

NEBRASKA COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

Commission Board Public Meeting

November 21, 2009; 9:00 a.m.

Lincoln, Nebraska

Approved Minutes

Minutes

Call to Order and Introductions:

Julie Johnson, Chairperson of the Board of Commissioners, called the meeting to order at 9:00 a.m. and she welcomed everyone to the meeting. Chairperson Johnson introduced Mike Hansen as the newest commissioner representing NFB for NCBVI.

Announcements Concerning Public Comments, Meeting Recordings, Lunch Arrangements and other Logistics:

Commissioner Walla read the agenda items and introductions were made. It was noted that public comments are always welcome regarding the agenda items. Lunch will be delivered by Piezano's Pizza. Hubert Paulsen recorded the meeting.

A copy of the Nebraska Open Meeting Act was located on the table in the meeting room. The Act was available in both print and Braille format.

Commissioners present: Darrell Walla, Jim Jirak, Julie Johnson, Mike Hansen and Nancy Oltman.

Commission staff present: Dr. Pearl Van Zandt, Executive Director, Lincoln; Kathy Stephens, Administrative Assistant, Lincoln; Terry Harris, NBE Administrator, Lincoln; Carol Jenkins, VR Counselor, Omaha; Don Ward, Voc. Rehab. Counselor, Lincoln; Jan Stokebrand, NBE Accounting Clerk, Lincoln; Carlos Servan, Deputy Director VR, Lincoln; Bob Deaton, Deputy Director IL, Lincoln; Fatos Floyd, Center Director, Lincoln; Nancy Flearl, District Supervisor, Omaha;

Public Present: Dan Bird, Todd Shumaker, Melvin Forester, Dan Kraemer, Anthony Engel., James Nyman, Sandy Alvarado, Jeff Altman (NFB rep.), Terry Bradenforder, John Wick, Katie Larsen, Sandy Wampler, Doug Wampler, Monte Bailey, Susan Rocker, Hubert Paulson.

Minutes of August 8, 2009 Commission Meeting

Commissioner Oltman moved to approve the Minutes of the August 8, 2009 Commission Meeting. Commissioner Jirak seconded the motion. A roll call vote was taken. Mike Hansen abstained. The other four commissioners were unanimously in favor of the motion.

Focus Topic:

Executive Director, Dr. Pearl Van Zandt noted that Terry Harris is the Administrator for the Business Enterprise Program.

Terry Harris provided to the commissioners three documents regarding the Vending program prior to the meeting. The first document was a Fact Sheet that talked about the Business Enterprises of Nebraska; the second was a list of locations by facility for the Business Enterprises and the third was information regarding the balance sheet that is given to the vendors each month. For informational purposes, the documents are posted below the minutes.

Terry Harris began by going over some highlights of the information he sent out. Terry Harris reported that the Business Enterprise of Nebraska is a part of a National Program under the auspices of the Randolph-Sheppard Act. The Randolph-Sheppard Act was established in 1936 to provide employment to legally blind individuals across the Nation. The Federal Law was established to help reduce the high unemployment rate of blind individuals. Over the years the Law has become transformed into a priority for State Licensing Agencies to establish small businesses for the employment of blind individuals in Federal Buildings all across the country.

NBE currently has 20 vendors and manages a total of 77 sites. Some areas only have one or two machines. When Terry first took over the administration of the vending program in 1986, they had 16 different sites with 15 vendors. Therefore, they have not grown a great deal in the number of vendors, but they have expanded each facility and what the earnings are. Terry stated that there is a difference between a facility and a site. A facility is what one person manages. A facility can entail one large site or several small sites for a vending route. Each vendor is responsible for their own driver and their own vehicle. Therefore, there is a need for income generation in order to pay for help.

There are two full-time, and one part-time, staff that manage the Business Enterprises in Nebraska. Terry introduced the staff of the NBE Program.

First he introduced Don Ward who is a VR Counselor/Equipment Specialist. Second he introduced Jan Stokebrand who is an Accounting Clerk. Terry asked Don and Jan to speak about their positions.

Don Ward stated that he has been employed at NCBVI for a little over ten years. Don works with all 20 vendors across the State and he goes to all 77 locations throughout the year and assistance is needed. Don works with the vendors with small things such as changing a light bulb to moving equipment and setting up new locations. NBE is responsible for keeping the machines operating. Much of what he does is getting the parts for machines and getting the machines fixed. Don stated that as new locations are opened up and new vendors are brought in, he trains them on everything from A to Z about vending. Don added that he is also responsible for conducting the inventory on all the vending machines each year. At the current time there are approximately 300 machines that the 20 vendors operate across the State. Terry noted that NBE is actually responsible for more than 300 machines, but it is 300 machines that are owned by NCBVI. They also manage approximately 100 additional machines that are not owned by the agency.

Jan Stokebrand stated that she has been employed at NCBVI for a little over two years. Jan works with the vendors in the program verifying their Profit and Loss Statements. This past week she just finished the Fiscal Year reports. Gross sales for the past fiscal year were over \$1,300,000 for the vendors in the program. Gross profit was approximately \$500,000 and net profit was just a little over \$300,000. The set aside collected for the past year was just over \$41,000. Every month Jan sends out the Monthly Set Aside Report. If there are ever any questions, persons can contact the NBE office staff.

Terry next introduced the vendors and asked that they each speak briefly about what they do.

Melvin Forester – Melvin stated that he has been with the program for 23 months. He operates vending at the State Capitol, the 501 Building and the Executive Building. He has seven sites in the three buildings. Melvin stated that he really enjoys the work. Currently he has a contract through June 30, 2010, but the facilities have been put up for bids. The State has a 30 day option for cancelling a bid. No final determinations have been made to date.

