

NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED
PUBLIC MEETING MINUTES
Saturday, February 21, 2004 9:00 A.M.
Omaha, Nebraska

(Meeting is available on tape.)
APPROVED

Call to Order and Introductions: Barbara Loos, Chairman of the Board of Commissioners, called the meeting to order at 9:10 a.m. Loos requested that agendas be distributed to those in the public. Dr. Van Zandt made Braille and large print available to those interested.

Commission Board Appointments: The chairman announced that the Governor reappointed Bob Burns, Bill Orester and Barbara Loos.

Commissioners present: Bob Burns, Omaha; Bill Orester, Lincoln; Barbara Loos, Lincoln; Nancy Oltman, Hastings; and Dorothy Westin-Yockey, South Sioux City.

Commission staff in attendance: Dr. Pearl Van Zandt, Executive Director; Carlos Servan, Karen Mosier, Connie Daly, and Fatos Floyd from the Lincoln office; and Jane Lansaw, Robert Newman, and Michele Nelson from the Omaha office. It was also noted that Nelson would be taking the minutes.

Members of the Public: Cindy Agman, Omaha; Jim Jirak, Omaha; Jo Genit, Omaha; and Fritz Yockey, South Sioux City.

Announcement Concerning Public Comments and Tapes of Meetings:

The meeting tapes are available from each NCBVI office. Loos encouraged public participation outside the designated comment period; however, it will be at the discretion of the Chairman, if time allows.

Loos stated there is a change in the agenda. Since Jonathan Ross, who would be doing the Focus Topic, will not be available for his report until between 1:00 and 1:30 PM., that item will be presented then.

Approval of Minutes of the November 22, 2003 Meeting: Orester moved and Burns seconded to accept the minutes. The vote carried unanimously.

Report from the Chairman:

Barbara Loos reported her name change, phone number, mailing and email address changes. A letter was written and sent regarding E-government and it appears the accessibility issues are being worked on. Loos expressed excitement that all three chapters of Rule were approved by the Attorney General's Office and have been moved on to the Governor's Policy Research Office. Loos thanked Jirak, Webmaster, for the progress in the archiving of the minutes, etc. She extended a welcome to Janet Graham in the NCBVI Kearney office and to the new Apartment Resource Counselor, Jennifer Stege. She announced that Jan Ludwig will be retiring in May and we will miss her. Loos stated that she is pleased about receiving Center articles and felt Chad Weber's article was compelling. Loos attended the January reconvening of the Planning Team for the Education of Blind Children in Nebraska City. Loos also attended the Grand Opening of the Research and Training Institute in Baltimore on the 30 th of January and was privileged to be one of the ribbon cutters. Loos testified at the hearing on LB1155 concerning Nebraska Business Enterprises. Orester and Loos attended the Confirmation hearings for the reappointment of Commissioners. Burns was represented by his Senator's aide.

Report from the Executive Director:

Field and Center services statistics were given.

Janet Graham started in the Kearney office as a Staff Assistant I on January 5 th and Jennifer Stege started Feb 17 th at the training center and will be the Apartment Resource Counselor.

Cheryl Livingston in Lincoln will be upgraded from Staff Assistant I to Vocational Rehabilitation Technician.

Van Zandt discussed Ludwig's retiring. The Commission is working to create an Administrative Assistant position. The individual hired will go through three months training in the Center.

We did write to the company on Training tapes for public records and open meetings and asked if it would be acceptable to copy the material for the Board. Since there was no reply, it is assumed that they are not strictly prohibiting copies. It was determined to keep the original in the Lincoln office and make a copy to be distributed among the Board.

The Commission has received \$37,770 in claims from Social Security reimbursements to date in this fiscal year. There are no outstanding claims.

The Commission is working on developing an Alumni Association. Letters have been sent to former clients and a meeting has been scheduled for February 24 from 6:00 to 7:30 P.M. at the Center. There will be phone access available to out-of-town persons. Westin-Yockey expressed interest and will be contacted via phone.

Van Zandt noted that, although the Commission did not get the Mentoring Grant, there is interest in exploring the idea of working with the ACBN and NFBN consumer groups to have mentors for people that attend State

Conventions. She has met with the ACBN on mentoring and will be meeting with the NFBN president in the near future.

Van Zandt updated the Board concerning possible new vending sites. The Vendors Committee will meet March 5 and June 11, both in Lincoln. The June 11 meeting will include Kevan Worley, President, National Association of Blind Merchants, National Federation of the Blind, who has a vending business in Colorado. The meeting will be open to vendors, consumers and staff.

The Commission is looking into setting up a computer network for all the offices. The SON (State of Nebraska) server is an option. The server use is leased to agencies and maintained by the State. This would free up the Commission technical support for field work. The proposal we're looking at now would be about a \$700.00 per month expense.

The Commission has a group of five attorneys set up to serve as Impartial Hearing Officers. Van Zandt wrote to them recently to determine if they will be available to continue in this capacity. This contact will be done annually.

Van Zandt has been invited to join a work group on Transition that is part of the Rehabilitation Services Administration in Washington, D.C. Meetings are held by conference call. The group is planning to have a conference in 2005.

The Commission recently received the State Plan instructions from the Kansas City RSA office. Van Zandt encouraged the Board to review the plan on the web and send suggestions and comments to her.

The agency calendar is available on the Commission website.

Van Zandt will be giving brief updates on goals at each meeting.

Goal 1, Objective 1: Training personnel and strategies for successful job placement. A placement committee is putting together a manual to serve as a tool and resource for individuals. State Staff meetings last fall and this spring provide training and skills reinforcement for staff.

Goal 1, Objective 2: Finalize rulemaking process for the first three chapters. These are in the Governor's Policy Research Office, as they were approved by the Attorney General's Office. Health and Human Services has begun the repeal process for Title 206, which will be replaced by Chapter 3 of Rule. The hearing will be on March 18 at 3:00 in the State Office Building, Lower Level, Conference Room D, in Lincoln.

Goal 2, Objective 1: Identifying sources and work to assure match of full Federal funds. We are working to fine-tune the cooperative agreement with Low Vision Clinic at UNMC, which is monitored by the Federal Government. Van Zandt met with the chair of Friends of the Commission and sent a letter to its members, as well as the Commission Board and Commission staff, trying to explain ultimate goals to inspire fundraising efforts. Members of the Board commended Van Zandt for her letter.

Goal 2, Objective 2: Identifying internal opportunities for cost savings. This is ongoing and there is not a major report at this time.

Goal 3, Objective 1: Developing Chapter 4 of Rule, Workplace Policies and Personnel Policies. We are working on this and the Board will receive drafts as we continue the process.

Goal 3, Objective 2: Finalizing the development of a performance review tool. The Commission does not now have such a tool and Supervisors will begin using this with the employees on their anniversary date.

Discussion continued regarding reporting about grievances to the Board. It was decided that Van Zandt will email members as the need arises and the Board will determine whether it is necessary to have an emergency meeting or, more likely, plan to include an executive session at its next public meeting to discuss the matter.

Van Zandt is on the employment committee of the NCSAB and CSAVR and as Van Zandt will not be available for the next meeting, Carlos will be representing her. As a part of this, we are working on a partnership between state rehabilitation agencies and corporate business.

Report from Webmaster, Jim Jirak: Jirak gave a general overview, having sent the Board a written report in advance of the meeting. Jirak has specific Website management guidelines which were developed for him to follow.

Van Zandt commended Jirak on his Website development. The Board concurred.

The Board called for a short break at shortly after 11:00 AM.

Old Business:

Rule Update: Updates were given during the report from the Executive Director.

Budget Update: Van Zandt announced that budget hearings were last Friday. Since amounts were addressed during special sessions and there were no problems concerning the request, no one attended. The Legislative Analyst said few were attending the hearings this year. At the Federal level, there is not a budget yet; just continuing resolutions which are not up to date. Allotments are to be made soon. The Commission did fully match Federal funds. However, the full match was not obtained from the State.

Website Update: Discussed during report from Webmaster.

Friends of the Commission Update: The next meeting will be Monday, February 23 rd, at noon at the Commission office in Lincoln. Loos again commended Van Zandt on the letter she wrote to the Friends expressing hope that it would help in their fund raising efforts.

NIS Update: Van Zandt reported that there is nothing really new regarding NIS. Wes Majerus is still working with Bill Brown on the project.

Business Enterprise Follow-up: Loos stated that Dave Hunt, Chairman of the Committee of Blind Vendors, had sent an email concerning active participation by blind vendors and noting that the machines in his business that can be Brailled have been done.

The Board was also glad to receive correspondence from Lleana Messer sharing a letter from a customer who was pleased that there was Braille on machines allowing access for blind patrons. Loos said she didn't have an update on the discussion at the November meeting concerning alternative ways of Braille machines raised by Brent Heyen. She mentioned the email received from Terry Harris concerning the contract for vending in the LMEF building where the Commission office is housed. It will come up for renewal this summer. Van Zandt commented that Amy Buresh is working with the present LMEF vendor to get all the machines in the Commission building Brailled. No one knew for sure if that has yet happened.

Concerning active participation, Loos stated that she and Hunt had corresponded concerning Commissioners attending Vendors Committee meetings and vendors attending Commission Board meetings whenever possible.

Questions Concerning NCBVI's Transition Programs (continued from November): The person who raised this issue at the November meeting was not present at this one. Van Zandt commented that the Commission would like to incorporate more training focus (travel area) for WAGES. She met with supervisors, deputies, and transition staff about training, the purpose of WAGES, and what is feasible for the WAGES program. It was determined out of that meeting that there will be additional long canes available and students will be encouraged to try the longer canes and, if interested, would receive instruction; but that using the long cane would not be required. There was further discussion concerning this and qualifications for temporary staff for the program.

Policy on Serving Immigrants: Westin-Yockey inquired about how the Commission is reimbursed for serving immigrants. There is no reimbursement for any clients except those who were recipients of SSDI or SSI funds, but we do operate on 80% Federal funds.

Van Zandt provided information directly from the Rehab Act in Section 101, Number 12, Residency, State Plans, Federal statute: “state plan shall include an assurance that the state will not impose a residence requirement that excludes from services provided under the plan any individual who is present in the state.”

There was intense discussion about the Law and whether or not immigrants should be served, particularly those whose legal status is unknown or unconfirmed. Van Zandt stated that we operate under the Rehab Act, which would have to be amended to exclude immigrants. After much discussion, Van Zandt read the citation again and Loos made remarks about the purpose of the Commission Board and the valuable contributions of immigrants, including two present at the meeting.

E-Government Initiatives: There was nothing new on accessibility. The memo from November had requirements that we use the message Board for public notices. Nebraska Online will be contacting us. Forms should be available online to any user in the state. Van Zandt reported that we are using the Nebraska Online message Board for public notices for the Board and Vendors Committee meetings. Usability with JAWS is iffy, particularly for beginners.

Public Comment: There were no comments from the public at this time, but attendees were regularly participating in discussions.

New Business

Description of Brochure for Employers: Van Zandt described the brochure that was developed by the Lincoln District Office. It is part of a packet that was used at a job fair/conference of employers. There was discussion concerning putting the brochure online. Arrangements will be made to do so.

Focus Topic, Technology, Jonathan Ross, Program Manager/Technology, NCBVI: Jonathan introduced himself and discussed the program, defined the services the Commission can provide, and talked about guidelines for consumers and potential ones for employers. There was much discussion. Ross's written report will be attached to the minutes.

Guidelines for Web Master: Covered earlier.

From the Virtual Suggestion Box: A suggestion came concerning compensation for employees who receive their Master's Degrees. Van Zandt stated that because Federal RSA demands that we bring our staff up to certain levels of graduate experience, the Commission grants a large amount of support, financial and time, to the continued education for employees interested. That education is a benefit to the individual. Van Zandt agreed to put her letter of information out again to the NCBVI staff. Van Zandt requested that the Board members forward suggestions from the suggestion box to her before the meetings. Loos apologized for not having done so, stating that it was an oversight. This will be done in the future.

A suggestion by a consumer was made directly to Van Zandt to require each Commissioner to attend the State Convention of a consumer group other than the one to which he/she belongs. There was discussion of the matter, but all agreed that this wouldn't be either practical or productive.

LB1155: Discussed previously.

Oath of Office: Van Zandt has in her possession completed Oath of Office documents from Orestes, Oltman, Westin-Yockey and Loos. Burns will complete his and submit it.

Focus Topic for Next Meeting: The Focus Topic for the next meeting will be Chapter 4 of Rule concerning workplace policies.

While talking about potential focus topics, a letter from Jeff Altman was discussed. One item raised was the use of time frames at Board meetings. The Board agreed to again implement this practice.

The remainder of the letter, concerning modeling of techniques of blindness, created a lot of discussion regarding sighted staff modeling blindness skills and performing blindness skills to their clients. The tape ran out before the letter could be read, however Loos did read it to the Board and public. There was debate over the meaning of this letter, but since Jeff was not there, discussion was discontinued. Loos apologized for not having seen to it that Van Zandt received the letter and said she would forward it to her.

Location, Date and Time of Next Meeting: After much discussion and difficulty finding a date that would work for everyone, the Board decided to meet in South Sioux City on May 29, 2004, at 9:00 a.m.

Loos then asked the Board if it wanted to go into Executive Session to be updated about the grievance process by Van Zandt, as offered earlier in the meeting. Orester moved and Burns seconded a motion to do so. The motion carried unanimously.

The Executive session convened at 4:52 p.m.

The Board of Commissioners meeting re-convened at 5:15 p.m. There were no votes to report, as it was an informational session about the grievance process.

Adjourn: There being no further business, it was moved and seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 5:19 p.m.

Respectfully submitted,

Michele Nelson, Staff Assistant

Barbara Loos, Chairman

NCBVI Board of Commissioners

Technology Report
February 21, 2004

Prepared by: Jonathan Ross - NCBVI Technology Services Program
Manager

Technology training and support are important services provided by the Commission to clients and businesses across the State. The ability to access an employer's information system is a critical component to employment. Additionally, access to electronic information systems is becoming an increasingly important component to many aspects of our everyday lives.

As the need for access increases, so do the demands on the Commission's resources available to meet those needs. In an attempt to address the ever growing demands placed on our resources, we have undertaken a project of developing a set of written guidelines that we will follow regarding technology services. It is our hope that by better defining what services we offer and circumstances under which those services are delivered, we will be able to focus our resources in ways that will meet the diverse needs of our clients most efficiently and effectively. What follows is a copy of those written guidelines as they are as of the date of this meeting. While these guidelines are nearing their final form, they will be revisited and revised as we receive feedback from those reviewing them. The version included with this report addresses guidelines for services to individuals. As there are additional issues that need to be considered when considering our services to employers, a separate set of guidelines will be developed to address that area of service.

Start of Guidelines (January 14th 2004 Revision)

Nebraska Commission for the Blind and Visually Impaired

Technology Services Guidelines

Definition of Technology: For the purposes of these guidelines, technology is defined as computer hardware, software and peripheral devices, both mainstream and adaptive.

Services to Individuals with Active Cases:

When a client and counselor are considering including technology in the client's plan, a technology specialist shall be involved in the assessment of the specific technology needs. The technology specialist will assist the client and counselor by making recommendations on appropriate equipment after the initial assessment of the client's needs.

Technology requests will be made in writing or other appropriate format by the client and reviewed by the counselor and the district technology specialist. The request should demonstrate that the client has an understanding of why this technology is an appropriate tool to meet their needs. The client should also research and include the anticipated cost of the technology in their request. This request will be included in the client's file. A decision on approval or denial of the request will then be made by the counselor and supervisor (when appropriate) based on the technology specialist's recommendation after reviewing the client's request.

Technology will be purchased for a client after a hands-on evaluation with that technology has taken place. When the specific technology in question is not available for a hands-on evaluation, reasonable attempts to gain access to the technology for the purpose of evaluation will be made.

A reasonable attempt may involve borrowing technology from a vendor, arranging a demonstration at a vendor's site, or evaluating a similar piece of technology. The client must demonstrate an appropriate level of motivation and follow-through before the technology will be purchased.

Training goals will be developed based on the individual's current skills and the expected outcomes. A plan for achieving these goals will be developed. This plan will detail the training resources that will be used (technology specialist time, counselor time, vocational rehabilitation technician time, other provider, tutorials, classes, etc.). Periodic reviews of progress will take place at appropriate intervals to ensure goals are being achieved and make necessary adjustments to the plan.

Clients will be informed of the responsibilities that come with ownership of technology including the costs associated with upgrades and repairs before purchases are made. When technology is issued to a client, they will be given a supplement to the acceptance agreement which will include detailed explanations of the responsibilities specific to the technology they are being issued.

Clients that receive technology will be expected to be involved in the setup and/or installation of the technology when appropriate.

When requests for installing upgrades or maintaining equipment are made, technology specialists will first refer the client to technical support for their product or other resources. On-site visits by technology specialists for the purpose of installing upgrades or maintaining equipment for any client will only be done when it is determined to be critical to the clients program that the Commission provides that service.

Services to Individuals without Active Cases:

Request for technology support from individuals without active cases will be limited to short telephone or email support. If the issue can not be resolved in a brief period of time, the technology specialists will refer the individual to the vendor of the product or other resource.

Technology specialists cannot provide on-site visits/support for individuals who do not have an active case unless it is for the purpose of assisting in the determination of need for opening a case.

If support from a technology specialist beyond that outlined in these guidelines is necessary, a determination of appropriate Commission services will be made.

If the support needed is related to an employment situation, the Services to Employers guidelines will be used.

End of Guidelines

One obvious concern is that these guidelines will limit the amount of service we provide in the area of technology. The fact is that even without following these guidelines, there are needs that go unmet due to the overwhelming volume of need as compared to our resources. The guidelines are an attempt to better focus our resources so that they are used as efficiently and effectively as possible, but they ultimately do not address the concern of unmet needs. Because of this, we are trying to develop strategies that the Commission can employ to help to foster the development of additional community resources.

We are planning to compile a list of providers of technology service that can be supplied to individuals who approach us for technology services, but do not fit into the above guidelines. These lists will include individuals and companies who express to us that they have an expertise to offer in the area of technology (both mainstream and adaptive) and will indicate whether they are willing to provide service on a volunteer basis or for a fee.

Technology use is on the increase and changing constantly. It is the goal of the Commission's Technology Team to provide our clients with the quality service they need in order to maintain or achieve their goals. As changes occur, we must be able to continually look at our resources and evaluate whether or not we are doing the best that we can do for the individuals we serve. If you have any questions regarding this report or any information or feedback that you feel will help us in achieving our objectives, please let us know.

Jonathan Ross – Technology Services Program Manager

jonross@ncbvi.state.ne.us

402-595-2041

MATERIALS LIST

11-23-03-11-25-03 Correspondence concerning postings on the NCBVI web site by the Webmaster and potential guidelines for the Web site

11-23-03 nyman: sending friends minutes and mission statement

11-24-03 walker: thanking nyman for resending minutes of friends

meeting; requesting treasurer's reports from michael and current balance(s)

11-24-03 f. floyd: michelle wenell's article about center

11-25-03 van zandt: brochure for employers developed by Lincoln District

11-25-03 deaton: comments by reviewers of application for mentoring grant

11-26-03 deaton: 2004 agency calendar

11-28-03 walker: attempting to send response about friends minutes to Dr. Nyman (both addresses used resulted in failure to deliver messages)

12-1-03 deaton: revised agency calendar, 12-1 revision, adding wages

12-1-03 van zandt: have received federal grant awards to ring up to 11-20 in basic support, supported employment and independent living

12-1-03 walker to commissioners: to westin-yockey responding to message following up on an executive session about grievances, didn't put situation on agenda because had nothing to report beyond 8-13 message and no one requested it;

12-2-03 walker: sending minutes nyman sent to her of 10-20 friends meeting

12-2-03 deaton: revised calendar including date for next commission board meeting, 2-21-04

12-2-03 walker: forwarding original minutes of 10-20 friends meeting and meeting announcement of 11-24 one that nyman had sent to us

12-2-03 van zandt: pdf to text translator temporarily unavailable; gave adobe systems inc. service to convert adobe pdf documents to text or html format

12-2-03 walker: thanking deaton for calendar; asking to have next Board of Commissioners meeting on it, 2-21

12-2-03 van zandt: message from bill brown to steve Schafer and Tom Conroy about nis saying it is not operational; can't allow contractors to be dismissed until the system is available to people with disabilities

12-2-03 deaton: calendar with Board of Commissioners meeting added

12-3-03 walker to commissioners: response to westin-yockey about grievance and other issues she raised

12-3-03 ludwig: sending text version of staff list

12-3-03 van zandt: correspondence between bill brown and tom conroy about nis

12-3-03 walker: thanking van zandt and bill brown for dealing with nis

12-3-03 van zandt: sending correspondence about nis accessibility between Bill Brown and Mark Schultz of Assistive Technology Project

12-3-03 van zandt: comings and goings about her schedule for the month

12-3-03 van zandt: letter from Teresa Gregg, President of the Nebraska Foundation for Visually Impaired Children; may enter into agreements, including working toward matching funds for grants; Nancy Flearl represents NCBVI on Foundation Board

12-4-03 walker: thanking jan for new version of staff list

12-4-03: walker: asking if brochure has pictures; if so, could possibly have described at next meeting

12-5-03 vz: saying brochure does have pictures; will be glad to describe in February

12-7-03 walker: sending test of virtual suggestion box and explanation from jonathan of how it works

12-8-03 laursen: hired janet graham for support staff position in Kearney

12-12-03 walker: sending e-government letter to be sent to governor and steve schaffer

12-12-03 orester: good job on the e-government letter, bob and barb

12-12-03 walker: sending altman's comments on 11-22 board meeting sent

11-24-03 about having time frames for topics at Commission Board meetings, having equal information from consumer organizations through listserv, comments on mentoring, role modeling, and expectations of blind and sighted commission staff

12-12-03 walker: saying will put describing of brochure for employers on 2-21 agenda

12-12-03 deaton: revised agency calendar correcting nfbn state convention dates

12-16-03 nyman: minutes of 11-24 friends minutes

12-16-03 vz: sending e-government letter from Board

12-16-03 vz: revised vacation schedule

12-16-03 vz: from mike mccrory saying governor's office says

12-26 will be paid holiday because federal people will have it also

12-16-03 vz: as of 12-13, commission board minutes are on ncbvi web site; link to most current draft minutes for 11-22; all previous approved minutes are archived in one link; thanks to jim jirak for that and all he's doing

12-17-03 vz: job announcement from dave robinson for apartment resource counselor

12-17-03 vz: message to steve schaffer about accessibility of proposed process for state receivables

12-17-03 vz: message from terry harris about Imef vending could put together proposal in summer of 2004, when current contract expires

12-17-03 vz: people can't make contributions through chad because not national entity; considering working with alumni of the Nebraska Center for the Blind as sort of alumni association;

12-18-03 vz: overview of 2003 ncsab accomplishments

12-18-03 walker: sending updated information about name, address, phone

12-18-03 vz: article from 11-03 braille forum about "And There Was Light: Autobiography of Jacques Lusseyran, Blind Hero of the French Resistance," in print on 2-track audiotape at www.parabola.org/stbooks/stLusseyranstlight.html

12-19-03 vz: for our information from a consumer about an occurrence during a training workshop

12-19-03 vz: information about oaths of office

12-19-03 deaton: fy 2003 oib participation survey

12-19-03 deaton: 2003 oib annual report includes participant survey

12-19-03 vz: oib participant survey results with comments about 69 follow-up

12-19-03 vz: transition grant report for 2003

12-19-03 vz: csavr news update

12-19-03 vz: suggests planning for all meetings for 2004 at once

12-19-03 vz: asking dave to put in 4 hours of vacation leave for her 12-18

12-19-03 vz: sending nancy's response to planning for 2004

12-22-03 mosier: 12-03 transition newsletter

12-29-03 orester: reappointed on 12-24; wonders about others

12-29-03 orester: suggesting that we set second saturday of feb, may, aug and nov for board meetings; feb, omaha, may, open, but maybe go west; aug, norfolk or elsewhere in north; nov, back to Lincoln

12-31-03 ludwig: mailing oath of office documents to commissioners; also sending oib participant survey results from deaton

1-5-04 loos: congratulating bill on reappointment

1-6-04 burns: was reappointed to board on 12-24

1-6-04 loos: forwarding staff suggestion from box to commissioners; has to do with pay differential

1-6-04 loos: congratulating bill and bob on reappointments; have left message with whitney bunkers to check status

1-7-04 loos: saying new commissioner appointed, Barbara Lewis; have left message with Whitney Bunkers making the correction

1-7-04 ludwig: attaching new staff list, including new staff assistant in kearney, janet graham

1-7-04 orester: congratulations to bob and barbara on reappointments

1-7-04 vz: on 1-6 chapters 1 and 3 of rule approved by attorney-general; home 2 will be soon; congratulations to barbara, bill and bob for being reappointed to board

1-8-04 loos: thanking jan ludwig for sending revised staff list with new staff assistant in kearney office, janet graham

1-8-04 loos: thanking bill for congratulations

1-8-04 loos: good news about approval of rule

1-8-04 vz: response to Steve Schafer about process for state's receivables, making sure about accessibility; includes past correspondence with Schafer and 10-21 from vz to Lorelee Byrd about the subject

1-8-04 vz: response to steve schafer

1-9-04 vz: will be in New Orleans from Sunday through Wednesday of next week for executive committee meeting of the council of state administrators of voc. rehab (csavr)

1-9-04 vz: sending e-mail from Steve Schafer to Jonathan Ross regarding letter Board sent him on E-Government. Appreciate Board's involvement to make sure this is so; will continue to work on it

1-9-04 vz: to Brenda Decker in DAS about getting Brailled calling cards for staff

1-9-04 vz: moving forward, news for the new year

1-12-04 deaton: agency calendar revised to include dates for Lincoln District case reviews; also management retreat in September will be in Schuyler

1-13-04? (says 9-13-04) hunt: forwarding message from Carlos with language for vending bill to be introduced by Mike Foley

1-14-04 oltman to commissioners: asking for reminder of when next meeting is

1-15-04 deaton: revised agency calendar, includes dates for administration team meetings through 6-04

1-15-04 loos: reply to nancy oltman about date of next meeting

1-15-04 vz: forwarding message from dave robinson saying the Sobig virus is sending disgusting messagas that say they're from Commission employees; thought should let people know it's happening.

1-16-04 vz and decker: there are two samples of calling cards with Braille; people at Commission can see which they prefer

1-16-04 vz: Governor's budget proposal

1-20-04 loos: thanking deaton for updated ncbvi calendar

1-21-04 vz: used vacation day 1-20

1-21-04 vz: concerning her travel for ncsab or csavr; will attend grand opening of the national training and research institute in Baltimore to represent ncsab

1-23-04 vz: council of state administrators of vocational rehabilitation (CSAVR) news update for 1-23

1-23-04 deaton: lifelines article, about telephone resources

1-26-04 f. floyd: chad weber's article about center

1-27-04 vz: sending emergency weather policy from 10-28-02

1-27-04 vz: information from dave hunt and carlos about lb 1155

1-27-04 vz: took 6 hours leave on 1-26, worked other 2 hours at home

1-27-04 vz: message from Carlos about lb 1155 being given to government committee

1-28-04 vz: about acbn convention, Bill Orestre contact; information on acbn website; have discussed setting up mentoring for clients attending will get more information in mid-Feb. or early March

1-28-04 laursen letter from Marietta Sims; public hearing on lb 1014 concerning lowering cost of state i.d.

1-29-04 vz: to ron ross, congratulating him on being State Treasurer and sending him 10-21-03 message she sent to former State Treasurer Byrd about scanning receivables

1-29-04 vz: fy 2003 draft report of section 107 monitoring review and cover letter

1-29-04 vz: vendors priority, including message from dave hunt about lb 1155

1-29-04 vz: statement by U.S. Secretary of Education Rod Paige about October being recognized as national disability employment awareness month

1-29-04 vz: im-04-01 fiscal year 2004 first semi-annual index of information memoranda (IM'S), Policy Directives (PD'S), and Technical Assistance Circulars (TAC's)

1-29-04: vz: im-04-02, about developing public vocational rehabilitation (vr) relationships with associations, agencies and membership organizations dedicated to a diverse and qualified workforce (those listed are the united states chamber of commerce, the society for human resource management, and the United States Small Business Administration)

1-29-04 PD-04-01, rsableae, report of vending facility program for reporting fiscal year 2003 data

1-29-04 vz: federal partners announce united we ride, a national initiative on human service transportation

1-29-04 vz: FEMA course press release, federal emergency management agency announced dissemination of new training that will focus on needs of senior citizens and individuals with disabilities for evacuating people with disabilities

1-29-04 vz: sending cap report narrative and the rsa form

1-29-04 vz: sending message from f. floyd saying Jennifer Stege will be new apartment resource counselor

1-31-04 nyman: 12-29-03 friends of the commission minutes

2-2-04 deaton: oib and il report statistics for the annual 704 report regarding independent living services for those under 55 and those over 55 for the statewide independent living council

2-5-04 vz: im-04-05, findings and implications of the first and second final reports of the longitudinal study of the vocational rehabilitation (vr) services program. from rsa

2-5-04 vz: chapter 2 of rule has been approved by attorney-general; now goes to governor's office with the rest of them

2-5-04 vz: rim-04-14 regarding title 1 state plan guidance

2-5-04 loos to nyman and commissioners: thanking nyman for friends minutes from 12-29-03

2-7-04 loos: sending vending letters from leanna messer to commissioners

2-7-04 loos: sending 11-24 minutes from nyman for friends meeting to commissioners

2-7-04 loos: sending vision 2005 from deanna jesse to commissioners

2-7-04 loos: thanking bill for suggestion about planning of meetings throughout 2004; will discuss at meeting

2-8-04 loos: sending draft agenda

2-8-04 loos: sending change of friends meeting schedule to rest of commissioners; new date is 2-23

2-9-04 loos: saying think guidelines and web master report should be two items; asking for feedback

2-10-04 vz: 2-6 update from csavr, mostly about legislative and budget information at national level

2-10-04 vz: needs to take vacation day 2-13

2-10-04 vz: web site guidelines

2-10-04 vz: message from karen mosier about nfvic scholarships, which includes message from teresa gregg with information about scholarships

2-11-04 vz: includes message from jonathan about checking for viruses

2-11-04 vz: quarterly statistics in word format for first quarter of fiscal year for vr and il

2-13-04 ludwig: meeting notice for 2-21 meeting

2-13-04 vz: webmaster's report

2-17-04 vz: consumer sent suggestion to her that board members be required to attend state conventions of consumer group to which they do not belong

2-18-04 vz: open letter to friends of the commission

2-18-04 vz: statutes and guidance on child and elder abuse

2-18-04 Hunt: concerning amendment to lb1155

2-19-04 vz: sending message from hunt about lb1155

