vending companies for vending machine repairs on a statewide basis. Contracting with outside companies across Nebraska will reduce the cost of mileage, travel time, and such for vending machine repairs and will allow for more efficient and timely repairs for vendors. As a part of the process for repairs, NCBVI is developing a Repair and Parts Request form in order to coordinate the process of vending machine repairs, ordering of parts, and such, which will allow NCBVI to more efficiently track and document authorizations and invoices for the budget.

NCBVI will be getting each district more involved in the NBE Program by contracting with Greater America, which is a vending machine distributor in Omaha; to train NBE licensed vendors as well as NCBVI staff on routine repairs and maintenance for vending machines at no cost to NCBVI. When vendors and NCBVI staff in each district have the knowledge and skills to complete routine repairs and maintenance, it will lessen repair costs for NCBVI.

#### Vending Sites Update

##### Department of Corrections

The Department of Corrections has informed NCBVI that an RFP is tentatively scheduled to be posted in March of 2019. NCBVI intends on submitting a bid for the RFP for the Department of Corrections and is just waiting on the RFP to be posted.

##### Nebraska State Building Division

NCBVI is still in contract negotiations with the Nebraska State Building Division. Carol Jenkins, NCBVI Deputy Director, is still attempting to obtain a group insurance policy for the NBE program in order to lessen the cost of insurance for vendors. This is the portion of the contract still being negotiated with the State Building Division. Once a contract has been fully executed, Carol Jenkins, NCBVI Deputy Director, will set up a training for relevant NCBVI staff, NBE Staff, and licensees who will be responsible for carrying out the contract.

##### Offutt

Carlos Servan, NCBVI Executive Director, has been diligently working on the Offutt cafeteria details to move the project forward to a completion, Carol

Jenkins, NCBVI Deputy Director, has been working on the permit negotiations for the Offutt vending machines. The Offutt cafeteria and vending machines will need to be operational by July 1, 2019.

#### Other Potential Vending Site Expansions

Carol Jenkins, NCBVI Deputy Director, is working on negotiating a permit for the VA in Lincoln, which is a part of the VA permit in Omaha that was signed in 2018.

#### Licensees Update

The NBE Program had 16 licensed vendors operating vending facilities, but unfortunately, one licensed vendor chose to no longer continue to operate vending facilities. Currently, the NBE Program has 15 licensed vendors operating vending facilities.

#### Staff Update

Dave Robinson, NCBVI staff, will be assisting Carol Jenkins, NCBVI Deputy Director, in the operation of the NBE Program.

#### Vending Site Complaints

The categories of complaints that have come in to Carol Jenkins, NCBVI Deputy Director, this quarter have been as follows: vendors not coming often enough to stock machines, and having expired products. This is a reminder that NCBVI has all of the contracts with the various owners of facilities, and licensees are representing themselves, other licensees, other blind consumers, and NCBVI statewide.

#### Additional Notes

Carol Jenkins, NCBVI Deputy Director, Nancy Flearl, NCBVI Omaha District Supervisor, and Sandy Alvarado, NBE Licensee, are working together to create a NBE Handbook for Licensees as well as an NBE Handbook for NCBVI Staff. This is still a work in progress.

Update on Licensees and New Trainee(s): Shannon Clark and Jim Jirak completed their training and became Licensees.

Update on Profit and Loss Reports: Presented by Jan Stokebrand, NCBVI Staff:

There were two licensees late in November, four late in December, and four late in January. We will be working to transition into electronic documents. Computer training will be provided to licensees at the May meeting. If a licensee does NOT have a computer or other technology to complete electronic documents, please contact Carol Jenkins, Deputy Director in order to make other arrangements.

The NBE Balance Sheet will be submitted quarterly and annually rather than monthly.

Dave Robinson, NCBVI Staff, will be assisting Carol Jenkins, Deputy Director with NBE business processes such as P&L's, deposits, DOT utility payments as well as other NBE duties.

Dave Robinson

Email: [dave.robinson@nebraska.gov](mailto:dave.robinson@nebraska.gov)

Cell: 402-314-2243

Agency Budget, Layoffs, Closing Offices: Noted above in the SLA report. Don Ward and Jan Stokebrand will be missed dearly in our program.

2019 Allowable Deductions:

NCBVI worked with a sub-committee of licensees appointed by Ross Pollpeter, Chairperson, to update the allowable deductions list for the P&L forms. This list will be effective March 2019.

**Nebraska Commission for the Blind and Visually Impaired (NCBVI)  
Nebraska Business Enterprise (NBE) Program  
P & L Allowable Deductions**

Section A: List of Items that are deductible on the Profit and Loss Statement  
for Figuring Set-Aside

\*\*\*Please Note: Itemized invoices and/or receipts must be submitted with the P&L for all allowable deductions. The list of allowable deductions for the P&L is kept short to keep deductions equal for all vendors to make set-aside as fair as possible for everyone. P&L deductions are not the same as IRS deductions for your business. NCBVI reserves the right to request additional documentation for any allowable deduction on the P&L.

1. Insurance for Vending Facility:

NCBVI will pay for the first year of insurance for new vendors. After the first year, it is the vendor's responsibility. All vendors must provide NCBVI with a copy of their current insurance to keep on file. The federal government requires each vendor to have insurance. In addition, vending in State Buildings is governed by additional State of Nebraska insurance requirements, which must be followed.

2. Product and Supply Costs:

Products are items eligible for re-sale in vending machines, micro-markets, and cafeterias. Items eligible for re-sale in vending machines must be individually wrapped and include the ingredients and nutrition facts. Supplies are things needed in order to keep your micro-market, cafeteria or vending machine clean, running properly, and necessary for products sold.

3. Delivery and/or Shipping Charges:

Delivery charges may include shipping & handling, delivery fees, additional taxes or fees charged for product or equipment necessary for the vending facility, and shipping charges for parts exchanged with NCBVI for the vending facility.

4. Internet and Phone Expenses:

These expenses are the basic phone and basic internet or those necessary for the vendor's business. The maximum allowable deduction is \$200. An itemized phone bill, internet bill, and such must be included in the P&L to verify cost.

5. Vending Route Expenses:

a. Mileage:

The mileage rate is the standard rate established annually by the Internal Revenue Service (IRS). The IRS mileage rate includes vehicle maintenance, gas, and such. As of January 2019, the mileage rate is \$0.58. To verify the current IRS rate, go to <http://www.gsa.gov>. Vendors are required to keep a mileage log and submit the mileage log along with the P&L. If you have questions on how to keep a mileage log, please contact the NBE Manager.

b. Reader and Driver:

Driver and reader time is only allowable for business related functions.

The following conditions must also be met:

1. The vendor must pay at least the current minimum wage. In 2019, the Nebraska minimum wage is \$9.00. To review the current minimum wage, go to <http://www.dol.gov> and go to the Minimum Wage Laws for the State of Nebraska.
2. Driver and/or Reader wage deductions for the P&L must fall between \$9 and \$10 per hour. If you choose to pay a driver or reader more than \$10 per hour, the additional wages cannot be deducted on the P&L.
3. Vendors are required to keep a Driver and Reader log and submit the log along with the P&L. If you have questions on how to keep a driver and reader log, please contact the NBE Staff.

c. Vehicle Rental Expense:

Vehicle rental expenses may include renting a vehicle to move cafeteria equipment, other large equipment needing to operate a vending facility that does not fit in a standard vehicle, and other taxes and fees that accompany renting a vehicle. Vehicle rental expenses need to be requested in writing and approved in advance.

6. NBE Licensee Committee Meeting Transportation Expenses:

Vendors can write off mileage and driver time from when they leave home and when they return home for attending the quarterly NBE Licensee Committee meetings.

7. Annual Membership and Certification Fees:

This is only one annual membership to Sam's Club, Costco, or related wholesale store, annual food handler permit certification costs when they are necessary for the operation of a vending facility, and any other necessary licenses or certifications to operate a cafeteria.

8. Telemetry, Credit Card, and Cashless Fees:

This includes the monthly fee for each telemeter along with credit card or cashless transaction fees if applicable.

9. Postage and Mailing Expenses:

This is actual cost of mailing P&L statements, set-aside, and Department of Transportation (DOT) utility payments to NCBVI. Please note that scanning and emailing P&L statements and itemized receipts/invoices are an acceptable form of submission as well as online banking to have checks directly sent to NCBVI from your bank. Please write what the check is for in the "Memo" line of the check.

10. Product Losses:  
Product losses are only deductible due to equipment failure.

Training for Vendors and Agency Staff: Greater America will train vendors and agency staff on routine maintenance and repairs of machines. Nancy Flearl, Omaha District Supervisor, will work with Greater America to develop a training schedule to email out to vendors. Current vendors will be required to complete this training.

Unassigned Funds – what it is, and what it is used for: Alex Curtis, Board Member, made a motion to vote on using unassigned funds for repairs and maintenance of machines. Jason Thompson, Board Member, seconded it. Motion passed. Ross Pollpeter, Chairperson and Carol Jenkins, Deputy Director, will work together to get an email ballot sent to all licensees to vote on the use of unassigned funds.

NCBVI will NOT hold checks: NCBVI must abide by the State of Nebraska Financial and Business policies. Therefore, NCBVI cannot hold checks and will deposit them upon receipt.

New NBE Email Address for NCBVI: NCBVI is working on creating a new email address for the NBE Program to submit the P&L, other electronic documents such as receipts, request for machines to be repaired, and such. The new email address will be [ncbvi.nbe@nebraska.gov](mailto:ncbvi.nbe@nebraska.gov) Carol Jenkins, Deputy Director, will email all licensees when this email address is up and running. The hope is having one email address to submit things to will make NCBVI and NBE processes more efficient.

Service Repair and Parts Request Form: NCBVI worked with a sub-committee of licensees appointed by Ross Pollpeter, Chairperson to develop a repair request form. This form will accompany an agency authorization to



the company who will repair the machines or send out parts. The agency will no longer pay for labor charges for routine repairs or routine maintenance after a vendor has completed training with Greater America. Vendors can always call Carol Jenkins, Deputy Director, or Dave Robinson, NCBVI staff, to assist you in repairs. Email this completed form to Dave Robinson until the new NBE email address is up and running. An email will be sent to all licensees once this happens. This form will be implemented in March 2019. If you have questions, please contact Dave Robinson or Carol Jenkins, Deputy Director.

### Request for Repair or Parts Form

#### NBE Information:

Date of Request:

Licensee Name:

Licensee Phone Number:

NBE Staff Name for Submission:

NBE Staff Phone Number:

Facility/Site Unit Number:

Facility/Site Name:

Facility/Site Equipment Address and Location:

Equipment Type:

Equipment Make and Model:

Equipment Serial number:

Detailed description of the problem:

Detailed description of what the Licensee ALREADY attempted:

What part(s) is being requested? (Please attach a bid or list the company name of where to purchase, the make, model, serial number, model number, cost, and such of the part.)

Justification for exception to labor charges to repair equipment included in the list entitled "Vending Machine Labor Charges for Routine Maintenance and Minor Repairs for which Vendors are Responsible" (see list on Page 2):

VENDING MACHINE LABOR CHARGES  
FOR ROUTINE MAINTENANCE AND MINOR REPAIRS  
FOR WHICH OPERATORS ARE RESPONSIBLE

\*\*\*PLEASE NOTE: If you need help obtaining a vending machine operating manual, we can help you obtain one on-line.

NCBVI will NO longer pay for the following labor charges:

1. Changing light bulbs
2. Installation of helix motors
3. Installation of helixes and pack pushers
4. Installation of coin mechanisms
5. Removal of coin jams
6. Installation of bill validators
7. Removal of bill jams
8. Any cleaning, including blowing out compressors on vending machines, coolers and freezers
9. Installation of locks
10. Installation of price and selection tags
11. Installation of product labels
12. Installation of display lights and starters
13. Installation of water filters for coffee machines and such (This frequency will be found in your vending machine operating manual.)
14. Installation of coffee and syrup pop product canisters
15. Any labor cost to refrigeration units caused by lack of routine Maintenance. (This must be clearly noted on the repair invoice.)
16. Installation of brew filters, screens, and O-rings
17. Cleaning of bill changer hoppers
18. Price setting and programming of vending machines

Discuss Training for Next Quarterly Licensee Committee Meeting: Discussion was held, and it was decided to do computer training on how to scan in your receipts and complete your P&L as we are transitioning into electronic documents as long as you have the technology capabilities to do so.

New Business: There are many new changes happening in our program. We all need to work as a team and adapt to these changes.

Set Date for Next Meeting: Chris Nolan, Vice-Chairperson, made a motion to have the next meeting on Thursday May 16, 2019. Jason Thompson, Board Member, seconded it. Motion passed.

Date: Thursday, May 16, 2019  
Location: Nebraska Commission for the Blind and Visually Impaired  
4600 Valley Rd. Ste. 100  
Lincoln, NE 68510  
Time: 10:00 a.m.

Adjournment: Jason Thompson, Board Member, made a motion to adjourn. Andrea Chizek, Secretary, seconded it. Motion passed.

Adjournment Time: 12:21 p.m.