

Nebraska Commission for the Blind & Visually Impaired
Public Meeting
Saturday, May 7, 2016
Divots Conference Center, Dakota Room, 4200 W Norfolk Ave.
Norfolk, NE

APPROVED MINUTES

Call to Order. Welcome and introductions. Announcement concerning public comment periods, meeting agendas, open meeting act, proof of publication, recordings, lunch arrangements & other logistics.

Mike Hansen, Chairman of the Board of Commissioners, called the meeting to order at 9:02 a.m. The meeting began with introductions.

Commissioners present: Mike Hansen, Chairperson, Designee of the National Federation of the Blind of Nebraska, Lincoln; Robert Newman, Vice Chairperson, Omaha; Mark Bulger, Designee of the American Council of the Blind of Nebraska, Omaha; Becky Rieken, Executive Secretary, Dakota City; Chad Bell, Alliance.

Commission staff present: Dr. Pearl Van Zandt, Executive Director; Kathy Stephens, Administrative Assistant, Lincoln; and John Schmitt, VR Counselor, Norfolk.

Public Present: Dan Bird, Omaha driver and meeting recorder; Jim Jirak, Omaha; Valerie Bell, Alliance; Tracy Bradley, Norfolk; Gwynne Widhalm, Norfolk; Kathy Linnear, Norfolk; Paul Rieken, Dakota City.

It was noted that public comments are welcome during the scheduled Public Comment Periods regarding the agenda items or other relevant issues. Dan Bird recorded the meeting and the recordings are available on the website. Lunch will be on your own.

A copy of the Nebraska Open Meeting Act was available. The Act was available in both print and Braille format. The Notice of the Meeting was published in the Lincoln Journal Star, the State Government Calendar, NCBVI Website, NFB Newsline® and Radio Talking Book. The Notice was also sent to ACBN, NFBN, and the NCBVI List Serve.

Approval of the February 6th public meeting minutes.

Commissioner Bulger moved to approve the Minutes of the February 6, 2016 Commission Meeting. Commissioner Rieken seconded the motion. A roll call vote was taken and it was unanimous in favor of the motion.

Approval of the minutes from the March 12th commissioner retreat

Commissioner Bell moved to approve the Minutes of the March 12, 2016 Commissioner Retreat. Commissioner Newman seconded the motion. A roll call vote was taken and it was unanimous in favor of the motion.

Commissioners' Reports

Commission Chair Mike Hansen

Chair Hansen reported that all the Commissioners attended a Commissioner Retreat in Kearney on March 12. Chair Hansen noted that the Commissioner Retreat could better be referred to as a New Commissioner Orientation. During these sessions, the

commissioners talk about the job and how the Board functions. These Orientations also help new commissioners get more comfortable with the position.

Chair Hansen reported that he has also been working with Wes Majerus and the OCIO to continue to try to work to improve the method in which the Commission Board shares information. Currently the Board uses thumb drives to share information.

Chair Hansen attended the Audit Exit meeting which resulted from the recent audit of NCBVI. The Auditor's Final Report will be made public in a few weeks.

Commissioner Hansen also noted that he attended the NBE Blind Licensee meeting.

Commissioner Becky Rieken

Commissioner Rieken reported that she attended the Spring Fling for Teachers of students with Visual Impairments (TVI) in Nebraska City. The keynote speaker was Dr. Wolfe. She has a background in transition. Shane Buresh also presented on NCBVI. Rieken said that Wolfe stressed the importance of educators referring students to NCBVI and collaborating for transition services.

Commissioner Mark Bulger

Commissioner Bulger noted that during this last quarter he had the opportunity to attend the Vendor Licensee Quarterly meeting and he found it to be very informative.

In February, he and Jim Jirak went to Washington DC and met with Senator Ben Sasse, Senator Deb Fisher and a representative of Congressman Ashford. They talked about four important legislative issues for the blind that they are working on.

Mark Bulger reported that he had the opportunity to attend the State Staff meeting in Norfolk in April. This was a good opportunity for him to meet some of the staff in outlying offices. The ACBN also had their State Convention in April and he is now the ACBN State President.

Vice Chair Robert Newman

Vice Chair Newman noted that he thought that the Commissioner Retreat was a very good event which is certainly necessary for new commissioners coming on board.

Commissioner Newman also noted that he attended the NBE Blind Licensee meeting.

Commissioner Newman stated that he attended the ACBN State Convention in Omaha and he enjoyed the program.

Commissioner Newman also attended the 2016 State Staff meeting in April.

Commissioner Newman reported that he is President of Friends of the Commission and they have had meetings during this past quarter.

Commissioner Chad Bell

Commissioner Bell noted that he enjoyed attending the Commissioner Retreat as it truly helped him get a grasp of his duties as a commissioner and he feels that it is a necessity for new commissioners who come on board.

Commissioner Bell reported that he is also a member of Friends of the Commission. Friends recently gave out a grant of \$1,000 to the NFB Bell Program (Braille Enrichment Literacy and Learning). The Friends of the Commission is working on redefining its mission statement and they are working on developing a website.

Report from the Executive Director

Activities and efforts since February 2016:

Attended Confirmation Hearings for new Commissioners Mark Bulger and Chad Bell. Cooperated with the Nebraska State Auditor's office conducting a routine, comprehensive audit of NCBVI. We are waiting for the audit report with recommendations and findings.

Attended and presented at the American Council of the Blind of Nebraska Annual State Convention.

Conducted Performance Appraisals for staff who report directly to me.

Worked on classification issues for business office; current classifications are at appropriate levels.

Weekly meetings with Leadership Team on many issues.

Attended graduations of newly hired staff members from Center Training.

Held two and a half day State Staff Meeting, with excellent training sessions for all NCBVI staff.

Admin Team meetings every four to six weeks.

Continued attending WIOA (Workforce Innovation and Opportunities Act) Core Partners Meetings with Nebraska Department of Labor, Education/Voc Rehab, Unemployment, and Adult Education colleagues.

Completed and submitted an update of the WIOA Combined State Plan.

Attended Mayor's Multicultural Advisory Committee for Lincoln/Lancaster County.

Continued work on the Request for Proposals (RFP) process for case management system. Bids were opened April 21. All were either disqualified or out of our budget range; therefore, all bids were rejected. We are exploring next steps.

Lincoln offices projects are moving along – new windows have been installed in all offices that had windows, some carpet is installed, plans are in place for further work on carpet, paint, and other upgrades. We have two additional offices on third floor for new transition and business enterprises positions. We are ordering some furniture to accommodate changes.

Kearney office is established in the new location. Some minor work is still in process.

We are planning an Open House Ribbon Cutting this summer. Date is not yet set.

Attended Supervisors Meetings.

Worked on and met with OCIO regarding a file transfer system for Commissioners, and mobile device management statewide for all agencies. We have not had success or progress.

Held conference calls with WINTAC, the new federal Technical Assistance and Training Team.

Attended monthly NCSAB Executive Committee Meetings.

Attended the National Spring Conference of NCSAB in Maryland.

Service Statistics

During the first two quarters of Federal Fiscal Year 2015 (October 1, 2015 through March 31, 2016), we served 617 Vocational Rehabilitation (VR) clients in all statuses. Of the 378 available for VR action, twenty-six (26) were closed having achieved their

employment goals. Fifty-three (53) were closed without achieving employment (refusing further services, transfers to another agency, unable to locate, disability too significant to benefit from VR, and other). One (1) client was closed before a Plan for Employment was developed.

In the Independent Living (IL) track, 450 clients were served, in all statuses. Of 382 Active clients, one hundred forty six (146) were closed successfully; eighteen (18) were closed without achieving their goals (withdrew, moved, deceased, and other reasons).

Nebraska Center for the Blind by Carol Jenkins 2/7/2016-5/7/2016

1 New Client

5 New Staff Trainees

1 Three Day Stay

1 Student and 1 Staff Trainee had a Commencement Meal

2 Students had Mini Meals

43 Bryan Hospital Nursing Students

Tours: Nebraska Auditors, Lincoln Housing Authority, Nebraska Corrections ADA Coordinator and staff, and 6 NCBVI clients

Activities: Bowling, St. Patrick's Day luncheon and buffet, Etiquette, Easter egg dying, Urban Legend's (Arts and Crafts), Valentino's lunch buffet, Lincoln Fire and Rescue fire extinguisher simulation, Grilling, Yard/Outdoor games, ACBN Convention, and Friends and Family Day

Some Center Staff Attended: Mental Health First Aid Training, Quality of Life Training, Easter Seals Training, and Networking Training as well as participated in Winnerfest and State Staff

Center Supervisor: Will complete Leadership Lincoln Executive Series in June, continues to speak to all NCBVI districts on Center changes and updates, and took the GRE in April to be able to attend UNO in the Fall of 2016 to work on obtaining a Master's Degree in Public Administration with a double concentration in Management and Public Policy.

Additional Notes: The Center has hired Matt Hackert as the new Communications Instructor and Jeremy Richey as the Home Management Instructor to have the Center fully staffed.

The Lancaster Health Department discussed Blood-Borne Pathogens, Gabriella discussed a Dance Workshop, Lincoln Housing Authority discussed housing options, an Uber/Lyft Driver discussed transportation options, and ACBN Representatives Presented to the Center Students.

Lincoln District Activity Report by Connie Daly 4/25/2016

We are hiring a transition counselor for our district. Their hours will be 11:00 am to 8:00 pm. They will have a caseload that focuses on transition students. We have received 28 applications for this position. Eric Buckwalter will have a smaller caseload as he has taken a lead role in all of our media efforts. This will give him more time to devote to our social media, print media and website. We revised the brochures with the new logo.

We are starting Easter Seals benefit training this month.

ESPN class started with 6 students. One person dropped out, one person got a full time job as a custodian with LPS, one person got a job as a WAGES counselor this summer and two people got part time jobs. Outside of the class we had people get jobs as a Day Care provider, Custodian, Vendor and Receptionist.

One client started Center training. We have had one person start the Center. We are all involved in planning or participating in transition activities this summer.

Highlights Omaha District May 2016 by Nancy Flearl

Ashley Pinkelman who was with us for 3 years left to work as a business contact representative with Iowa Department of the Blind. Her last day was 4/4/2016.

We have placed individuals as food prep, kitchen helper, stocker, merchandise sorter, production worker. Worked with one person to maintain their position as a customer service representative.

We have been busy contacting schools within our district. We have had 6 new students referred in April already. We are also busy organizing work experiences. We have a student starting this month (April) at One World Community Health Care after school and weekends.

We met with the Lincoln District on March 1st to discuss Pre-ETS. Planned the dates for the Dale Carnegie for August and November.

Kim Schnizter attended the Blind Licensee Committee meeting on March 5th as we have a couple of clients interested in NBE. We did share additional information with Sandy Alvarado about the Nebraska Small Business Development Center and Small Business Administration.

We have a couple of clients working with The Abilities Fund. It is exciting to see the energy and motivation behind their self-employment.

March 11th we met with VODEC to discuss adult project search and how we might be able to contract with them to have some clients that have an identified disability post 21. They were very open to this idea. Connie Daly and I are touring the Adult Project Search on April 26th. It is at Nebraska Medicine.

Kim did a presentation at our State Staff Meeting on Chemical Dependency

Several staff attended the large job fair hosted at Embassy Suites for Project Search on 4/11. We have been working with our Project Search teams to develop greater relationships with the schools and business advisory committees.

Cheryl did a presentation with NCDHH April 13, 2016 to look at how we can continue to collaborate in serving individuals with dual sensory loss.

Cheryl attended a Diabetic Symposium and information resource fair and we connected with all the leading diabetic doctors to discuss how early referral is important in helping

patients maintain employment. It is far easier to maintain employment than to find new positions.

We had Kelly, Elaine and Larry attend Spring Fling at NCECBVI April 15 and 16th.

TABS students did volunteer work where they made fleece blankets for Project Linus and went to donate them 4/16/2016. They are given to children that are in neo-natal ICU or when a family has had a fire, given to funeral homes, etc. Many ways they help children.

Simultaneously Tim met with parents to have his first parent networking meeting. Some topics will be on Social Security and student employment, the importance of high expectations, PTI Nebraska, etc.

We plan to look at a schedule that Shane will be able to attend all or most of these sessions.

Tim Jefferson, Tim Terrell, Kim Schnitzer, Monique Orrante and I will attend the ACBN State Convention the weekend of April 22nd.

Kathy and Tim will participate in a large Low Vision Resource Fair at Westroads Mall on 4/30.

We have scheduled 3 trainings with Easter Seals for May 4, 11, 25th. This is an area that many staff wanted more information.

Tim and Kim continue to co-locate at Heartland Workforce Solutions. ResCare will be taking over the operation of the workforce center as of July 1, and Goodwill will no longer be involved. They have a schedule of employers that rotate in throughout the week to do on-site interviews. It has been a good way to network with businesses and mandated partners.

Larry is working with counselors on 3 new job jeopardy situations that have come in all at once along with preparing for Re-Boot in June and day to day duties.

We have a student graduating with Project Search at Children's Hospital. They are looking at hiring him for 20-30 hours and sharing his time with Rehab Services (PT/OT) and Radiology. Graduation is on May 5th at 9:00. Kathy will plan to attend to celebrate his success.

It has been a busy time. I am in awe of this wonderful team.

North Platte (NP) District Highlights by Erin Brandyberry

I would like to start by introducing myself. My name is Erin Brandyberry and I started working in the field as the North Platte district supervisor the end of March. My sleep shade training was very valuable and I am happy to be taking those skills into the field with me as I start this new journey.

The Kearney office has been busy working on getting settled into the new office space. In April the new front desk was delivered and installed. We are just waiting on cabinets for the conference room to be installed in either the end of May or the end of June, and

then the office space will be complete. We are also sharing an office with the Nebraska Commission for the Deaf and Hard of Hearing Kearney Field representative, April Emeigh. Sharing an office space has been very beneficial as we have been able to easily make referrals and clients are able to get multiple needs met at once as some clients have finished meeting with Deanna and walked just one door over to meet with April. We are planning a joint open house for the community to attend once the office space is complete.

We had FYI (For Your Independence) program March 20-24, and all our staff came together to make it a successful training program. We had staff from other districts help as well which was greatly appreciated. 12 people originally signed up for the program but due to health issues 8 clients participated. Clients worked on many skills during the week and at the end of the training all the clients voiced appreciation for what they learned, and even some tears were shed because of how life changing that week was for them.

We had many students attend Winnerfest, and have multiple students in our district going to reBoot camp, Blind and Socially Savvy, and WAGES. Jan is working hard with the Tech Team to plan for reBoot camp.

We had one successful VR closure during this quarter, and another client was just offered a job as a hair dresser and will start in June. We also have a client who is currently doing an OJT teaching computer skills to another client. This client will also be working WAGES this summer.

We have 4 clients working with Patti Lind with the Abilities Fund for self-employment.

All North Platte district counselors met together to discuss strategy for serving Pre-ETS clients. Our counselors have been very busy making contact with school districts as well. When Fritz, for example, has a client in a town a few hours away, he looks at what schools are along the way and plans time to stop at them to let them know about our services and establish a relationship with them. Out of the 46 schools that are in the North Platte Office area, he has made contact with 30 of them.

Our staff is involved in the Kearney Area Aging Coalition, Community Connections, and Project Search. We have participated in a resource fair for caregivers and provided in-services at some women's groups.

Cristal and I attended the customized employment training that was presented by Voc Rehab. Adrienne and Fritz attended the ACB conference. Deanna attended a brain injury conference.

Sherrie and Josie changed their status to part-time at the end of March. All of the offices have worked together to ensure that our district has phone coverage between 8-5 Monday-Friday.

Diann will be completing her sleep shade training by the end of May and will begin working in the field, with her focus being on transition age clients.

Bob Deaton Highlights

Much of my energy this quarter has been focused on planning and coordination of the state staff meeting. I've also been working on refining the position profiles for all job categories in the Commission as part of the succession planning effort. Starting next week, I will begin meeting with all NCBVI staff members to review professional development plans. This is a major undertaking that will probably conclude in June or July.

Representatives of HOPE, a supported employment program coordinated by the Nebraska Mental Health Association, came for a tour of the Center a couple of weeks ago. It is hoped that this will eventually grow into a partnership creating expanded job opportunities for blind and visually impaired consumers with behavioral health issues.

Quarterly Report on Transition Activities by Shane Buresh

While the majority of this past quarter has seemed as though it has been nothing but planning for the future and all of the various Pre-ETS programs that summer will bring, further reflection reveals that it has also had its share of activity.

During this past quarter we have continued to visit Educational Service Units (ESUs) and introduce ourselves and remind education personnel that we are the lead agency for youth in Nebraska who are experiencing blindness and visual impairment. This is beginning to prove beneficial as we have several of these personnel enrolled to attend our upcoming reBoot Camp retreat in early June.

The spring quarter also always includes a Winnerfest in March, which this time was entitled: "I Fit, You Fit, We Fit. It was a joint collaboration between our agency and two Colorado based organizations, "The United States Association of Blind Athletes (USABA) and We Fit Wellness. USABA is the nation's leading organization for recreation and competitive sports activity for blind persons of all ages. They assist individuals to engage in sports anywhere from the club level through international para Olympic competition. We Fit Wellness is a new venture startup created to try and reverse the sedentary tendency among blind and visually impaired persons due to lack of experience, habit and opportunity.

During this Winnerfest, 22 youth were empowered to engage in better nutrition practices, exercise more and develop more appropriate eating strategies during the teen-age years. They were also exposed to a wide range of activities some unique to blindness and others were adaptations on the classics. These included swimming, judo, goalball, bowling, volleyball serving, basketball shooting, football throwing, kickball, cardio drumming exercising and strategies for exercises in places without equipment, among other items. Students also engaged in conversations during meals that not only covered nutrition topics but also leadership and self-advocacy. There is even an ongoing discussion which was begun there to consider how to market Winnerfest better.

This quarter also saw the launch of a project with internationally known transition professor from our own backyard, Dr. Gary Meers, which is all about how to harness our extensive knowledge base and enhance it to create an even richer set of Pre-ETS/transition activities that staff can use to shape their work with the youth we serve. As of this writing the project has revolved around a survey that many staff members took about how they currently conduct transition activities. In the future it is hoped to

continue work with Dr. Meers to develop job strategies and overcome barriers to employment for youth in Nebraska, especially rural areas.

This quarter I was asked to speak at the annual meeting of vision teachers called, Spring Fling, at Nebraska Center for the Education of Children who are Blind or Visually Impaired (NCECBVI), as the topic for the two day workshop was all about transition. This went well and it has already lead to very preliminary discussions between our two organizations about the potential to collaborate on transition programming in future summers. In addition, I was also asked to speak at courses of special education students at UNL which are conducted by the director of the vision endorsement program.

As this quarter and my report draw to a close, the attention is focused squarely on the summer months which will no doubt be the major scope of my next offering. Between now and then we will conduct a seminar we are entitling "reBoot Camp" which is a retreat designed to instruct students in the use and benefits of the iPad and voiceover technology. Students will receive iPad Pro units and a number of applications which our staff find useful for productivity for blind and visually impaired youth. This seminar is designed to include teachers and in some cases parents who can also learn alongside their youth so that learning can take on a greater dimension after the program is concluded. This feature is being praised by the education professionals who often are unable to keep abreast of technology developments, like all of us, and who often are not able to assist students with things they have learned from us at programs since they were not in attendance.

We are also very close to the beginning of another seminar entitled "Blind and Socially Savvy" which is a set of lessons presented over four days that help students learn soft and pre-employment skills to make them more job ready. It is being presented by the International School of Protocol and Ley and Associates, and is designed to take curriculum usually intended for executives and reshape it for blind youth. It also covers material in the areas of socialization, etiquette, business dress, etc. 18 youth will receive this training during the beginning of the WAGES program and an additional 15 will receive the workshop information at a separate session later on in June.

Last but certainly not least is the WAGES program. Eighteen students are signed up for the program this year. Students will be engaged in working at summer jobs and community recreation opportunities, just as they have been for all of the program's history but this year students will also be receiving skill training for half of each week. All district counselors and the Nebraska Center staff are assisting with this monumental task. What a tremendous testament to the expertise and commitment of our staff to give of themselves and their talents for the Pre-ETS youth we serve. Many of these same individuals along with the WAGES dorm staff will be accompanying the WAGES youth and helping chaperone them to consumer conventions during the program as well.

Before the summer is out we will also have another Project Independence for students younger than Pre-ETS age and even more training for Pre-ETS youth. We are for example, working on a series of courses with the Carnegie Corporation to bring the world famous social and leadership skills knowledge to our Pre-ETS students. Until I

write again with the results of how many of these programs were received by the youth, here is hoping you have a tremendous summer as well.

Technology Program Report April 22, 2016 by Wes Majerus

One of the largest commitments this quarter has been the reBootCamp. reBootCamp is a new program devised to teach young students how to use iOS devices that they own. Too often, schools loan students iPads that need to be turned in during off hours or over the summer, or they are locked down so students can't explore all aspects of the device. We wanted to provide the students a device that they could use and become comfortable with. Parents and teachers are also invited to the camp to learn alongside their students. Curtis Chong, a VR technology specialist and nationally-known expert in access technology, will be present to help with the camp and to network with teachers. Students will also receive some useful apps such as Voice Dream Reader, KNFB Reader, among others. To facilitate the camp, we have worked on bulk ordering iPads and setting up a volume purchase program with Apple to facilitate streamlined app procurement and delivery. The latter will be useful into the future for procuring apps for clients and staff.

Work continues on our attempt to procure a new case management system. Bids were opened just before the writing of this report. NCBVI is still evaluating next steps in this process.

As part of our case management project, we were asked to evaluate the usefulness of portable Windows-based computers for use in the field. As such, we purchased two Microsoft Surface tablets, one for Administration and the other for the Omaha District. This was done because Omaha Public Schools has adopted Surface tablets. The Administrative tablet has been tested with mixed results. Omaha will be receiving their tablet shortly. In initial testing, I have encountered a number of issues in configuring and working with the tablet nonvisually. The OCIO will be imaging this tablet to act like one of our computers would on the State network, and I will be testing its suitability for enterprise use. As of this writing, I believe that the iPad in its various iterations is still the best end-to-end solution for setup and troubleshooting by blind tech staff and managers and use by all staff in their daily work. The OCIO has given me permission to image some of our machines for Windows 10. The intent is to procure new computers for the Tech Staff so that they can begin using Windows 10 for demo for clients and for their enterprise processes. In this way, we can deploy Windows 10 to the rest of our staff when OCIO allows wide-scale deployment with a greater understanding of how it functions.

Two accessibility projects occurred this quarter. I analyzed the Nebraska Secretary of State's sample ballots and voter registration portal for accessibility and provided feedback on both. In preparation for Open Enrollment, I looked at the PDF and HTML versions of the new Options Guides. NCBVI staff will have what they need to make appropriate benefits decisions next month as the guides are accessible.

Kathy Stephens – Quarterly Highlights

Working on year-end inventory – scanning of fixed assets. The scanners that are currently being used by the State of Nebraska are on their end of life cycle. The batteries are not holding a charge for very long. The company that the scanners were originally purchased from is no longer in business; and therefore, replacement batteries

cannot be ordered. Administrative Services is looking into a new scanning option for 2017.

Worked with Office Innovations and Surplus Property to surplus many items to prepare for the remodeling of the Lincoln offices.

Attended State Staff Meeting at Divot's Hotel and Convention Center in Norfolk.

Working on staff travel arrangements and registrations for several different conventions, conferences and trainings coming up.

Attended Procurement User Group meeting. At this meeting I learned about Contract Management and Surplus Property procedures.

Working on Staff Appreciation Gifts for 2016. The gift for 2016 is a grey polo shirt with the NCBVI logo on it. I am currently working with staff to get their sizes.

Worked with Cornhusker State Industries to order new tables for administrative conference room. We have ordered stackable tables in order that seating can be arranged per the meeting needs.

Business Office - Bill Brown

State Attestation Audit

State Staff training

Contracting

Budget Monitoring

Answering Case Management system questions

Scheduling Building Improvements

NBE Licensee Meeting

Human Resources February 2 to April 21, 2016 – Dave Robinson

Jeremy Richey began with the agency on February 22, 2016 and is currently in training. Upon completion of training, he will assume the duties of Home Management Instructor, formally occupied by Cindy Zimmer.

Matt Hackert was hired as the Communications Instructor. Matt comes to the agency from Iowa, where he previously worked for IBM. He is currently in training.

The VR Counselor II position vacated by Larry Mackey, when he assumed the duties of Orientation Counselor, was opened on March 23, 2016 and closed on April 8, 2016.

Twenty-Eight applications were received and are being screened and the interview pool being established.

Ashley Pinkelman resigned her position, in good standing, effective April 4, 2016. The position she formally occupied is not being filled.

The Business Manager II position approved by State Personnel last year was opened on April 15, 2016 and will be advertised for two weeks. This position will assist with NBE functions, but will also assist with other agency business functions, working with Bill Brown. The position closed on April 28, 2016 and as of this writing, 33 applications have been received.

Open enrollment for the July 1, 2016 to June 30, 2017 plan year will be May 11 through May 25, 2016, so folks are starting to go over benefit selections, in order to be prepared.

Chair Hansen inquired as to what Easter Seals Benefit training is. Director Van Zandt reported that Easter Seals is the designated entity in Nebraska to provide training on Social Security Disability Benefits and related work incentives.

Chair Hansen noted that during the audit, the auditors asked the Board to be more involved with the review of the financial process. Chair Hansen asked for further explanation on this. Director Van Zandt reported that the auditors comment was “**Board Review of Transactions:** There was an overall lack of monitoring of the accounting activities of the Commission by the Board. We recommend the Board establish a strong control environment, which includes effective monitoring of the activities of the Commission, effective communication between management and staff, and effective segregation of duties or compensating controls. Specifically, we recommend the Board implement a periodic review of all the detailed transactions of the Commission to ensure all transactions are authorized.”

Director Van Zandt stated that she and Bill Brown, Business Manager, would like the board to help them determine what financial information they need.

Chair Hansen agreed that the Board needs to identify what information they need to help them help monitor the accounting activities of the Commission. The Commission Board will form a committee to resolve this issue. Serving on the committee will be Commissioner Bulger, Commissioner Bell and Commission Chair Hansen. The Committee is to have a status report for the Board to review at the July Commission Board meeting.

Commissioner Bulger noted that he would like to see an executive summary with the key indicators that the Commissioners should be aware of. Chair Hansen noted that there are several resources in State Government that they can reach out to for assistance.

Unfinished Business

Budget and Biennium Update

Director Van Zandt reported that the Biennium Budget instructions will be issued in May or June. The fiscal year begins July 1, 2016 and September 15, 2016 is when our next Biennial Budget request is due. In the months of July and August they will be working intensely on the next Budget request. They may be asking the Board to be more involved in this process as well.

With the overall budget, the big emphasis is on Pre-ETS. Fifteen percent of the VR grant must be spent on pre-employment transition services. Everyone at NCBVI is working hard to make sure we are providing good services to youth, pre-employment transition. A little challenge is related to program income (Social Security reimbursement). Federal Regulations require that program income must be spent before the grant can be used. During the summer we have a lot of youth programs and so the timing of the spending will be a lot of youth transition spending for the next several months, but it will be program income. We have been corresponding with the federal fiscal people to find out how we can make sure that we do not jeopardize the grant by spending all the program income on transition. We are doing the best to do what we need to do. Director Van Zandt noted that overall, the budget is in good shape.

Newsline® Update

May 2, 2016

Jamie K. Forbis, Outreach Coordinator

This quarter has been quiet for NFB-Newsline® with no new publications added. However subscribers continue to increase their reading of content and their use of the mobile app. Several calls were made this month regarding the app and how it works. It's great to know that NFB-Newsline® can be used by even more people on the go through the IOS app.

Speaking of subscribers; 24 new subscribers were added this past quarter bringing the grand total of subscribers in Nebraska to 1,889. Those subscribers read 48,569 minutes of content on NFB-Newsline® over the last quarter. The average call lasted 13.69 minutes and 33.56% of the calls were made through the regional number.

Subscribers also accessed content through other methods, including the app, 12,221 times.

Subscribers read a total of 16,003 publications over the last quarter. The publications accessed were in the following categories: Nebraska newspapers and local information, national and international newspapers, magazines, breaking news online, local weather information and TV listings. The most popular of these categories was the Nebraska newspapers closely followed by national newspapers and TV listings.

This concludes my short report for this quarter. As always if you have any questions don't hesitate to contact me at (402) 471-8102 or newsline@ne.nfb.org. Have a wonderful summer and happy reading!

CAP – Client Assistance Program

There were no CAP cases this quarter. It was noted that the CAP Director, Victoria Rasmussen took a new job as Deputy Director at Vocational Rehabilitation. Pat Bracken, who previously held that position, is retiring.

Nebraska Business Enterprises (NBE)

Update on Department of Roads (DOR) ADA rest area project. The DOR is working on renovations to the rest areas. Milford rest area has reopened and we have put our machines back there. The York rest area is complete. DOR will move on to the Grand Island rest area soon. The Grand Island rest area is currently closed for sewer work; it is not part of this project. We have not yet received word on when DOR will move further west to those rest areas.

To continue to improve NBE, Carlos Servan, Pearl Van Zandt and Commissioner Hansen have had discussions with Administrative Services to talk about the Randolph-Sheppard program, and ways to improve our laws in Nebraska. One main topic being discussed includes ways to remove or reduce rent currently being paid on state property. There has been an amendment to the State Office Building, lower level cafeteria vending area in that they no longer have to pay rent.

Wyley Elmshouser has now taken over Greg Stroh's locations in Sidney. He is our newest vendor.

Don Ward is working with Tracey Bradley. She will start at the Norfolk Post Office later this month.

We have started at the Nebraska Historical Society Museum's two locations in Lincoln. Jason Thompson is the operator there. He recently moved to Lincoln to take over the four post office annexes; therefore, he will have six locations.

Through ongoing meetings with Todd Shumaker and Don Ward, the Army National Guard has renewed our contract with the dining hall at Camp Ashland on April 1, 2016 for another year. They also have said they will offer us the operation at Greenlief dining hall in Hastings as it comes up. We will determine if we are able to do both.

We recently submitted a response to a new RFP for the Department of Roads Cafeteria and Vending in three new buildings in Lincoln. We will find out in July if we are offered the new contracts. The Cafeteria proposal was due on May 2 and the Vending proposal is due May 25.

Van Zandt and Servan met yesterday with an accountant from the Department of Corrections who informed us that in their recent audit they were told that their vending machines should be operated by NCBVI. There are a number of vending opportunities available within the Department of Corrections. Their accountant will be gathering more details and will be contacting us again soon regarding some great opportunities.

New Business

Discuss and Act on the approval of the Executive Director's time certification

Commissioner Rieken moved to continue with the current method being used for the Director to submit her Personnel Activity Report to the Board. The Director submits her Personnel Activity Report via email to the entire Board for their review and information. It is an automatic approval unless a question or concern is raised by a Commission Board member.

Commissioner Bell seconded the motion.

A roll call vote was taken and all voted in favor of the motion.

A break was taken at 10:40 a.m.

The meeting resumed at 10:55 a.m.

Discuss & Act on the Approval of Employee In-state and Out-of-state Travel

State law requires all travel of staff of state agencies to be pre-approved. This includes travel in-state and out-of-state. Currently for out-of-state travel all staff must complete a form that says where they are going, why they are going there, the cost, how it will be funded, etc. and this must be pre-approved by their immediate supervisor and by the executive director. This is done by all staff for out-of-state travel.

Supervisors manage in-state travel by getting itineraries from staff and reviewing them on an on-going basis. However, staff is not required to check with their supervisor every morning to get an okay for in-state travel as this would not be manageable. Discussion was held with Administrative Services to determine how the agency could comply with the law regarding in-state travel. Administrative Services recommended that each year the Board of Commissioners would have a motion to pre-approve travel that is related to the purpose of the staff person's position.

Commissioner Rieken moved:

The Nebraska Commission for the Blind and Visually Impaired approves all employee in-state business travel and/or out-of-state business travel within 60 miles of the border of Nebraska in any adjoining state, which relates directly to the provision of services to a client, i.e. employer visit, medical appointment, service referral, employment interview, etc. All other out-of-state business travel is approved if granted approval by the Executive Director of the agency. This motion is in effect until the next meeting of the Board of Commissioners after April 1, 2017.

Commissioner Bell seconded the motion.

A roll call vote was taken and all commissioners voted in favor of the motion.

Public Comment

Jim Jirak – Jim asked who CAP complaints will go to if Vicki Rasmussen is no longer going to be the director of CAP. Director Van Zandt stated that an interim director will most likely be appointed to fill in for that position until it is filled.

Jim Jirak noted that an Audit was conducted in 2009 and at that time the auditors had the same concern about an overall lack of monitoring of the accounting activities of the Commission by the Board. At this time he was Vice Chair of NCBVI and Julie Johnson was Chair. They talked about this finding and they had a concern because they did not want the Board to micro-manage NCBVI. Jim stated that he now realizes that it would have been best to be aware of how the finances are spent.

Chair Hansen noted that the auditors would like the level at which the Board is monitoring the finances increase so they can look at reports and trends and see how funds are being spent.

Gwynne Widhalm – Gwynne noted that she went through the Center for the Blind about seven years ago and it was a very good experience. Gwen stated that since then she has lost more vision and she asked if she can turn to NCBVI for assistance even though her case is closed.

Director Van Zandt noted that a person can always apply for services and eligibility will be determined. This can depend on a person's vision and vocational goal among other things. The counselor who takes the referral would sit down with you and discuss the situation and determine if an Individualized Plan for Employment would fit.

John Schmitt stated that the sleep shade training at the Center is designed so that when people lose more vision they are not going to have to be a revolving door and come back for more training. The field training is designed to help a person progress with alternatives and non-visual techniques. A person can always apply for services and then eligibility will be determined, as stated earlier.

Kathy Linnear – Kathy stated she is curious as to how far gone a person's vision has to be gone before a person can go to the Center in Lincoln as she wanted to go to the Center training but she was told she could not.

Chair Hansen informed Kathy that she can always contract the Client Assistance Program (CAP) if she does not understand why a decision was made; however, she could see if a NCBVI counselor can explain it first.

Director Van Zandt informed Kathy that she would be happy to discuss her situation with her in more detail after the meeting due to confidentiality issues.

The commissioners thanked everyone for their comments.

Discuss and Act on the approval of the Executive Director's participation on the National Blindness Professionals Certification Board, (NBPCB.)

Chair Hansen asked Director Van Zandt to describe her involvement with the NBPCB. Director Van Zandt stated that the NBPCB is an entity that certifies orientation and mobility instructors and certifies Training Centers for the blind that use the structured discovery approach. The NBPCB also provides certification and training in the UEB Braille system. They usually have a quarterly conference call meeting. In 2015 Director Van Zandt was involved as the representative of the Board to go to the Training Center for the Blind in Hawaii and they have a very specific assessments tool that she used to determine if that Center should continue to be certified. Sitting on the NBPCB Board does not take much of Director Van Zandt's time except on the rare occasions that she is asked to assess a Training Center. It was noted that Director Van Zandt is not compensated for her NBPCB duties. It was also noted that NCBVI does pay a fee every several years to have the assessment completed on the NCBVI Center for the Blind. Also, Director Van Zandt is not involved in the assessment of the NCBVI Center.

Commissioner Newman moved to approve Executive Director Van Zandt's participation in the National Blindness Professionals Certification Board for the current term. This is to be approved on a year by year basis. Commissioner Bulger seconded the motion. A roll call vote was taken and all commissioners were in favor of the motion.

Review proposed changes to the Commission Board Job Description

Chair Hansen stated that during their last Commission Board Retreat (New Commissioner Orientation) they went over the Commission Board job description. Some comments were made and some possible changes to the job description were noted. The changes will be discussed today and voted upon at the July 23, 2016 Commission Board meeting.

Below is the current Commission Board job description for reference.

NCBVI Commission Board Job Description

Commissioners shall:

1. Employ an Executive Director who is the administrative officer of NCBVI and who shall serve at the pleasure of the Board.
2. Annually evaluate the Executive Director using a specified performance tool created by the Board and approved by State Personnel under the Department of Administrative Services.
3. Provide guidance to the Executive Director in carrying out the mission of NCBVI.
4. Seek input from both consumers and staff through public meetings, correspondence, surveys, etc.

5. Perform relevant duties formerly assigned to the State Rehabilitation Council.
6. Approve rules, regulations and policies adopted and promulgated by NCBVI.
7. Have a working knowledge of the Rehabilitation Act, rules and regulations, and other materials necessary for the operation of NCBVI.
8. Serve as a liaison between the public and NCBVI.
9. Annually elect a Chairperson, a Vice-Chairperson and an Executive Session Secretary.
10. Attend and participate in NCBVI functions whenever possible, meeting with the entire staff as often as feasible.
11. Receive, read and respond in a timely manner to materials from the Executive Director, NCBVI staff, consumers and fellow Commissioners, asking for follow-up materials and/or clarification as needed.
12. Receive both written and in-person focus reports from NCBVI staff, asking for follow-up materials and/or clarification as needed.
13. Receive and read NCBVI budgetary information and monitor that process, asking for follow-up materials and/or clarification as needed.
14. Answer questions from consumers, NCBVI employees and the general public about NCBVI programs, processes, policies and procedures, seeking input from appropriate staff in order to provide accurate and up-to-date information.
15. Receive, only for purposes of her/his evaluation and guidance, reports from the Executive Director on unresolved personnel matters, including a description of the situation, a synopsis of progress toward resolution, and a summary of any policy changes implemented to address the problem, only when such matters reach a level requiring her/his intervention. The Board will not intervene in personnel issues, recognizing that there is a labor dispute process for State employees in place in the State of Nebraska.
16. Make suggestions and recommendations to NCBVI that will improve its operation and that will lead to better services to its consumers.
17. Communicate as a body only after reaching a consensus and only over the signature of the Chairperson.
18. Communicate as individual Board members using good judgment and discretion, and with a clear indication of a member's speaking for him/herself rather than as a spokesperson for the Board.
19. Develop and update a New Commissioner Kit that will facilitate training of newcomers to the Board.
20. See that new Commissioners become familiar with materials on the NCBVI web site, tour the Nebraska Center for the Blind, read the "starter kit", and review Focus Reports and Board motions involving NCBVI operations.

Listed below are the suggested revisions to the current job description.

Comment #1: Delete irrelevant duty #5 because it is too similar to #4. It is confusing as there is no listing of former responsibilities of the Rehab Council and job #4 takes care of it.

Correction Made: Deleted duty #5

Comment #2: Reword or put in parenthesis (WIOA) on #7.

Correction Made: added (WIOA)

Comment # 3: Take out word “session” in #9.

Correction Made: Removed the word 'session' from 'executive session secretary'

Comment #4: Reword #12 to alleviate confusion of the word “focus” which might make people think about board focus topics.

Correction Made: Changed the word "focus" to "agency"

Comment #5: Combine #17 and #18.

Correction Made: Instead of combining #17 and #18, #18 was reworded

Comment #6: Reword #19 by taking out “new”.

Correction Made: Removed the word new and changed "Commissioner Kit" to "Commissioner Information Packet".

Comment #7: Reword #20.

Correction Made: #20 was reworded to be more clear of its intent.

Below is the NCBVI Commission Board Job Description as Proposed.

Proposed - NCBVI Commission Board Job Description

Commissioners shall:

1. Employ an Executive Director who is the administrative officer of NCBVI and who shall serve at the pleasure of the Board.
2. Annually evaluate the Executive Director using a specified performance tool created by the Board and approved by State Personnel under the Department of Administrative Services.
3. Provide guidance to the Executive Director in carrying out the mission of NCBVI.
4. Seek input from both consumers and staff through public meetings, correspondence, surveys, etc.
5. Approve rules, regulations and policies adopted and promulgated by NCBVI.
6. Have a working knowledge of the Rehabilitation Act (WIOA), rules and regulations, and other materials necessary for the operation of NCBVI.
7. Serve as a liaison between the public and NCBVI.
8. Annually elect a Chairperson, a Vice-Chairperson and an Executive Secretary.
9. Attend and participate in NCBVI functions whenever possible, meeting with the entire staff as often as feasible.
10. Receive, read and respond in a timely manner to materials from the Executive Director, NCBVI staff, consumers and fellow Commissioners, asking for follow-up materials and/or clarification as needed.
11. Receive both written and in-person agency reports from NCBVI staff, asking for follow-up materials and/or clarification as needed.

12. Receive and read NCBVI budgetary information and monitor that process, asking for follow-up materials and/or clarification as needed.
13. Answer questions from consumers, NCBVI employees and the general public about NCBVI programs, processes, policies and procedures, seeking input from appropriate staff in order to provide accurate and up-to-date information.
14. Receive, only for purposes of her/his evaluation and guidance, reports from the Executive Director on unresolved personnel matters, including a description of the situation, a synopsis of progress toward resolution, and a summary of any policy changes implemented to address the problem, only when such matters reach a level requiring her/his intervention. The Board will not intervene in personnel issues, recognizing that there is a labor dispute process for State employees in place in the State of Nebraska.
15. Make suggestions and recommendations to NCBVI that will improve its operation and that will lead to better services to its consumers.
16. Communicate as a body only after reaching a consensus and only over the signature of the Chairperson.
17. When Communicating as an individual Board Member, a Board Member should use good judgment and discretion, and with a clear indication that they are speaking for himself/herself rather than as a spokesperson for the Board.
18. Develop and maintain a Commissioner Information Packet that will facilitate training of new Board Members.
19. See that new Commissioners become familiar with the materials in the Commissioner Information Packet, that they become familiar with the programs and office locations of the Commission, and review Commission Reports and Board motions involving NCBVI operations.

The proposed NCBVI Commission Board Job Description will be discussed and voted upon at the July 23, 2016 Commission Board meeting.

Discuss Board participation in Commission events.

Chair Hansen stated that this will be an open discussion for the Board. The Board has always had an open door to participate in NCBVI activities and meetings.

Commissioner Bell stated that he feels that Commissioners should try to attend the events that they are interested in and can attend. Commissioner Bell noted that he would like to attend the annual state staff meeting as he feels that it is almost as important as a Commission Board meeting. Attending the annual state staff meeting gives the commissioners a good opportunity to interact with staff.

Chair Hansen noted that a commissioner has an event that they would like to attend they could possibly attend by conference call. Chair Hansen stated that he has attended a NBE Blind Licensee meeting via conference call in the past. Chair Hansen noted that attending different NCBVI events and meetings helps him learn more about NCBVI.

Commissioner Bell noted that the Board should not attend meetings and events of NCBVI as a means of micro-managing the staff. Chair Hansen agreed stating that the commissioners do not want to intimidate the staff or interfere by being present.

Commissioner Rieken noted that because of the demands of her job she will focus on attending NCBVI summer activities.

Commissioner Newman stated that by attending NCBVI events and activities it gives the Board an opportunity to see how NCBVI is running. Staff should understand that the Board is interested in seeing how the programs are running and ensuring that staff and consumers are happy. Commissioner Newman asked if staff are getting a good healthy view of what the role of the Board is. Director Van Zandt stated that in general she would yes, there is a good understanding of the purpose of the Board. When the Board participates in NCBVI activities it ensures staff that the Board is interested.

Chair Hansen noted that the per diem paid to commissioners is part of the NCBVI budget and commissioners should keep this in mind when attending NCBVI events and requesting per diem. Chair Hansen stated that he does not want to set any rules on attending NCBVI events, but he would ask that commissioners be respectful when requesting per diem.

Discuss memo regarding retirement or resignation of the Executive Director

Chair Hansen reported that he drafted a policy statement regarding the timely notice of retirement by the executive director. The NCBVI Leadership Team recently issued a similar memo with different timelines to NCBVI staff. This draft memo will only be discussed at today's meeting and it will be voted upon at a future Commission Board meeting. Chair Hansen read the draft policy statement for the record.

DRAFT - Policy Statement Timely Notice of Retirement by the Executive Director

To: Executive Director
From: NCBVI Board of Commissioners
Date: March 16, 2016
RE: Timely Notice of Retirement by the Executive Director

While the position of Executive Director of the Nebraska Commission of the Blind and Visually Impaired does not fall under the standard policies of the State of Nebraska Department of Administrative Services Division of State Personnel, the Board of Commissioners does try to be fair and honorable in its requests of the individual holding this position. While the NCBVI policy regarding timely notice of resignation or retirement asks that administrators give 1 month notice prior to resigning or retiring the NCBVI Board of Commissioners feels that due to requirements of the person holding the position of Executive Director that it will take substantially longer for a search committee to fill this position. For this reason we would request that the Executive Director provide 12 months' notice prior to retirement.

Being that the Executive Director is still expected to perform all of their normal duties during this time of transition, the Board of Commissioners will not restrict the Executive Director from traveling or attending conferences as needed during their final months in the position.

The Board of Commissioners also understands that 12 months' notice is not practical in the event that the Executive Director might wish to resign. If it is the intent of the Executive Director to resign from their position the Board of Commissioners would request that 60 days' notice be given. During this period the Board of Commissioners will name an Interim Executive Director. Once an Interim Executive Director has been named both individuals are asked to work together to ensure as smooth of a transition as possible while the Board of Commissioners begins the search process for a permanent replacement.

Failure to provide prior written notice to the Board of Commissioners in the amount of time outlined above may be considered as separated not in good standing. If written notice is given less than ten work days prior to resignation or retirement the individual will be presented with a letter notifying them that they may not be eligible for rehire in the event application is made for re-employment at some future date.
End of Draft Policy Statement.

Chair Hansen asked the Board if they have any questions or comments regarding the draft policy statement.

Commissioner Bulger stated that the 10 day advance notice for staff is a good business appropriate notice. Commissioner Bulger added that he feels that 60 days' notice for the executive director's resignation is appropriate. Commissioner Bulger noted that he does have some concern about the 12 month notice of retirement is not really practical. While the more notice that the Board receives of the executive director's retirement, the better, he would hate requiring 12 months' notice if something has changed in her life where she wishes to retire. He would hate to hold her back from retirement if she is ready to retire. Commissioner Bulger noted that he believes that the executive director cares about NCBVI and she will provide as much advance notice as she can.

Chair Hansen stated that the way that the Policy Statement is worded, "Failure to provide prior written notice to the Board of Commissioners in the amount of time outlined above **may** be considered as separated not in good standing." The Policy Statement does not say that the Board will do this, it says that they may do this. Therefore, it is left to some discretion.

Commissioner Bulger stated that he is trying to let Director Van Zandt know that the Board appreciates all that she has done and while they want the transition to go well, they will also care about her after she leaves; and therefore, they want to work with her.

Request from Commissioner Rieken

Commissioner Rieken requested assistance and approval from the Board to attend the NFB National Convention in 2016.

Commissioner Newman moved to approve Commissioner Rieken's request.

Commissioner Bulger seconded the motion.

A roll call vote was taken and all commissioners voted yes; except for Commissioner Rieken who abstained.

Director Van Zandt reported that the National Council of State Agencies for the Blind (NCSAB) has a conference that Board members have attended in the past. The 2016

Fall Conference of the NCSAB will be held in San Diego. Director Van Zandt will provide the Board with information regarding the conference when it becomes available. In the meantime, she will provide the Board with information about the 2015 NCSAB Fall Conference so they can get an idea of what they could expect.

Public Comment

Dan Bird – Dan stated that he has a comment regarding the prolonged notice that they are asking the executive director to give when requesting to retire. While the policy does say “may”, how would this look to a new person deciding whether or not to accept the position of executive director. Dan stated that he would not want to deter a good candidate from taking the position based on this requirement.

Chair Hansen noted that he appreciates the comment.

Gwynne Widhalm – Gwynne asked who would run NCBVI in the event of a life change for Director Van Zandt.

Chair Hansen noted that a Deputy Director could act as an Interim Director until a full time Executive Director was hired.

Jim Jirak – Jim stated that he feels that 12 months is an extreme amount of time for a Director to give notice about a retirement. Jim Jirak stated that he feels that the commissioners should look closely at the job description of the executive director. The commissioners should also look at the starting salary for the executive director. Jim stated that if they wish to hire a competent replacement for the executive director the starting salary will need to be bumped up significantly.

Chair Hansen stated that he feels the Board needs to look at succession planning for the executive director and the Commission Board may need to appoint a succession planning committee similar what NCBVI has developed for its staff.

Chair Hansen thanked everyone for their comments.

Typical Final Announcements

The next NCBVI Commission Board meeting will be Saturday, July 23, 2016 in North Platte. The Focus topic will be Technology Trends and Apps.

The November 5, 2016 meeting will be in Omaha. The Focus topic may be flipped with the proposed Focus Topic for the February 2017 Commission Board meeting due to a conflict with the presenter. Therefore, the November Focus Topic may be NCBVI Website, Social Media and Brochures.

The February 4, 2017 meeting will be held in Lincoln. The Focus Topic may be Youth and Adult Training Programs.

A lunch break was taken at 12:20 p.m.

The meeting resumed at 1:14 p.m.

Executive Session for Executive Director Evaluation

Commissioner Bulger moved to go into Executive Session at 1:15 p.m. to conduct the evaluation of the Executive Director.

(Ref. Open Meeting Act; 84-1410. Closed session; (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting.)

Commissioner Bell seconded the motion.

A roll call vote was taken and all Commissioners voted in favor of the motion.

Commissioner Bulger moved to come out of Executive Session at 2:08 p.m.

Commissioner Bell seconded the motion.

A roll call vote was taken and all Commissioners voted in favor of the motion.

Act on the retention of the Executive Director and her Salary

Commissioner Newman moved to retain Dr. Pearl Van Zandt as the Executive Director of the Commission for another year with a 2.4% raise effective July 1, 2016.

Commissioner Bell seconded the motion. A roll call vote was taken and all voted in favor of the motion.

Adjourn – The meeting adjourned at 2:10 p.m.

If you have an item that you would like to have placed on the agenda of the July 23, 2016 Commission Board meeting, please email it to the NCBVI Commission Board at ncbvi.commission-board@nebraska.gov.

Respectfully submitted,
Kathy Stephens, Administrative Assistant
NCBVI

Mike Hansen, Chairperson
NCBVI Board of Commissioners