Chairperson Johnson asked for clarification regarding the bidding process. Terry stated that the contract has a 30 day clause in it. If a contract is to be cancelled, 30 days notice must be given. NBE is covered by Priority Law which means that if all things are equal, NBE will get the bid. This is for all State Buildings in Lincoln.

Commissioner Oltman inquired as to how often the State buildings in Lincoln come up for bid. Terry stated that NBE has not bid the properties since 1989. Terry said that the explanation he was given for the bid opening was that the State Auditor wanted to have an understanding of what the value of the properties was. All of the State bidding opportunities are listed on Administrative Services website. Terry said that he received a letter and that is how he became aware of the bid opening.

Commissioner Hansen noted that the State Department of Labor is expanding its office to add a new location. He asked if NBE has thought about expanding to this new location. Terry stated that this would certainly be something to look into in the future.

Todd Shumaker – Todd became a vendor in spring 2009 and he manages the dining facility at the Ashland National Guard training center. Todd looks over the contracts and oversees the operations. The National Guard has fifteen sessions. After each session they meet and they discuss ideas and things that they need to work on. At this time they have sixteen employees. They are currently in an alternate location because they are getting a new facility built which is to be completed by May 1, 2010. After that time they will run full service with 20 to 21 employees. They have a subcontractor out of California who takes care of that aspect. Todd oversees the human resources aspect of the employees. Todd does all the invoices on a bi-monthly basis and he submits invoices to be paid.

Sandy Alvarado – Sandy started with the vending program in January 2009. She currently has two routes at federal sites in Omaha. Sandy has vending in five buildings and has about 35 machines that she monitors. Sandy stated that she enjoys searching for new products to put in the machines and she feels she has been very successful.

Howard Simons – Howard has been in the vending program since 1999. Howard manages two rest areas on the interstate, two post offices in Grand Island and four small trucks.

Commissioner Hansen stated that he has heard that they are closing some of the rest areas along the interstate and he asked if this affects the BEP program. Terry stated that they notice the most effect when the rest areas are closed during the summer months because of the tourists traveling across the state.

Commissioner Hansen inquired about the rest areas that were going to be closed permanently.

Terry stated that it is a Department of Roads decision to close a rest area in terms of cost. However, the rest areas are monitored by the Federal Government.

Ray Johnson – Ray stated that he has been in the vending program for 16 years. Ray currently manages four rest areas; two by York, one by Milford and one by Goehner. The rest area by Goehner is now a truck only rest area. Ray noted that by Goehner they put in a figure 8 ramp for the trucks which causes him some concern about accidents.

Commissioner Walla inquired as to the extent that training for vendors could be improved. Darrell asked if Center Training could help vendors gain confidence and learn computer skills and other alternatives to do the paperwork.

Terry stated that they do use the Center Training to some extent. Terry states that he basically pursues teaching the vendors blindness skills to complete their work. Terry noted that usually by the time NBE needs a vendor; a counselor has already evaluated many of the individual's skills. If there is an individual whose skills are in question, they may be sent through a three day stay at the Center and then they are evaluated. If more training is needed, they can be trained in those areas. Terry noted that there is very little opportunity for new vendors because there is not much turnover within the vending program.

Commissioner Jirak inquired as to how much "theft" occurred in the over the counter vending business. Terry indicated that NBE only has one such site which is the cafeteria in the lower level of the State Office building. Terry stated that he does not believe that there is theft at this location.

It was noted that they use a talking cash register at that site and the employees are also very helpful.

Jan Stokebrand stated that most of the vendors are lucky enough to have family members who can be their drivers and readers; but perhaps NCBVI could provide some managerial skills for the hiring process to the vendors in the event that they need to hire outside help. Jan suggested that background checks be conducted on individuals who are hired to assist the vendors. Terry stated that this could be looked into. It was noted that the vendor would need to conduct the background check as NCBVI does not always know when a new individual is hired by a vendor. It was the consensus that NBE staff could work with the vendors to facilitate the background check process.

Commissioner Walla noted that the Randolph-Sheppard Act has been under a lot of changes and debate over different issues. Walla asked whether current legislation is ensuring that blind individuals can have more access to vending sites. Terry stated that the trend has not been to expand, but to shrink the opportunities nationally. This has not so much been the case in Nebraska, but nationally they have tried to get the vendors away from the military contracts and other things.

Chairperson Johnson asked if there are any plans for expansion of vendors and vending sites. Terry stated that they have given expansion some thought; however NBE is currently spread very thin throughout the state. There is currently more interest than there are sites. Some other surrounding states have more opportunities for vending. Van Zandt suggested that NBE staff communicate with VR counselors and have them work with clients to go to other states if they are interested in vending opportunities.

The commissioners thanked Terry Harris and the BEP staff for the information they provided today.

Public Comment:

James Nyman asked if NBE still bids on federal locations when they become available. Terry stated that they do.

A member of the public stated that if someone needs a job there is a good employer, Outlook Nebraska, in Omaha. He has been working there for seven years and they boosted his confidence by letting him get off packaging and begin operating a machine. Outlook is getting more machines and they have competitive wages. Outlook will need lots of help as they expand. While they have had their problems, every new company encounters problems. Outlook is getting a lot more talking machines.

Commissioner Jirak asked what the starting salary at Outlook is. It was stated that the salary depends on the type of machine that is being operated and what the other job duties include. The more responsibility you have the higher the salary. When he started seven years ago the starting salary was \$7.25, but the salary has risen since then.

Jeff Altman, First Vice President of the National Federation of the Blind of Nebraska, stated that unfortunately workshops have a poor reputation of substandard wages and substandard working conditions and safety levels and discrimination and abuse. Sheltered workshops across the country are known for this.

With regard to Outlook Nebraska it is safe to say that lawsuits are underway and with regard to NFB, they would like to discourage the placement of people in that facility until the issues are resolved.

Sandy Wampler stated that she feels individuals should be able to decide on their own where they want to work and they should not be persuaded. She stated that her husband started working there 15 years ago when he started to become blind. Prior to that, he did not work for 8 years because no one wanted to hire the blind. When this job came along, it gave her husband back part of his life and some independence. When her husband started working at Outlook Nebraska it was a bad place to work, but they have been trying and they have improved so much just over the last 6 to 8 months. Outlook is a good place to work, she said.

Commissioner Walla stated that he feels that this discussion has become a political agenda item and he does not feel it is appropriate for public comment. While there may be some things that NCBVI is concerned about, the matters need to be looked into further.

A person from the public stated that NCBVI should investigate the matter to get the whole picture. He stated that Outlook Nebraska is a good place for him to work. He stated that he is expressing this to the commissioners during the public comment portion of the meeting because he does not have the commissioners addresses or email addresses to let them know that they are happy employees.

Chairperson Johnson called order to the meeting. She stated from this point forward she will call names when it is time for someone to speak in order for the meeting to remain orderly.

Chairperson Johnson reported that the commissioners are accessible to the public and they do receive emails all the time. On the NCBVI website there is a link for the commissioner's emails. If anyone wishes to speak to a commissioner directly, please call the NCBVI office and they will provide you with the phone number.

John Wick from Outlook Nebraska stated that he has been the director of Fund Development for the past two years and he was on the board of directors before that time. John stated that he feels Outlook has made significant improvements over the last 6 to 8 months. He stated that he feels that Outlook is being judged based on the past. John noted that most new businesses need some improvement right after they are opened. Today Outlook employs 47 people and 25 are blind. Outlook is a quality operation and the efforts being put forth are outstanding.

Jeff Altman stated for the record that the opinions he is expressing today are the opinions of the National Federation of the Blind and not the opinions of NCBVI.

James Nyman stated that he does not know whether NCBVI has an issue with the stance that the NFB is taking on Outlook. James Nyman suggested that Mr. Wick and others at Outlook Nebraska take the opportunity to attend a NFB meeting to speak. James Nyman noted that it is not NCBVI that is not proposing to take any action in regards to Outlook Nebraska.

Commissioner Hansen stated that the Board did tour Outlook Nebraska in March 2009 and Mr. Wick did state that they did make significant improvements over the last 6 to 8 months. Commissioner Hansen applauded the efforts of Outlook Nebraska.

Dan Kraemer stated that he also works at Outlook. He stated that he has been working there for about 6 months. Dan stated that he is a machine operator and he has received excellent training. Dan said that he is disturbed because his case with NCBVI is in the process of being closed and he was told two months ago that he would get some paperwork in the mail and to not be upset when the paperwork says the case was closed unsuccessfully. Dan stated that he pursued the job at Outlook as his counselor did not encourage him to take the position. Dan stated that he is upset because he was informed that his letter will state that his case was closed unsuccessfully.

Nancy Flearl reported that she and Carlos Servan have an appointment to meet with Eric, Director of Outlook Nebraska on December 1. Nancy clarified that when a client of NCBVI begins work at Outlook the closure decision of unsuccessful is not NCBVI's decision. This is on a federal level in which they look at integrated employment. This is the number of cited people who are working versus blind individuals. With Outlook, for the federal contracts, it is about 75% of the workforce that needs to be legally blind. This is not considered as integrated employment on a federal level. If someone chooses to go to work at Outlook and they are happy, that is fine. NCBVI closes the case as unsuccessful, but the client is successful and happy. Per federal rules, NCBVI must put that language in the letter.

Report from the Chairman:

Chairman Johnson noted that this being her first meeting as Chairperson, she does not have a lot to report. Chairperson Johnson noted that she has presented about NCBVI in her local community and she also did a presentation at the Senior Center in York.

Chairperson Johnson noted that the commissioners had financial training earlier this month. She said the training was very informative.

Chairperson Johnson presented to NCBVI staff white coffee mugs with the NCBVI logo on it as a token of appreciation to the staff from the commissioners.

Commissioner Oltman added that she would like to bring to everyone's attention that Executive Director, Pearl Van Zandt, recently received an award for her 30 years of service to the State of Nebraska.

Commissioner Walla stated that while we talk about educating the public, he is still surprised about how many do not know about NCBVI. Walla encouraged everyone to keep getting the word out. He would like to see NCBVI get into larger school districts to talk to blindness teachers. Vision teachers and consumers get NCBVI confused with other organizations.

Report from the Executive Director

Van Zandt discussed the main highlights of her report and she thanked the Commissioners for their time. The entire report of the Executive Director is to be placed in the minutes, so it is inserted below. Director Van Zandt noted for the record that a print copy or Braille copy of the minutes can be made available to anyone who requests it.

Van Zandt announced the 2009 Governor's Employee & Supervisor of the Year Awards.

Employee of the Year is Dottie Wilmott. Dottie Wilmott deserves special commendation for her work on our new data management system, eForce. She worked with the programmer, staff members, technology consultants, and many others. Dottie's efforts made the system fully accessible, a perfect fit for service delivery, and a tool that will work well for the agency for years to come.

Supervisor of the Year is Bob Deaton, NCBVI Deputy Director for Independent Living. Bob manages rehabilitation teaching services, supported employment, deaf-blind services and many other aspects of our agency on a statewide basis. In addition, this year Bob has served as co-supervisor for the three offices of the North Platte District.

We have been busy utilizing and reporting federal stimulus (ARRA) funds. Projects have included employment conferences; assistive technology and other equipment for clients and staff, both for use and for demonstration or loan; transition programs (WAGES, Winnerfest, etc.); upgrading shop equipment; machines for vendors; eForce; a conference for Older Blind

persons; staff training at conferences; creating training media for clients to use and public service announcements; etc. This has been a real team effort of line staff, supervisors, administrators, the business office, and consumers.

Social Security Reimbursements in the past quarter totaled \$199,767.99 on August 20, Sept 8, and Oct 15.

Statewide Services and Activities

The Federal Fiscal Year ended September 31st. During the year, 535 Vocational Rehabilitation (VR) clients were served in all statuses. 48 were closed having achieved their employment goals. 59 were closed 'unsuccessfully' (31 refused services, 9 transferred to another agency, 5 failed to cooperate, 4 were unable to locate, 2 were deceased, 1 had a disability too significant to benefit from VR, 1 was institutionalized, and 6 were closed for all other reasons).

In the Independent Living (IL) track, we served 756 clients in all statuses. 211 were closed successfully, including 11 who moved into the VR track. 47 were closed 'unsuccessfully' (15 withdrew, 13 deceased, 10 for other reasons, 6 moved, and 3 were institutionalized).

The Technology Guidelines was revised and a section on services to IL clients was included. We held an employment conference on September 29 and 30. Topics were technology, social skills, diversity, being positive, self employment, and others. We started work on putting the IL client tracking system into eForce. The goal is to start doing IL paperwork by the end of January. Nancy Flearl, Denise Rauterkus, Amy Buresh and Dr. Van Zandt presented about NCBVI for the Fall Conference at NCECBVI. Attendees included our Transition Team members, teachers of the visually impaired, administrators, and some representation of other agencies.

Nancy Flearl, Connie Daly, and Carlos Servan gave a similar presentation on transition services to the LPS teachers of the visually impaired on November 4.

A committee was selected to plan and coordinate an independent living skills workshop for blind and visually impaired seniors to take place next spring. Committee members include Candy Laursen, Cheryl Poff, Deanna Jesse, and Bob Deaton. The committee has had three meetings on September 9, October 2, and November 16. The workshop will be held at the Holiday Inn in Kearney from May 4-6, 2010. Art Schreiber has been invited to give the keynote address.

In accordance with a new law, we have implemented procedures for verifying the legal status of non-citizens applying for services. Hard copies of documents to be used for this purpose have been compiled, assembled into booklets, and distributed to each field office. The documents were also emailed to all field staff.

Eighteen blind youth participated in Winnerfest in Aurora, November 5-7.

The final report for the 2009 Enrichment Foundation grant is due December 1st. The grant application for 2010 is also due on December 1st. The Commission has been informed that next year's grant will be limited to \$10,000, down from the \$32,400 from the previous year.

Nebraska Center for the Blind

Everything at the Center is going well. We put together a very successful Newsletter. We are looking to have another issue on January 2010.

We have 9 clients at this time. 6 new clients start last month and this month. We are hoping to get another one this month. So, with the one staff trainee, we will have 11 clients, and we will start having a waiting list again. This is great news – usually people do not need to wait a long time, but it helps us to have clients lined up to start when others finish training.

Center Activities included Celebration of the Braille Coin, World Day on the Mall - a table to represent Center and the Agency, Employment workshop, Luncheon tour for 18 individuals, White Cane Proclamation Ceremony, Carving pumpkins, fishing, NFB-N convention, White Cane Banquet, Make up and self care workshop, Laser tag, and Thanksgiving luncheon (11-19).

Total Full-time Clients Served 1996 through November 2009: 172.

Gained Competitive Employment: 98. Home Makers: 23. Students: 34.

Results: Of the clients that finished training and schooling,

87.5 percent are employed (competitive employment homemaker)

71 percent of the clients who finished training and schooling are competitively employed

13 percent are homemakers

19.7 percent are students from the total number

9.8 percent are not working

North Platte District Update

Voc Rehab counselors from the district are working on organizing an employment class for their clients.

Dan and Denise worked WINNERFEST and brought clients from their district. Sarah Stewart went to the Project Search inauguration the last week of October. Sarah is also the point person for that project in that area; she is a part of the Planning Committee.

Denise did a presentation on NCBVI transition services to Vision teachers on October 29 and 30. This was during their annual training session.

Dan Hill helped during the NFB-N state convention giving cane travel instruction at a workshop.

Angie Hoff presented a report on the older blind program at the National Federation of the Blind-Nebraska state convention on October 23rd and 24th.

Filming of instructional materials to complement home teaching in the field is well under way. Deanna Jesse is coordinating the project with Kent Taylor of Taylor Productions.

Six older blind consumers participated in FYI in North Platte from September 21-24.

Omaha District Update

We did recently hire for the older blind counselor position. Cheryl Poff who has worked as an Orientation Counselor/Deaf Blind Coordinator has accepted that position.

Filling her Orientation Counselor position is Kathy Brown Hollins transferring from Vocational Rehabilitation Counselor. Carol Jenkins was then hired to fill the Vocational Rehabilitation Counselor opening. Carol did begin training on September 21st. Nancy is very excited about the team we have in place and everyone has been transitioning into their new roles.

With the shift in these positions most of the staff have begun to fill the duties of their new position. Cheryl has done at least 10 presentations already for entities that serve older blind individuals and has others scheduled.

We have had an increase in the number of referrals both VR and IL. So we have certainly been busy. Nancy has had contact with several area doctors requesting time to visit with her about our services. In following up on this they recognize the importance of referring all patients that have a progressive condition or significant functional limitations due to their visual impairment. They are in the process of reviewing their patients and will be forwarding referrals.

This quarter we recognize staff that has an anniversary with the agency. I am happy to announce that John Schmitt has been with us for 20 years and Elaine Kavulak and Cheryl Poff have each been with us for 10 years.

We held our employment conference at Mahoney Park on September 29th & 30th. The job market remains sluggish, but our clients have had a number of interviews, but are competing against a larger pool of candidates for every open position. We have had people that have accepted jobs in this month, one whose background is as a cook and another in the production area. Though we have placed several individuals there are others that due to the economic slowdown hours have been cut, and are looking for additional employment.

We had a consumer start training with ConAgra's work from home program and is now at home performing his duties. We as have yet to complete our project with WEST Corp but it is still a work in process.

We have appointments set to tour several area businesses and visit with their HR staff. Likewise we have started scheduling with area hospitals to do a presentation on blindness and employment during grand rounds. We learned from Erin Riehle with Project Search that health care personnel receive only 3 hours of training on disabilities total during their academic program. Our first presentation will be with Alegent-Bergan Mercy.

The group home teaching session for older blind consumers (SAILS) is in full swing. Due to illness the numbers have dropped off since starting the session but everyone is pleased with the skills they are gaining from this experience.

Our group home teaching session (TABS) has also been active and many of this group looking forward to their participation in Winnerfest in November.

We will be making a presentation on NCBVI services to vision teachers across the state at the upcoming fall conference at NCECBVI on November 29-30, 2009. We will make a similar presentation to Lincoln Public Schools on November 4th and the Omaha office will be meeting with Omaha Public Schools on October 26. Communication being the key to good relationships we are scheduling routine meetings with the vision teachers in our district to touch base on our work with students.

Lincoln District Update

This quarter we finished GATE, we had a total of 5 participants. Four of the participants were over the age of 55. We shortened GATE to three weeks. Each session is 3 and a half days. We incorporated shopping, playing games, and a technology demonstration. The classes are Braille, cane travel, cooking, techniques of daily living, and computer. They were also given an optional class period, where they could choose what they would like to work on. They had seminar once a week.

The placement class worked on skills for networking, interviewing and assessments. We had UNL, Ameritas, St. Elizabeth's, TMC Inc., Department of Homeland Security and Nebraska Lottery came in to conduct Mock Interviews. St. Elizabeth's, TMC Inc., and UNL are coming for a tour and Thanksgiving dinner with the center this week. We are working on a project where individuals will develop their own personal brands and use them to inform their job search.

We had a client finish up an internship with People's City Mission bagging coffee. We had another client obtain full time employment as a telephone interviewer. St. E's would like some of our clients to job shadow different positions and apply for employment. Four more people are getting training through the Department of Corrections cleaning project. The Dept. of Corrections has asked us to bid on the project.

Larry Mackey presented information about our services and blindness to the Dept. of Homeland Security. Shane Buresh spoke to Doane college classes about blindness and our services. He has also presented to Education classes at UNL and the Barkley Center. Shane Buresh will attend a Transition Fair in Hastings Nov. 19th. Jeff Altman stepped in when our staff were sick to present for the League of Human Dignity.

Amy and Shane Buresh attended group training for blind and visually impaired students at Lincoln Public Schools. Their sessions are once a month and they have invited Amy and Shane to attend them monthly. Amy and Shane will also attend the group teaching available to blind and visually impaired students through Fremont Public Schools now that we are serving Dodge County.

Connie attended Project Search training at St. Elizabeth's this month. Lincoln Public Schools decided not to pursue working with Project Search but Waverly Public Schools is very interested. Larry Roos has been receiving training in Work Incentives so that he will be available to provide benefits counseling.

We presented information to Lincoln Public Schools vision teachers as part of the protocol. It was a very good exchange of information.

Older Blind Services

We had contracted with Mississippi State University (MSU) to complete a study regarding our Older Blind (OIB) Services. Three surveys were completed. One survey went to people who had received services in the past. One survey went to individuals who had been contacted about services but who had never received services and one survey went to TBBS patrons. The research is complete and some of the results and recommendations are:

1. Respondents from all surveys prefer services delivered individually.
2. Referral to other service delivery systems was the most frequently reported service and reflects both the network of service delivery and the knowledge of staff in community services

3. Continue to maintain a log of individuals who contact the Commission, receive information and referral services, but who do not have cases opened.
4. Participants receiving services are overwhelmingly satisfied and speculate that those who declined services may have done so out of embarrassment or denial of their visual disability.
5. Participants in all surveys primarily rely on their families for assistance. Attention to persons without family assistance may be an important factor in maximizing the numbers of persons who can continue to live independently.
6. Respondents consistently suggested that we expand advertising of Commission services.
7. Consider and implement strategies to enhance the effectiveness of OIB staff in providing information and referral information to clients.
8. A large percentage of respondents in the Program Participant Survey reported disagreement with being better able to be involved with hobbies. Additional analyses revealed the majority of the respondents also reported worsening vision during their program. Therefore, program staff are encouraged to monitor changes in consumers as they complete their programs.
9. Given the distribution of Nebraska's minority population age 55 and above, program staff are encouraged to plan outreach activities in the areas identified in this report.
10. Given the continued growth in Nebraska's total population, age 55 and above, program staff are encouraged to explore ways to increase and leverage available funds to expand services.

The MSU report supports our decision to hire an additional person in Omaha. Apparently, the number of older blind consumers in the greater Omaha metropolitan area can be expected to grow at a faster rate than the rest of the state.

Nebraska Business Enterprise

The Bid for State of Nebraska Vending facilities has been a major project. As of November 16, only one part has been awarded. That is the NSOB first floor 'coffee bar' which we did bid for, but we knew that it would most likely go to an established entity (Scooters). Our bid for that portion was not competitive; Scooters did get that contract.

Vendors are continuing to add Braille to the machines, especially the pop machines get Braille labels.

Rest areas at Chappel East and West bound have been permanently closed.

Ashland Military food service moved into a temporary location for remodeling the main area.

We added a Census Bureau site and a site at the North Platte Bosselman's Truck Stop, each consisting of a pop and a snack machine.

We plan to pick up another building site in Sidney at the Burlington Rail Car Repair which will be just a snack machine.

We will be servicing the Census Bureau sites in Lincoln and Omaha as part of our current routes.

Dave

1. Carol Jenkins began with the agency, as a Rehab. Counselor on September 21, 2009.
2. The state began using E-Verify on October 1, 2009. E-Verify requires us to verify employee citizenship, by having the employee fill out a short citizenship attestation form. Once the employee is entered into NIS, someone from State Personnel will conduct the official federal government verification and e-mail me back with either a confirmation number, if everything is o.k., or let me know that there is an issue that needs to be addressed.
3. November 16th, Dave, Kathy and Bill attended a Town Hall meeting, for a look at the upcoming December 2009 changes to NIS.
4. State sponsored flu shots were postponed until further notice, because of a shortage of vaccine.
5. The state has required all employees to have either a direct deposit account set up for payroll, or those that didn't have one by implementation date, were automatically enrolled in the payroll card program. The payroll card is a VISA debit card issued to the employee.

Kathy

1. Continuously making updates to NCBVI Website. Appreciates input from staff and commissioners.
2. Assist with agency project of BEP Vending at State facilities in Lincoln.
3. Completed fixed assets inventory for 2009.
4. Celebrated Pearl's 30 year anniversary with the State.
5. Attended two Interactive Informational Forums put on by State Personnel.
6. Attend NIS 9.0 Town Hall Meeting. (November 16)

7. Attend Fixed Asset Training. (November 17)
8. Working on surplus of non-working vending machines and non-working technology equipment.

Bill

1. ARRA Grant Reporting Procedures processed, verified, and implemented
2. Set up NIS and Excel documentation for 2010 Federal Grants
3. Analysis and feedback on Proposed State Budget Cuts
4. Processing and Development of State Internal Control Plan requirements
5. Assist in development of Contract Proposal for State Buildings for BEP program
6. Develop the process for implementation of State "Legal Presence" Law including registration with USCIS SAVE program.
7. Training on Financial Oversight for Board Members
8. Paid Bills

Placement Committee - November 9, 2009

Discussion during admin meeting: past placement conferences and clients attending multiple times. Counselors need to follow up with the clients about what they have gained and where are they in there program. How many have attained jobs, etc. This is to address the success and impact of these programs on our placement efforts. We will discuss during case reviews clients that attended the conference and how they are employing what they learned at these programs.

The other concern raised at the Admin Meeting was the role of the placement committee. The energy of this committee has been solely on the employment conferences - are there other areas that the committee should be working on enhancing services? Vicki asked about needs of counselors and we discussed the survey that Susan Rocker sent us to circulate with counselors. We have not completed the results of that survey statewide. On that is list of placement related services, such as matching the client to the job, working with employers, worksite analysis, etc. She will also be working with districts on placing individuals who have supported employment goals.

The committee has addressed bringing Gladys Martinez from New Mexico to share her techniques in working with employers and placing clients. Carlos is in communication with her on possible dates. We are looking at February for her to come to Nebraska. Carlos is also checking if all VR counselors will gather in one location or will meet with her by district.

We are in process of conducting the survey of clients that attended the September Employment Conference. Sara Friedman is working on this survey.

Committee set date for next conference May 19-20 as there were committee members and staff unable to participate on 25 and 26 of May. We brainstormed ideas for focus of this next conference, having day long interviews, and hands-on training on job seeking using a reader. Having local papers and completing applications, on-line applications. All clients having a data sheet rather than resume as it has all the info for their applications. Rather than have a job fair, have consumers attend as a part of this conference a job fair that is already occurring in the community. This may mean needing to be a bit flexible about the dates.

We researched Careerlink.org and they have dates for career/job fairs up to February. Larry Roos contacted the Department of Labor in Omaha and got the list of Job fairs for 2009 and will follow up with Lincoln. We will locate the event around where the Job Fair will be located. We will check other resources on dates for May 2010 and email them to Carlos by the 20th.

Next meeting will be a conference call on December 7th from 8:30-10:30 a.m.

Public Comment

Fatos Floyd informed everyone that the Center for the Blind is now on Facebook and is also connected to Twitter. The Center also sent out its first newsletter and will send the second one out in January. Fatos requested that Chairperson Johnson write an article for the January newsletter.

Susan Rucker stated that she works for the University of Missouri Region 7 TACE Center. Their purpose is to provide training and technical assistance to VR and Services for the Blind to help improve employment outcomes. They have a federal grant to serve Iowa, Kansas, Missouri and Nebraska. She has been with the Center since May 2009. She spends most of her time working in Nebraska and Iowa. If anyone ever has a need for training or technical assistance to help accomplish the goals in the State Plan or other initiatives that the organization is doing that relates to employment, please keep them in mind in terms of a resource. Pearl Van Zandt stated that NCBVI is delighted that Susan is working with the TACE Center as she is a wonderful resource.

Lunch Break

A lunch break was taken at 12:15 p.m. The meeting resumed at 1:00 p.m.

Budget Update

Van Zandt reported that the Special Session of the Legislature has concluded. Across the board cuts have been made. The cut for agencies is 2.5% for the current fiscal year and 5% for State Fiscal year 2010/2011. Several staff members and public attended the budget hearing. A senior from high school testified about the services he received and he stated that NCBVI should not be cut at all. NCBVI stated that we did receive some extra federal money this year. Every year agencies have a chance to request reallocation funds from the federal government. This year NCBVI received \$600,000. NCBVI will be able to manage the cuts this year. The legislature took back lapse re-appropriations. This is money that we had but could not carry over. The cut for this year computes to \$29,000 and just under \$50,000 for next year. NCBVI can manage the cuts for a short term. The stimulus funds also gave NCBVI some extra money.

Chairperson Johnson inquired as to if this will be a long term projected impact. It was noted that the changes will not damage NCBVI in the future.

Chairperson Johnson asked what the stimulus money is being spent on. Director Van Zandt stated that NCBVI had input from all staff on where to spend the money. Dave Robinson and Bill Brown designed a spreadsheet to map out all ideas that fit to stimulus. As bills are paid, the payment gets put on spreadsheet according to what account they came out of.

Some of the items that stimulus money has been spent on include eForce, Winnerfest, a North Platte office employee now full time until September 2011. the Business Enterprise National Guard program, laptop computers for staff to use in the field, the WAGES program, vending machines in different parts of the state, updated equipment in woodshop in the Center, on the job training and internships, project search, self employment arrangement for a pig farmer, demonstration curriculum, media products, employment conferences, Statewide Independent Living Council conference (SILC), bringing speakers/trainers in, and sending people to consumer conventions.

NIS Update and Other State Personnel Issues

It was reported that Administrative Services – Nebraska Information System held a Town Hall meeting on Monday, November 16, 2009 to go over the upgrade to NIS 9.0. Covered at the Town Hall meeting was 9.0 Basics, Financials/Fixed Assets, Authorized Agents, Procurement/Inventory and Human Resources/Payroll. The NIS 9.0 upgrade is to come out in January 2010. Once the upgrade is out, Kathy Stephens is to send staff an email asking them to check it out for accessibility.

Kathy noted that NIS does have some very useful Training Manuals for staff to use. The Manuals are available through the NIS Home Page. When we assess problems, we have to determine if it is accessibility or usability, difficulty that anyone has with NIS because they are not frequent users of the system.

It was reported that Fatos Floyd and Pearl Van Zandt met with Mike McCrory, Director of State Personnel, to see about getting more blind people working in State employment. It was agreed that NCBVI could do more educating to hiring teams to promote our clients. Another result of the meeting is that NCBVI was allowed to write articles for the State Employment newsletter. To date, NCBVI had one very good article printed in the Statehouse Observer and we have sent in a second article. NCBVI is also working to get a statement from Governor about hiring blind people. It was noted that in the White Cane Proclamation the Governor declares that blind people should work. Van Zandt noted that she and several staff members, along with Center clients attended White Cane Banquet which was held on November 14.

The commissioners discussed the heading for this item on the agenda and they inquired as to the intention of the Chair for having "Other State Personnel Issues" listed. Chairperson Johnson stated that this is solely for the purpose of discussing issues that are going on in Administrative Services – State Personnel. Chairperson Johnson mentioned that Van Zandt had previously sent the commissioners information on the State purchasing a Hybrid vehicle and she wished for information such as this to be discussed. It was the consensus that the heading should be changed to NIS Update and Other News Happening at Administrative Services (DAS). DAS covers many area of state agencies; Personnel issues have clear processes dictated by the Labor contract and State Rules & Regulations.

Public Comment

Jeff Altman inquired as to if communications from the public are preserved as public record. Chairperson Johnson informed him that they are not.

NFB-Newsline® Update

Jamie Forbis emailed the NFB-Newsline® Update to the Board members, Pearl Van Zandt and Kathy Stephens. The Report is as follows:

NFB-Newsline® Quarterly Report

November 12, 2009

By

Jamie K. Forbis, Nebraska NFB-Newsline® Outreach Coordinator

Just because the temperatures outside are dropping that doesn't mean that NFB-Newsline® happenings are down. In fact fall seems to bring lots of activity when it comes to Newsline. This two page report is proof of that!

Testing is still under way for Key Stream and Podable News. The national office hopes to have these two initiatives off the ground by the first of the year. Just to refresh your memory Key stream will allow subscribers to call Newsline through their home computer with no special software required. Subscribers will just simply use the number pad on the computer just as if using the number pad on a phone. Podable News gives subscribers the ability to create their own papers. Using a Pod Catcher particular articles can be pulled from certain newspapers and downloaded to an MP3 player. The two initiatives that were launched last spring, Web News on Demand and NFB-Newsline® in Your Pocket, are being used extensively by subscribers.

Nebraska is very fortunate to have NFB-Newsline® and it's thanks to the support of the Nebraska Commission for the Blind. Some states aren't so lucky as I've recently been reminded. Arkansas just received funding to get NFB-Newsline® which hasn't been available for five years. So thank you very much for your continued support.

In my efforts to reach out to as many subscribers as possible a letter will be going out soon to schools and other organizations explaining Newsline and my willingness to speak at events or in-services. Posters to advertise NFB-Newsline® have been created as well as new materials. These items will be distributed to all the Commission offices as well as colleges and other agencies. In October I spoke to members and guests of the National Federation of the Blind of Nebraska state convention. This coming weekend I will give a brief statement on Newsline to attendees of the National Federation of the Blind of Nebraska Omaha Chapter White Cane Banquet. If you know of an upcoming event or program you'd like me to speak at please let me know.

Channel 2 from the main menu is constantly changing and expanding. A new channel for public health concerns was recently added. This channel contains up-to-date information from the Department of Health and Human Services in regards to pertinent health concerns. The Nebraska Commission for the Blind channel has a new section dedicated to the Nebraska Center for the Blind. As the center continues to reach out to former and potential participants. Currently the new quarterly newsletter can be found under this section. Another section is in the works under the Public Transit Systems channel. This section will be for Omaha transportation information and schedules. Schedules are being reformatted to be posted to Newsline soon.

Nebraska NFB-Newsline® usage has gone up this fall and I expect it to rise even higher as we get into the winter months. August's numbers were down compared to the other three months this quarter. A total of 13,890 minutes were spent reading Newsline with the average call lasting 15.5 minutes. Readers must have been out playing in the sun on the 18th for the least calls were made that day. However, the next day on the 19th readers came inside to cool off and read Newsline.

September usage started the incline into fall numbers with a total of 15811 minutes of content being read on Newsline. The average call lasted 14.99 minutes and the most calls were made on the 22nd and then two days later on the 24th the least calls were made. In October a whopping 18,781 minutes were spent reading Newsline with the average call lasting 18.78. Which is proof that as the weather gets colder the Newsline numbers get hotter. The first day of October was the most popular among readers with the 23rd being the least. So far in November 9,405 minutes have been used and the month isn't even half over!

Recently I spoke with Renee West who is the content manager in Baltimore. The overall goal for NFB-Newsline® is to get 72,500 subscribers by the first of the year. Although Nebraska subscriber numbers are less than other states, such as Florida and Texas the minutes spent reading Newsline in Nebraska is much higher! So way to go Nebraska!

This concludes my report for this quarter. If you have any questions please don't hesitate to contact me. Thank you!

Client Assistance Program – Complaints or Issues

There was one CAP case during the past quarter. It was noted that while the Client Assistance Program found in favor of NCBVI, the issue has been resolved.

Commissioner Attendance at Consumer Conventions

The following guidelines were proposed for Commissioner Attendance at Consumer Conventions.

Consumer Convention Attendance Guidelines

Recognizing that the Commissioners serving on the Nebraska Commission for the Blind & Visually Impaired serve those people in the state who are blind; it is important for board members to be in touch with the people we serve. Attendance at consumer conventions, whenever possible, is one way to measure the pulse of the blind Nebraskans. While not required, it is a great listening opportunity when commissioners attend the state ACB and NFB conventions. It is also important for board members to attend the national conventions of these groups to understand the philosophy of each organization, as well as how these organizations affect policy in each state.

PROPOSAL:

1. Any active board member may request financial reimbursement for attendance at two national and two state organization activities in their four-year term. This would include the state conventions of the ACB or NFB and national conventions of these two organizations.
2. Board members attending the conventions would have their travel, hotel, meal, and registration expenses paid for (in accordance with State Regulations) by the Nebraska Commission for the Blind & Visually Impaired. Whether or not a board member could attend the activity would ultimately depend on the budget of the agency.
3. Approval of attendance will be accomplished by a member requesting funds in a public meeting of the Board of Commissioners, a reason why he or she wanted to attend the event, followed by majority approval of the other Commissioners.

4. Upon the completion of the trip, a report, no more than one page in length, shall be generated to the commissioners and the Executive Director and shall be presented at a public meeting of the Board of Commissioners thereby making it a part of the public record via the minutes.

After discussion, it was the consensus to add to the Guidelines:

5. Per Diem will be excluded.

Commissioner Jirak moved to adopt the Guidelines with the addition of 5. Per Diem will be excluded. Commissioner Walla seconded the motion. A roll call vote was taken and it was unanimous in favor of the motion.

NEW BUSINESS

Review of Policy on Client Attendance at Consumer Conventions

Director Van Zandt stated that in the past NCBVI did not support the cost for clients to attend consumer conventions at all. Today, we believe that attendance at State and National conventions can make a difference in a client's success. The Rehab Act requires that policies must have exceptions based upon the fact that all Employment Plans are individualized. NCBVI now encourages clients to attend consumer conventions. NCBVI will fully support one time attendance. Then it is our hope that clients will find their own funds or work with the organization to find support. Sometimes we will support again if something has changed in the clients situation.

Public Comment

Jeff Altman stated that the current policy is a National Federation of the Blind (NFB) concern. Altman stated that a client's first exposure to the event may be discouraging to them or uneventful because of the large size of the convention. NFB feels it should be a policy that NCBVI will pay for as much as is needed by the client to the extent that the client is showing growth. The client should hope to gain knowledge from attendance.

Director Van Zandt stated that NCBVI counselors need to be responsible and discuss with clients where that person is in their plan; whether the timing is right for the client to attend.

Fatos Floyd noted that she has been going to conventions for 28 years. She stated that she knows the value of attendance; otherwise she would not be going so many times. Floyd noted that it is costly to send clients to conventions.

Commissioner Jirak inquired as to how is it decided what conventions clients attend.

Fatos Floyd stated that NCBVI talks to clients about the conventions and they decide what to attend. Commissioner Walla added that it is up to the consumer organizations to sell their products.

Bob Deaton stated that it is important to realize that ten years ago NCBVI was not supporting clients to attend at all. NCBVI now believes it is an important part of their rehabilitation program.

Election of Executive Secretary

Commissioner Oltman nominated Commissioner Walla as Executive Secretary. