

NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED
PUBLIC MEETING
Saturday, November 18, 2006
Lincoln, Nebraska

Approved Minutes

Call to Order and Introductions: Barbara Loos, Chairman of the Board of Commissioners, called the meeting to order at 9:15 AM and welcomed everyone. Loos stated that the NFB-Newsline® report would take a few minutes longer than she had allowed for on the agenda. She read the agenda, acknowledging that actual times would be different from those listed, due to the delayed start based on late arrivals. Introductions were made.

Commissioners Present: Barbara Loos, Lincoln; Darrell Walla, Omaha; Nancy Oltman, Hastings; Bill Orester, Lincoln; and Bob Burns, Omaha.

Commission Staff in Attendance from Lincoln: Dr. Pearl Van Zandt, Executive Director; Val Peery, Administrative Assistant; Carlos Serván, Deputy Director; Bill Brown, Business Manager; Dave Robinson, Personnel Officer; Fatos Floyd, Nebraska Center for the Blind Supervisor; and Connie Daly, Lincoln District Supervisor.

Members of the Public Present: Hubert Paulson, Lincoln; Ryan Osentowski, Lincoln; and Jim Jirak, Omaha.

Announcement Concerning Public Comments and Tapes of Meetings, Lunch Arrangements and Other Logistics: Loos noted times throughout the agenda for public comments.

Loos stated that the meeting would be recorded and available. Van Zandt reported that meetings will now be digitally recorded. Although tapes/CD's will be provided upon request, they will not be done routinely. Concerning lunch arrangements, Van Zandt reported that students were unable to provide lunch, so it would be delivered at 12:15 pm.

Minutes of the August 5, 2006 Meeting: A correction to the minutes concerning the Website Update which had been sent to the Board by Jirak was discussed. It was decided that, since the minutes reflected what had taken place at the meeting, the corrected statement would be acknowledged in the current website update. Orester moved to approve the minutes and Oltman seconded. Loos stated that it had been moved and seconded that the minutes of the August 5, 2006 meeting be moved from draft to approved status. Loos requested a roll call vote which was unanimous.

Focus Topic:

Workings of the Business Office, NCBVI: Loos stated that she appreciated Dottie Wilmott, Bill Brown, Dave Robinson and Val Peery for sending their job duties to the Board. Brown reported that the written materials he sent gave an overview of how the Commission's Business Office was organized. He stated that he handles the finances and approval of payments and Robinson takes care of the bill paying and human resource issues for the Commission, but that many others assist the Business Office and it is a joint effort. Brown discussed the process of tracking grants, journal vouchers and the role of the State Budget Office. He also discussed the allocation process regarding clients, staff salaries and how staff hours are coded to the older blind and independent living grants. He stated that all monies must go through the State of Nebraska and that all expenditures must meet State regulations. He explained donations and gifts in relation to the trust fund. Robinson explained the invoice process and reported that the Commission monitors thirteen different funds. Brown stated that, in the document he sent, he listed links for accessing more about the accounting and Federal rules.

Break: The Board took a short break during the Focus Topic discussion, due to difficulties with the digital recording system. A portion of the meeting of unknown length was not recorded. From this point on, the meeting was recorded on cassette tape.

Public Comment: There were no comments.

Report from the Chairman:

Loos reported that she attended the Show and Tell and the College Workshop conducted by the Commission as well as the luncheon provided by the American Council of the Blind of Nebraska (ACBN) and the Karaoke Night sponsored by the National Federation of the Blind of Nebraska (NFBN), all on August 8, 2006.

Loos reported that the evaluation and staff survey process has been completed. The Board appreciated staff who participated in the survey. Loos thanked Oltman for sending the information promptly.

Loos attended the RSA meeting with James Sirmans and Sue Rankin-White on Aug. 17, 2006 in person and was glad that Burns and Orestor were able to join via teleconference.

Loos reported that she, as NFBN designee, presented an annual report to the NFBN State Convention in October.

Loos stated that she had the privilege of attending the Boss's Day luncheon on October 16 th and participated, as did Burns, Oltman, and Walla, in the mentoring event and White Cane Banquet on November 10-11, 2006.

Loos reported the Board's receipt of Braille calling card information. Anniversary letters for Carlos Serván, Candy Laursen, Bill Brown, Jan Brandt, Shawn Djernes, Don Ward, Terry Harris, Nancy Flearl, Fatos Floyd and Amy Buresh were also received. She stated that she was glad to learn that Connie Carlow's position was upgraded and thanked Peery for sending the Staff Update.

Loos stated that she appreciated Kelly Coleman and others for sending the Board information on accessibility.

Loos stated that she attended the Optelec training on October 16 th and enjoyed seeing the new technology.

Loos stated that it is good to have people involved at the national level. Specific examples: Serván's attending an employment conference and Van Zandt's serving on several boards. The Board is also glad to hear about NCBVI's continued efforts to receive Social Security reimbursements.

Loos appreciated knowing the air filter system has been installed in memory of vendor, JoLynn Hurley. She stated that the Board appreciated the invitation to the Center's Thanksgiving dinner, although she was unable to attend.

Loos stated that she appreciated Dr. Nyman's sending the minutes of the Friends of the Commission's August 30 meeting.

Loos welcomed new staff – Nicole Schopen and Mitch Green, Omaha; Becky Bartling, Kearney and Reneé Barton, North Platte. She stated that the Board enjoys receiving Center reports, community project reports and learning of the ribbons clients received from the Fair this year. The Board appreciates all the work being done on the new space for the Scottsbluff office.

She stated that the Agency Description will be good to give to Senators and others so they will know what NCBVI does.

Loos stated she thought it was a great idea to reserve two rooms for the next meeting and appreciated the arrangements being made in advance.

Public Comment: There were no comments.

Report from the Executive Director:

Van Zandt reported having a good quarter for the fiscal year end for field services. She stated that Voc Rehab served 602 people with 73 successful closures and 58 closures without successful resolution. She stated that in Independent Living there were 701 served with 201 successful closures and 43 unsuccessful closures. Total persons served: 1,303.

Van Zandt stated that the Scottsbluff office will be moving to 1517 Broadway, Suite 128, on Dec. 1 st. She stated that this new office space is located downtown and is in the same building as the Area Agency on Aging, Assistive Technology Program, Voc Rehab and HHS, so is in a very good location. Van Zandt reported that this space will save us approximately \$3,000 this year, but mentioned moving expenses will cost approximately this same amount. Next year, the savings will be approximately \$8,000 and the following year, \$10,000.

Van Zandt reported that the Lincoln office has added an additional room on the 4 th floor for technology demonstrations and meetings. She stated that this new space would cost an additional \$3,000 per year.

Van Zandt stated that Center students will be meeting with the Governor and Lt. Governor on the morning of December 18 th to deliver holiday goodies and information about the agency as public outreach. She stated that the Governor will also be presenting the Center with a Braille flag that he received from the Kansas Braille Institute as he wants us to have it.

Van Zandt reported that the Center has two new pieces of art work displayed. There is an oil painting of the Black Hills and a quilt made by students using beads on fabric to Braille the Commission's mission statement.

Van Zandt reported that 143 full-time clients have been served since 1996, when we began tracking clients. She stated that, of the clients that have finished training, about 22% are still in school. 92% of those who have finished school are employed; about 74% are competitively employed with only 6.3% not working. Van Zandt reported that these figures are better than last quarter and the employment rate is the best we have had in the last ten years. Van Zandt reported that during this past quarter, the Center has served 23 clients, 3 staff trainees and 2 staff from Missouri. In addition, the Center has had 25 three day stays, 22 activities and conducted 83 tours, with a total of 206 people touring the Center.

Van Zandt gave a staff update of the Omaha office: Mitch Green, VR Technician, start date of August 18, 2006, Center training started November 6 th; Nicole Schopen, VR Technician, start date of August 29, 2006, with Center training ending November 3 rd. Norfolk office: Connie Carlow's position was upgraded to VR Technician. Kearney office: Becky Bartling, part-time Staff Assistant I, start date of October 4, 2006, with Center training beginning in January. North Platte office: Reneé Barton, Orientation Counselor I, start date of October 16, 2006 with Center training beginning on this date.

Van Zandt reported on a tort claim filed against the agency. She has responded to the State Claims Board to not pay this claim and is now waiting for a hearing date to be set.

Van Zandt stated that Serván has a list of the 20 new Senators and each of them will be contacted, as it is very important to educate them about the Commission and to familiarize them with what we do. She also mentioned that at least 16 Senators will not be eligible to run in 2008, so this will be an ongoing effort. Van Zandt stated that the Center is also working on educating senators and hopes that students and consumers statewide will get to know their Legislators.

Van Zandt reported that the Commission has now received over \$1,000,000 in Social Security reimbursements since 1999 and an additional \$234,400 has been submitted and is pending approval.

Van Zandt stated that the Assistive Technology project is up and running and encouraged everyone to set up a personal account with www.at4all.com. Assistive technology can be located to buy, borrow, to lend or for demonstration.

Van Zandt reported that she has attended two protocol meetings with other Commission staff, state educators, parents and consumers. There will be a third meeting, as they still need to work out the details between rehab and education.

Van Zandt is working on developing a contract with a potential vendor regarding our Statewide Needs Assessment. It will probably be between April and September. She will send more details as they are decided.

Van Zandt reported that she, Serván and Altman attended the National Council of State Agencies for the Blind (NCSAB) Fall Conference and commented on what a great job Altman did in his presentation of structured discovery & the use of sleepshades in Center training.

Van Zandt reported quarterly activity of the administrative staff and Vicki Rasmussen, Client Assistance Program and head of the Placement Committee. The Placement Committee is working on an employer brochure and employer testimonials for the website.

The Committee is partnering with Workforce Development at the Governor's Summit, April 10 and 11 , and would like our clients to help at the Summit so employers can see blind people in key roles.

Peery just returned from Chicago where she attended Ambassador Orientation for the Hadley School for the Blind. Peery has been working with Brown, Robinson, Serván and Deaton on establishing office policies and guidelines and also is working with the architects who are designing the workstations in Scottsbluff. Brown has submitted the state budget and is working on data lines for Kearney and Scottsbluff so all staff will have access to our server. Harris continues to work with vendors in keeping their machines Brailled. Van Zandt reported that Omaha vendors received help from the NFB and are very open to assistance. She stated that the next Committee of Blind Vendors meeting is scheduled for December 1 st, here in Lincoln. Van Zandt reported that Robinson is working on open enrollment and reported that all staff members must sign up for their insurance preferences for next year. Robinson was honored as Employee of the Year. Deaton coordinated Winnerfest and the Independent Living Skills Workshop and is working on developing the Minority Outreach Plan. Deaton has submitted the Enrichment Foundation Grant's second and final report. Van Zandt stated that Flearl has been invited to attend their second phase meeting on November 20 th. Van Zandt also mentioned that several staff members went to the Iowa Center for the Blind on September 7 th and several staff also attended the Minority Health Conference October 31 st and November 1, 2006. Serván is on the planning committee for the Regional Employment Conference which is scheduled for September of 2007. Van Zandt reported that there are currently 35 mentor/mentee pairs in the mentoring program sponsored by the National Center on Mentoring Excellence and NCBVI.

Public Comment: It was mentioned that when someone signed up on the www.at4all.com website, the person was only able to order one item. Van Zandt stated that she would let Assistive Technology know and suggested that the individual send an email informing ATP of the difficulties.

It was mentioned that Center clients have collected money and, on December 18 th, will also be giving each Senator a gift bag that will include a brailled Happy Holidays stamp, Brailled alphabet cards, the center video and the Agency Description sheet.

Old Business:

Budget Update: Van Zandt reported that funds are coming in regularly through Continuing Resolution Grant Awards, since the Federal budget has not yet been approved. Brown keeps supervisors informed of the budget status. Loos remarked that the Board has not received the budget spreadsheet that was to be sent monthly. Van Zandt reported that there were changes in the budget system that prevented Brown from completing the monthly report. Peery will check with Brown regarding status and have Brown send the Board the report when completed.

Website Update: Van Zandt reported that, in the previous website update, she had informed the Board that the technical problems had been resolved and the webmaster would now be able to proceed. This was incorrect, as the technical aspects have not yet been resolved. Van Zandt stated that it was not an effective use of Djernes' time to continue to involve himself at a high level in site management, so she has been working with Nebraska.gov in designing a new website template. It has many appealing aspects and looks very professional and will soon be in the testing phase.

Jirak reported that the NCBVI mailing list is not functional and also did not think the Service Request Form was operational nor could anyone send emails to the Board from the website. Peery is to test the Service Request Form and also send a test message to the Board from the website address to determine if the email address is working and if the Board can receive messages. Van Zandt is to check on the status of the subscription mail list.

Jirak also reported not being able to post the articles sent to him from Van Zandt and Floyd. Van Zandt stated that she appreciated all of Jirak's work and hoped the website would be working soon. She asked that anyone who encounters problems or has solutions to send a note either to her or to the Board.

Friends of the Commission Update: Van Zandt reported that she met with Roy Hopley, President of Friends, and John Westring of Omaha, on August 30 th to discuss how individuals could donate automatically from their checking accounts. She stated that Westring had presented a way this could be done via a credit card account. It has to be done either through a bank or through a credit card and there would be fees involved. Friends plan to meet again soon to discuss this further. Van Zandt thinks the consensus will be to go ahead with the credit card system.

NIS Update: Van Zandt reported that there has been a change in business units with regard to accessibility, but otherwise everything is about the same. Open Enrollment is in progress and all employees have to go into NIS to select their insurance providers for next year. Robinson and Brown have been available to staff and have done an excellent job assisting both blind and sighted staff. She asked Floyd and Serván to comment on accessibility. Both stated that there are still problems and NIS is very time-consuming to use with screen readers.

NFB-Newsline® Update: Osentowski reported that individuals can now receive newspapers once a day by email. You have to have a DAISY-compatible device. Osentowski explained the process of downloading and signing up for an account on the nfbnewsline.org website. Osentowski stated that the instructions are very simple and he encouraged everyone to use this service. The telephone is still an available option. Osentowski reported that, in the near future, television listings will be on NFB-Newsline®. He believes they will be available before Christmas. Nebraska currently has 1,114 subscribers.

He also stated that, in the next few months, individuals with unlimited long-distance can begin using local numbers as an alternative to using toll-free numbers. He gave the Board one local number: (202) 448-3007 with a portal code of NFB (632) and stated that he would make other numbers available via email and the NFB website. He recommended that those who have unlimited minutes or have free nights and weekends start using the local numbers as soon as they receive them.

Status of Braille on and Accessibility of Vending Machines: Van Zandt reported that Business Enterprise vendors are working with consumers and the Commission to keep their machines Brailled. Currently, there are serious threats to the Randolph-Sheppard Act, due to a recent Joint Committee Report of the Department of Defense, the Department of Education and the Committee for Purchase. Most people working on Randolph-Sheppard issues are involved with these concerns, so she has not scheduled another conference call to discuss national efforts related to accessibility of machines. She will get back to it when those who have expressed interest are more available.

Public Comment: A concern was raised about whether or not the virtual suggestion box for staff is operational. Peery will check on Monday.

Break for Lunch: The Board took a half hour break and reconvened at 12:45 pm.

New Business:

Rules for Nebraska Center for the Blind Apartments & Waiver or Consent Forms:

Van Zandt reported that, due to a recent incident, the rules for the Center and the apartments are being reviewed and revisions made which will be beneficial to clients and staff and will also make expectations more clear. Floyd stated that the Attorney General suggested some wording changes. These, along with other modifications recommended by herself, Van Zandt, the Client Assistance Project (CAP) and others, are being used to form a new document which will be available in accessible formats in the near future. Van Zandt stated that Center clients are now signing a waiver that acknowledges that the individual is responsible for his/her own health and safety while at the Center. There was discussion concerning pros and cons for using either waivers or consent forms. The consensus was to discontinue the waiver and to continue working on completion of a consent form. Floyd stated that she wants clients to continue utilizing the waiver as part of the apartment rules, not only for signing, but also as a reminder. Van Zandt stated that the Center could continue with it, but field staff would discontinue having clients sign the waiver and would inform clients of the transition to the consent form once it has been completed. Loos stated that the Board is aware that it has been a difficult time, and appreciates Van Zandt's, Floyd's, and other staff's efforts toward working through this process.

State Plan, Comprehensive System of Personnel Development, & Corrective Action Plan:

Van Zandt reported that in the letter from RSA there were two main things that were required. Serván has received all but one Memorandum of Understanding from institutions of higher education and that will soon be in place. The second issue was regarding specific certification for our Voc Rehab Counselors. Serván and Deaton have met with Senator Stuthman about NCBVI's providing the training needed for certification and a bill to this effect should be considered in the next Legislative Session. Van Zandt stated that, although these were the two main issues, the letter also addressed the possibility of a Statewide Needs Assessment.

She thinks it would be a good idea to have a systematic study done and is looking into options.

Client Assistant Program (CAP) Complaints or Issues: Loos reported that this is a new item being added to the agenda. Van Zandt stated that she sits on the VR Council and each quarter Rasmussen gives a report on specific CAP complaints. In the past, this wasn't relevant for us, as there have been so few CAP complaints against the Commission. This quarter, CAP had four. Van Zandt has asked Rasmussen to begin submitting quarterly reports. She will forward Rasmussen's reports to the Board and, at future meetings, this item will be listed under "Old Business". If CAP has no cases, then she will report as such. The four complaints this time involved 1) the purchase of computer equipment that the Commission had originally denied; 2) the replacement of lost bioptics needed to retain employment; 3) concerns about services at the Center and 4) a complaint regarding a counselor not responding to a client. Van Zandt stated although there were four complaints, the official report only listed three, with the third complaint being a tort claim. Van Zandt stated that we need to make sure people are ready to come to the Center and determine what services need to be provided prior to coming to the Center. Van Zandt asked if the Board had any additional questions regarding the tort claim. She stated that Rasmussen did an excellent job of being an advocate for the consumer, was very thorough in her investigation and was both respectful and fair to the consumer and to all staff and clients who were interviewed. Loos stated that she appreciated Rasmussen's thoroughness and diligence and appreciated Van Zandt's keeping the Board updated.

Support Group for Commission Boards: Loos stated that she had participated in a conference call and continues to receive email messages regarding establishing a network of State Rehabilitation Councils. While this group isn't germane for us, Loos wanted to discuss again the Board's initiating something similar made up of Commission Boards and State Rehab Councils involved with agencies for the blind. Van Zandt stated that she had sent an email to all directors of blind agencies, explaining our purpose and inviting them to share comments and interest. She received a few no interest responses and several interested ones.

She spoke in person to an individual from Delaware who would like to be added to the list. She has made the commitment to NCBVI's initiating a first conference call some time after the first of the year and plans to invite other states. The Board agreed that all members would participate and discussed logistics. Loos agreed to provide an introduction based on the ideas presented in the conference call she attended and the subsequent emails. Peery agreed to look up the information received so far from other states and send to the Board.

Focus Topics for Next Two Meetings: February, Services for People With Multiple Disabilities; June, How the Rehab Act Impacts the Blind.

Public Comment: It was suggested that something special be done at the November 2007 meeting to acknowledge the first Commissioners whose final terms end at the close of that year and that they be asked to attend the meeting immediately after the new Commissioners have been appointed.

Final Announcements (including Dates and Locations of 2007 meetings): The February meeting was changed to February 24, 2007. The June 2, 2007 meeting date will remain the same. It was decided that the August meeting will be held in Norfolk, on August 11, 2007, with the Focus Topic being Services to Native Americans. The November meeting will be held in Lincoln on November 17, 2007. The Focus Topic will be Partnership Between Educators and Rehab Service Providers.

Loos thanked Peery for arranging lunch, Paulson for recording the meeting, and everyone for coming. Due to recording difficulties and having proceedings in two different formats, Paulson will combine the digital recording and the taped recording into one format and will inform Van Zandt when he has the document completed and available.

Adjourn: Meeting adjourned at 2:05 pm.

Respectfully submitted,

Val Peery, Administrative Assistant

Barbara Loos, Chairman

NCBVI Board of Commissioners

Nebraska Commission for the Blind and Visually Impaired

Business Office Organization

This document is intended to give you a quick glimpse at the organization of the Business Office at the Nebraska Commission for the Blind and Visually Impaired (NCBVI.) The NCBVI "Business Office" consists of a Business Manager, a Personnel Officer who also serves as an accounting clerk (supervised by the Business Manager) and the agency Administrative Assistant who also serves as the Executive Director's Administrative Assistant (supervised by the Executive Director.) Also presenting with the Business Office is the Agency Staff Assistant II who works a great deal with business responsibilities in the Social Security Reimbursement and Nebraska Business Enterprise area (that position is supervised by NCBVI Deputy Directors.)

The Business Office charge at NCBVI is to manage the Budget, Finance, Accounting, and Personnel areas of the agency. We are charged with a full symphonic musical program but in essence have a 4 man band to cover the instrumentation. It is very taxing at times but it is very rewarding as we dabble in all aspects of the operation of the agency. It is our job to see to it that money is available to NCBVI and it is spent in an orderly fashion. By our size, it can be understood that we take great pride in the fact that we are small and that maximizes the resources available to our clientele. We know that that is why we are here.

I will put most of my function in outline form for you to review. I hope that will give you a format to work with. We can talk about specific issues in our discussion at the Commission Board Meeting.

Business Manager

1. Finance

A. Budget

i. State Budget

a. Needs from Consumers, Staff, Administration

b. Submit to Governor and Legislature

c. Negotiation and Passage of Appropriation

ii. Grants

Federal Portion of our Budget

We have 4 federal grants, Basic Support, Independent Living Older Blind, Independent Living State Program, Supported Employment, Inservice Training

iii. Operating Plan

a. After we receive our funding we fashion a plan to meet the needs of our clients, state mandates, and federal match and rules.

b. While the budget is submitted earlier the amount that we receive from entities seldom fits the exact amount planned in the original budget.

B. Accounting

i. State Accounting Rules

Nebraska Information System (NIS) State Accounting Computer system must be configured to Pay our bills and to report those payments to the state and federal partners involved.

State Accounting Rules must be adhered to in order to comply with both the state appropriations and federal expenditures. These rules include documentation, controls, items purchased, format used and other issues.

State Auditor is involved in insuring that proper documentation and controls are adhered to when spending our appropriations.

ii. Federal Accounting Rules

Federal Publication A-87 gives us guidance on items that can and cannot be purchased using federal grant monies

US Education Department General Administrative Regulations tell us how we must account for Federal Department of Education Grant Monies

Code of Federal Regulations (CFR) for Each Program or part apply to each portion of our program. These are the guidelines that we must follow. We can only spend money and do those things that are authorized by law and these are the specific laws that allow us to operate our program and spend the federal money granted to us.

Single Audit A-133 is the audit law for the federal government. We have not been audited on site for an A-133 audit, yet. An A-133 audit is conducted each year by the State Auditor's office (they have a contract with the feds to provide this) but our grants have generally not been selected for a site visit.

C. Reporting

i. After money has been obtained and used, it must be reported to both the federal government and to the state.

ii. Most state reports are built into the NIS system and there is very little we report extraneously.

iii. We must design the NIS system to capture strategic information so we can report our expenditures to the feds. Generally this coding is designed to capture federal fund, non federal fund, and Program Expenditure Reporting (RSA-2) information.

Policy

Policies for the Business Office and the Agency in General are located primarily in the Agency Rules. We must follow and enforce these policies as they apply to the business office and staff from a human resources standpoint.

The Business office generally is involved in Chapter 4 rules Workplace Policies and in Chapter 1 Cost Containment rules.

Operations

Contracts and Leases It is the Business Manager's job to keep the agency up to date with contracts and leases for services. We work closely with program staff to keep Contracts and other purchase authorizations up to date so we show proper authority to pay for services and staff have proper service support to do their jobs. Department of Administrative Services (DAS) Building Division and Materiel Division assist us in this effort also.

Equipment and Technology It is also the Business Manager's job to assist in keeping our equipment and technology equipment and services up to date and serviceable.

I work closely with our Technology Program Specialists and with DAS Office of the CIO (Chief Information Officer) to keep our Communications and Data Processing equipment at a level that serves staff and clients efficiently.

Transportation The Business Manager and Administrative Assistant work with DAS Transportation Services Bureau to provide vehicles and maintenance for staff to keep their transportation obligations to clients and the public.

4. Personnel

A. It is the Business Manager's job to work with the Personnel Officer to insure that staff is in compliance with the State Personnel Division. The website below has links to both publications that govern staff.

B Personnel Authority comes from the Labor Contract for those positions specified in the contract

C. And in the State Personnel Rules and Regulations for those who are not covered by the Labor Contract.

D. The Personnel Officer, Administrative Assistant, and Business Manager all participate in processing the payroll through the NIS system.

This is a condensed version of the role the Business Manager plays in the Business Office and Administration of the Nebraska Commission for the Blind and Visually Impaired. We work together in a concerted effort to keep staff's role concentrated on service our clientele.

My duties as Administrative Assistant

By Val Peery

I wear many hats with NCBVI and although not all my duties relate to the Business Office, I will give you a brief overview of my position.

I am the backup to Dave for payroll preparation, payables and receivables. I also review and pre audit invoices. I am Dottie's backup for NE Business Enterprise deposits.

As Communications Coordinator, I set up conference calls, order phones, resolve phone issues, and disseminate monthly phone bills. I am the liaison who makes all room reservations for meetings, etc in the Lincoln office.

As Travel Coordinator, I make all travel arrangements for staff including flight and hotel reservations. I work with Transportation Services Bureau (TSB) in reserving vans, verifying and submitting monthly travel logs, and ensuring monthly preventative maintenance is done on our vehicles. I issue/cancel driver State Identification cards and periodically check driving records of staff who drive state vehicles.

I am responsible for maintaining the inventory of our fixed assets which cost over \$1,500. Annually, Don Ward and I conduct a physical inventory of all assets. I work with Surplus when equipment or items need to be recycled or disposed. I also have one of the two purchasing cards so I order equipment, merchandise and miscellaneous items for the agency.

I am responsible for writing receipts for donations and the apartment deposits for clients. Periodically, Dave or I will deposit funds. I draft thank you letters for the Executive Director.

I submit Ticket to Work 1365 forms to MAXIMUS for assignment to our agency. I maintain and update the Ticket to Work database of individuals who have been assigned. Monthly I receive a spreadsheet of recipients which I filter out the new participants and forward the information to supervisors.

I arrange, notify members and take notes at monthly Admin Team meetings. I send Public Notices to the newspaper prior to the Blind Vendors Meetings and Commissioner Board meetings. I attend and take notes at the quarterly Commissioner Board meetings.

I research legislative bills during session and send status updates to the Executive Director.

Throughout the year, I also do special projects for the business office and/or the Executive Director. Currently I am assisting Lincoln staff members in cleaning up their email addresses and setting up their email groups.

Nebraska Commission for the Blind & Visually
Impaired Personnel Officer Duties

Commissioners,

I am pleased to be able to give you a brief glimpse of my duties with the commission and would be happy to answer any specific questions you may have at the November 18th meeting.

When I introduced myself to you for the first time in August 2000, I told you that I am very customer oriented, with my customers being our employees, our vendors and our clients. I still maintain that philosophy, with clients being the top priority.

My title with the commission is Personnel Officer, however, the bulk of my duties focus on the financial side, specifically the accounts payable side of the commission. I do take my H/R duties as equally serious, however, because of the environment that Pearl has created at the commission, there are very few H/R details to tend to, but I will offer a glimpse.

For the accounting aspect of my duties, my job entails paying the agency bills. It is my job, once I receive an invoice from a vendor, to make sure that there is a purchase order to match up to the invoice and to make sure that we have indeed been billed for what we expected.

Once I match up a purchase order with an invoice, I then e-mail the individual that initiated the purchase, so that they can verify receipt of goods. As we have six offices throughout the state, I can't pay a bill, just because it matches a purchase order.

Sometimes, an invoice will arrive in my office before delivery of the goods or service, so we don't process a payment, until I've received verification that what we were billed for was received in good condition, in the proper quantity and for the price we expected to pay for it.

Once I've received verification of receipt of goods, I will go into NIS and process a voucher payment batch for the item(s), and then forward the batch to Bill Brown for final approval and posting. I process invoices in batches of about six or so, so that if Bill detects an error on an invoice, then we are only holding up a small batch of invoices, rather than several invoices.

Once Bill has approved and posted the batch, the payment will usually be printed or transmitted on the 12:30 p.m. payment run that DAS Accounting performs each day.

I am also the point of contact for Vendors, with any questions they may have. I also process the agency expense reimbursement documents and perform other duties, to insure compliance with DAS Accounting

procedures. I also try to look at each document through the eyes of the State Auditors, for any potential questions, as every two years, they will be looking at them.

As far as H/R duties, I am responsible for the processing of the agency Bi-Weekly payroll, as well as making sure that new employees are properly enrolled in the benefits they choose.

Presently, we are in the middle of open enrollment, so I find myself assisting several of our employees, that don't normally have a reason to use NIS and it is working well. I also assist and give guidance to Supervisors, with respect to disciplinary issues and make sure that if discipline is necessary, that we are in compliance with the labor contract.

As I mentioned, this is but a glimpse of my duties, but I believe that it reflects the bulk of what I do. I would like to say that I perform my duties with near perfection, but that would be a lie. From time to time, things get overlooked, as you are well aware. I assure you that I am trying very hard to make sure the oversights are the exception, rather than the rule and have taken a new approach to minimize the errors.

I do believe however, that for the most part, our bills get paid in a timely manner and that our employees are well informed.

Good enough will never be good enough for me and I'll keep trying to improve on all aspects of my duties.

Compared to July of 2000, the business department has made enormous strides in keeping current on the bills. This is in no small part attributable to the environment that Pearl and Bill have created for me to work within and I do so appreciate it.

I would be happy to answer any questions you may have, regarding specifics.

Thank you for your time and the opportunity to share this glimpse with you.

Dave Robinson

Personnel Officer

Nebraska Commission for the Blind & Visually Impaired

BUSINESS OFFICE DUTIES - DOTTIE WILMOTT

NBE

Currently we have 19 NBE vendors and when a set aside check (13% of their gross profit) is received from them with their monthly Profit and Loss, a receipt is generated in triplicate and a deposit must be posted in NIS within 3 days for amounts \$500.00 and up. The pink copies of the receipts along with checks, tape, and treasurer deposit document is given to Business Office for approval. The white original receipt is sent to vendor and the yellow copy remains in the receipt book.

Also, effective with April 1, 2006 the 7 vendors with rest stop areas must now pay their Department of Roads rent (electricity) to the Commission. These checks are handled the same way as set aside checks.

- SSA Reimbursement

Upon receipt of a Determination from Social Security Reimbursement, this detailed sheet is copied and given to the Business Manager so that an ACH invoice can be generated so that State Accounting will be able to apply this amount to NCBVI.

MATERIALS LIST FOR NOVEMBER 18, 2006 MEETING

08-07-06—VZ: FW: correction (from Candy Laursen, concerning referrals in North Platte District; has follow-up)

08-07-06—VZ: Staff Survey Comments (acknowledging receipt of survey results from Oltman to forward to staff; giving opportunity for Commissioner comments to forward with results; has follow-up)

08-07-06—Loos: [commission-board] Staff Survey (thanking Oltman for sending promptly)

08-07-06—VZ: [commission-board] Staff Survey Results (forwarding to staff)

08-07-06—Loos: [commission-board] Performance Evaluation (Executive Director's evaluation for 2006; has follow-up)

08-07-06—Loos: [commission-board] Follow Up From August Meeting (Concerning Indicator 1.2)

08-07-06—VZ: [commission-board] Happy Anniversary Carlos (to Carlos Servan)

08-07-06—VZ: [commission-board] State Staff Meetings (to Allen Harris, Iowa Department for the Blind, concerning possibility of joint staff meeting)

08-08-06—Peery: Teleconference (concerning RSA visit)

08-08-06—Peery: Meal Allowances

08-09-06—VZ: Goals for 2007 (sending to staff)

08-09-06—VZ: Schedule for RSA with NCBVI (has follow-up)

08-09-06—VZ: FW: Initiating formal complaint against NCBVI and its staff (informing Board)

08-09-06—VZ: FW: Attendance at the Nebraska Center for the Blind and Comparable Benefits (concerning complaint)

08-09-06—VZ: FW: Complaint: NCBVI (08/09/06)

08-09-06—VZ: FW: Conversation from July 27th (concerning complaint)

08-09-06—VZ: FW: ncbvi-inflicted temporary inability to Attend the Nebraska Center for the Blind (concerning complaint)

08-09-06—VZ: FW: Information you wanted (concerning complaint)

08-09-06—VZ: Round TUIT Declared a Success (to Deanna Jesse and Jean Wurtz)

08-10-06—Jo Dee Steele: [commission-board] THIS IS A TEST MESSAGE - PLEASE IGNORE (in response to Brown's inquiries resulting from Loos's communication concerning failure messages; has follow-up)

08-14-06—VZ: FW: BLAST March 7-10, 2007 in Denver, Colorado ("Business, Leadership and Superior Training", for Business Enterprises)

08-14-06—VZ: FW: important region 5 medical software (concerning Lancaster County's being in the process of seeking bids for medical record keeping software to service all region 5

mental health and substance abuse facilities. Need to see that software is accessible so blind people can get jobs using it)

08-14-06—VZ: Friends of the Commission: Thanks for donation and news about next meeting (next meeting August 30)

08-14-06—VZ: Happy Anniversary, Candy! (to Candy Laursen)

08-14-06—VZ: Happy Anniversary Bill! (to Bill Brown)

08-14-06—VZ: Letter to Enrichment Foundation (concerning final installment of grant)

08-14-06—VZ: FW: Job Opportunity - New Mexico (Deputy Director, Alamogordo, NM)

08-14-06—Loos: Article on Show and Tell (has follow-up)

08-14-06—VZ: FW: important region 5 medical software (to NFBN and ACBN presidents, concerning a process in the works for a software record-keeping system to be used

in this area; making contacts to let County know the importance of addressing accessibility issues at the early stage)

8-14-06—VZ: Proposal for NCSAB San Francisco (Center Supported From the Top and All Around)

08-15-06—VZ: Hiring Decisions Complete for Omaha (Nicole Schopen and Mitch Green hired; has follow-up)

08-15-06—Peery: Upcoming Conference Information (Empowering Nebraskans Conference, Discovering the Disability Vote, North Platte, Sept. 13, Lincoln, Sept. 29; has follow-up)

08-15-06—VZ: FW: ABC Memo: Governor's Employee Recognition Program Schedule

08-15-06—VZ: FW: [rehabnet] Job Announcements (in Idaho)

08-16-06—VZ: Agency 081 IT Plan (2006 to 2009)

08-16-06—VZ: FW: Transportation after August 16. (concerning complaint)

08-16-06—VZ: FW: NCBVI complaint

08-17-06—Loos: Re: conference call (forwarding regrets from Oltman)

08-17-06—VZ: Access to the Board (to staff; has follow-up)

08-17-06—Peery: Draft Minutes (has follow-up)

08-17-06—F. Floyd: Jessica's article

08-18-06—VZ: Time Certification

08-18-06—VZ: FW: Access to the Board (concerning NCBVI's providing calling cards to Board members; has follow-up)

08-18-06—VZ: RE: NCBVI complaint (has follow-up)

08-21-06—Jirak: Commission Minutes Questions & Correction (has follow-up)

08-22-06—VZ: Annual Report (address of where to send it; has follow-up)

08-22-06—VZ: Test (checking on Commission Board address's working; has follow-up)

08-22-06—VZ: FW: 2007 ACB National Convention (forwarding information; has follow-up)

08-22-06—Zimmer: State Fair (winning entries from Center; has follow-up)

08-22-06—VZ: RE: FW: Nebraska Blind State Plan (to Sirmans)

08-22-06—VZ: FW: Disability Employment 101 For Your Business (from Fred Schroeder, concerning brochure from OSERS)

08-23-06—VZ: FW: Link to reservations for ACB 2007 (has follow-up)

08-23-06—VZ: RSA Field Visit Summary (has follow-up)

08-23-06—VZ: Packet for the RSA Field Visit

08-24-06—VZ: Report for RSA

08-24-06—VZ: Part two of attachments (for RSA Field Visit)

08-24-06—VZ: Federal Hiring Schedule A (for Federal employment)

08-24-06—VZ: FW: Calling Cards -- Special Order (for Commissioners; has follow-up)

08-24-06—VZ: FW: [Everyone] Accessibility features in Adobe (from Kelly Coleman)

08-25-06—VZ: RE: New Addition to ACBN Website (concerning link to NCBVI and history; has follow-up)

08-28-06—VZ: Happy Anniversary, Jan! (to Jan Brandt)

08-28-06—VZ: RE: FW: Nebraska Blind State Plan (to Sirmans, since hadn't heard back)

08-28-06—VZ: FW: Final - 2007 ACB National Convention Information

08-28-06—VZ: Position Upgrade (Connie Carlow's position; has follow-up)

08-29-06—VZ: FW: [leadership] international programs (Global Explorers summer 2007 for youth)

08-29-06—VZ: FW: [rehabnet] Rehabilitation Services Program Administrator (job opening in Kansas)

08-29-06—Loos: Congratulations! (to Connie Carlow)

08-30-06—VZ: Commissioners' Contact Information (has follow-up)

08-30-06—VZ: State Plan Attachments (revised)

08-30-06—VZ: Another State Plan Attachment

08-30-06—Loos: Web Site Issue (to Jirak concerning getting beyond the donation field with JAWS)

08-30-06—Loos: Fw: Web Site Issue (resending to correct address; has follow-up)

08-31-06—VZ: (message has no subject; concerning instrument used for State Plan)

08-31-06—VZ: Change in 2 attachments (concerning satisfaction survey cards no longer sent out, do it by phone)

08-31-06—VZ: FW: [rehabnet] National VR Partnership with H & R Block
)potential job opportunities)

08-31-06—VZ: Time Certification

08-31-06—VZ: My Schedule (has follow-up)

09-01-06—VZ: FW: [rehabnet] Perkins Law Reauthorized - Few but
Significant Changes (concerning transition from secondary to post-
secondary education)

09-01-06—VZ: Corrective Action Plan Response (to James Sirmans)

09-01-06—VZ: Revised State Plan Attachments (to Sirmans)

09-05-06—Nyman: Friends minutes (August 30 meeting)

09-12-06—VZ: Meetings, Timing and Flying (concerning possible
rescheduling of November Board meeting; has follow-up)

09-12-06—VZ: Happy Anniversary, Shawn! (to Shawn Djernes)

09-12-06—VZ: RE: NAB Convention Dates (August 2-5, 2007, from Shelly Gray)

09-12-06—VZ: RE: News from NIS (from Amy Archuleta, Administrator, saying NIS is now accessible from people's homes, libraries, etc.)

09-13-06—VZ: CSPD (to Sirmans, with link to relevant statutes)

09-13-06—VZ: November Logistics (concerning Board meeting; has follow-up)

09-13-06—VZ: Scottsbluff Office and Additional Space in Lincoln

09-13-06—VZ: Randolph-Sheppard Legislation Action Alert: FW: [NCSAB Members] Fwd: Draft email and final letter (from Terry Smith)

09-13-06—Servan: Policy for NCBVI Staff and clients on attending consumer conventions

09-14-06—VZ: FW: Furloughs (according to Bill Wood, Employee Relations, no longer an option)

09-14-06—VZ: News about Chris Boone (concerning her new job with the Michigan Commission for the Blind; has follow-up)

09-14-06—VZ: RE: Contact Information (to Barb Fischer, updating Transition Advisory Committee, of which VZ is a member)

09-18-06—VZ: RE: Catching up on all the E mail (affirmative response to Burns's White Cane Banquet invitation)

09-18-06—VZ: Center Client (concerning complaint and termination of complainant's status as a student in Center; has follow-up)

09-18-06—VZ: Bulk Vending Machines in Lincoln (letter concerning their management)

09-18-06—VZ: Time Certification

09-18-06—VZ: Assurances (to Sirmans, concerning State Plan)

09-18-06—Deaton: VIPS Leadership Training Workshop Evaluation Results (has follow-up)

09-18-06—VZ: Eviction Notice (concerning terminated student)

09-18-06—VZ: "Peer Group" for blindness agencies governing boards (asking for material originally sent out about this)

09-21-06—VZ: Happy Anniversary, Don! (to Don Ward)

09-21-06—VZ: FW: Claudia Krenz Tort Claim

09-21-06—VZ: FW: NE-B CSPD standard (includes options for change)

09-21-06—VZ: FW: 2006 National Employment Conference Web Site
(Servan was on panel concerning Transition Services and Issues)

09-21-06—VZ: FW: Financial Spreadsheet for August

09-21-06—VZ: Comments on ACB History (to Orestor concerning a portion
of his report in ACBN newsletter)

09-22-06—VZ: FW: I appreciate you! (to Administrative Team)

09-22-06—VZ: Happy Anniversary (to Terry Harris)

09-22-06--VZ: Supervisors I appreciate you!

09-22-06—VZ: CSPD continued

09-25-06—VZ: RE: State Plan attachments

09-25-06—VZ: FW: NE-B CSPD standard (to Assistant Attorney-General Charles Lowe concerning Comprehensive System of Personnel Development)

09-25-06—VZ: FW: IL Skills Workshop

09-26-06—VZ: FW: Set Aside Balance Sheet for August 2006 (has follow-up)

09-26-06—VZ: Happy Anniversary Nancy (to Nancy Flearl)

09-26-06—VZ: Waiver of Liability (has follow-up)

09-26-06—VZ: FW: Becky Bartling Kearney Support Staff (from Laursen, saying Bartling will start with NCBVI on Oct. 4; has follow-up)

09-26-06—VZ: FW: Blind Vendors Committee Meeting Minutes 09 08 06 (has follow-up)

09-28-06—VZ: FW: VR Basic Support Reallotment (has follow-up)

09-28-06—VZ: RE: VR Basic Support Reallotment (to Pedro Romero; has follow-up)

09-28-06—VZ: Time Certification

09-29-06—VZ: Annual Report Summary (for 2005; has follow-up)

09-29-06—VZ: State Plan Approved (has follow-up)

09-29-06—VZ: FW: PD-06-06; PD-06-07; PD-06-08 (policy directives concerning the Annual Report on Appeals, Quarterly Cumulative Caseload Report, and that RSA-2 is now due Dec. 31, rather than Jan. 31)

09-29-06—VZ: Email to complete the one I just sent, before completing...FW: PD-06-06; PD-06-07; PD-06-08

09-29-06—F. Floyd: Wayne 's article

10-03-06—Peery: Boss's Day (invitation to surprise luncheon for VZ and Supervisors; has follow-up)

10-05-06—F. Floyd: invitation (to Nebraska Center for the Blind Alumni Association Banquet)

10-05-06—VZ: FW: Set Aside Balance Sheet for September 2006 - Final for Fiscal Year 2006 (has follow-up)

10-05-06—VZ: FW: E-Care Brief (from City of Lincoln concerning mistaken refund checks from Medicare; has follow-up)

10-05-06—VZ: FW: PD-07-01 (regarding case service reporting; has follow-up)

10-05-06—VZ: FW: PD-06-06; PD-06-07; PD-06-08 (thought hadn't been sent previously; has follow-up)

10-05-06—VZ: State Plan Approval and Comments (has follow-up)

10-06-06—VZ: Managing our Website (has follow-up)

10-06-06—VZ: New Hires for NP Staff (Becky Bartling, Kearney; Renee Barton, NP; has follow-up)

10-06-06—VZ: FW: VR Tracking September 2006 - Final FY 2006 (has follow-up)

10-06-06—VZ: White Cane Proclamation Day (has follow-up)

10-06-06—VZ: FW: Presidential \$1 Coin Act of 2005 (has follow-up)

10-10-06—VZ: Happy Anniversary Fatos (to Fatos Floyd)

10-11-06—VZ: Social Security Reimbursement (has follow-up)

10-11-06—VZ: Training to use the Career Connect System (has follow-up)

10-12-06—VZ: FW: not just in Beatrice; not just in Omaha: in Lincoln, too (concerning complaint against NCBVI)

10-12-06—VZ: Time Certification (has follow-up)

10-12-06—VZ: Plaque in Memory of JoLynn Hurley (including letter to her family; has follow-up)

10-12-06—VZ: FW: FYI - NPR, WGBH Collaborate on Accessible Radio Technology (from Allen Harris, NPR Receives Department of Education Grant to Develop Accessible Radio Technology; has follow-up)

10-12-06—VZ: August 5, 2006 Commission Board Meeting - Now on MP3 files (has follow-up)

10-12-06—VZ: Statewide Needs Assessment (has follow-up)

10-12-06—VZ: More questions about our apartment situation (to Charles Lowe concerning complaint against NCBVI)

10-12-06—Robinson: Expense Reimbursements (apologizing for his running across some reimbursements needing to be processed)

10-13-06—VZ: Concealed Weapons (concerning having agenda item in February 2007 due to new law; has follow-up)

10-13-06—VZ: CPIU and Re-allotment Funds (about response concerning re-allotment; CPIU means "Consumer Price Index for all Urban Consumers."; has follow-up)

10-13-06—VZ: Regional Workshops (concerning special education; has follow-up)

10-13-06—VZ: Update on CK (concerning complaint against NCBVI)

10-16-06—Peery: Sad News (concerning the death of Bill Brown's mother; has follow-up)

10-16-06—VZ: A message on Bosses Day (message of appreciation to Commissioners; has follow-up)

10-16-06—VZ: Fwd: FW: Concealed Weapons (following up about correspondence with Dale Gruntorad concerning this issue; has follow-up)

10-16-06—VZ: Claudia Krenz (concerning complaint against NCBVI; has follow-up)

10-17-06—Peery: Bill's Mother (concerning memorial service)

10-17-06—F. Floyd: Wayne's project

10-18-06—Peery: White Cane Safety Day Proclamation

10-20-06—Peery: Revised Staff Listing (has follow-up)

10-20-06—F. Floyd: Sarah's article

10-22-06—Jirak: Webmaster Email Account (has follow-up)

10-23-06—VZ: FW: Mary's new schedule (message from Fatos Floyd concerning Mary Davis's schedule; has follow-up)

10-24-06—VZ: Letter to a Donor (to Fern Shamburg)

10-24-06—VZ: "Support Group" for Commission Boards of Agencies Serving the Blind (to National Council of State Agencies for the Blind; has follow-up)

10-24-06—VZ: Calling Cards (concerning getting those for Commissioners; has follow-up)

10-26-06—VZ: Time Certification

10-26-06—Sirmans: Official Contact information. (has follow-up)

10-27-06—Peery: Revised Contact Listing (has follow-up)

10-27-06—Sirmans: Nebraska Contact list (has follow-up)

10-27-06—Deaton: Enrichment Foundation Second Report Attached (has follow-up)

10-30-06—Servan: FW: November 7th Elections and WIA Reauthorization (Policy Notes from Fred Schroeder)

10-30-06—Oltman: Thank you (to staff who offered training concerning Excel; has follow-up)

10-30-06—Zimmer: Thanksgiving Luncheon (invitation; has follow-up)

10-31-06—VZ: Federal Budget (concerning receipt of Continuing Resolution money; has follow-up)

10-31-06—VZ: FW: Announcing 2007 AFB Policy and Research Internship Program

10-31-06—VZ: FW: Claudia Krenz Tort Claim (NCBVI official response; has follow-up, including messages about having closed session at November meeting)

11-01-06—VZ: American Braille Flag (Governor Heineman was given an "American Braille Flag" by the Kansas Braille Transcription Institute, which he wants to give to NCBVI)

11-01-06—VZ: Agency Description (for Independent Agencies Handbook)

11-01-06—Peery: Pearl being out of the office (for AFB Board of Trustees Meeting)

11-01-06—Peery: (message has no subject; includes letter from Mississippi State University concerning a new publication entitled, "A Guide to Using the Accommodation Request Process of the Americans With Disabilities Act For People Who are Blind Or Who have Low Vision.")

11-03-06—Peery: Public Notice (notice of November Commission Board Meeting; has follow-up)

11-06-06—VZ: FW: apartment rules November 2006.doc (has follow-up)

11-06-06—Loos: 11-18-06 Agenda (has follow-up)

11-08-06—VZ: Agenda and Val (has follow-up)

11-08-06—VZ: Blind Candidates

11-08-06—VZ: Agency Description (general template to be used in handbook for independent agencies, for State Senators, the Enrichment Foundation, etc.; has follow-up)

11-08-06—VZ: Meeting in Omaha (concerning sign-in process for next Board of Commissioners meeting there, which will be February 2007; has follow-up)

11-08-06—VZ: FW: NE state visit summary (from RSA)

11-08-06—VZ: Happy Anniversary, Amy! (to Amy Buresh)

11-08-06—VZ: FW: [Rehabnet] Safeway Updates and Article (concerning job opportunities)

11-08-06—VZ: FW: Building the Legacy: IDEA 2004 Part B Final Regulations Webcast (to be aired twice Nov. 16 and archived)

11-08-06—VZ: Time Certification

11-09-06—VZ: Reporting Injuries (invitation to administrative staff to contribute to forming policy)

11-09-06—Brown: Focus Topic for Commission Meeting 11/18/2006 (has follow-up)

11-09-06—VZ: FW: NCBVI Web- Redesign Rollout (has follow-up)

11-09-06—VZ: FW: FY2005 Annual Review Reports

11-09-06—VZ: Board Meeting Agenda (sent to staff)

11-09-06—VZ: Board Meeting Agenda (to Webmaster and NFB-Newsline® Coordinator)

11-09-06—Loos: Fw: Annual Review Reports of State VR Agencies (from Sue Rankin-White)

11-13-06—Robinson: Job duties - Personnel Officer (has follow-up)

11-13-06—VZ: Upcoming Meetings (arrangement for two rooms in Omaha, February 2007 and for Karveth, June 2007; has follow-up)

11-13-06—Peery: Revised Agenda (has follow-up)

11-13-06—VZ: Agency Synopsis (has follow-up)

11-13-06—Deaton: Letter to CMS re: Low Vision Aid Exclusion (from Barbara Jackson LeMoine including text of a letter to the Acting Administrator of the Centers for Medicare and Medicaid (CMS) regarding the Low Vision Aid Exclusion in the Durable Medical Equipment, Prosthetics, Orthotics, and Supplies Competitive Acquisition Proposed Rule issued May 1, 2006.

11-14-06—Peery: Second letter from Mississippi State University (concerning the publication "A Survey of the Americans With Disabilities Act (ADA) Accommodation Request Experience of Persons who are Blind or Who Have a Severe Visual Impairment."; has follow-up)

11-15-06—Jirak: Webmaster Report

11-15-06—Jirak: Revised Webmaster Report

11-15-06—Jirak: Here's the attachment

11-16-06—Peery: Hadley School for the Blind (has follow-up)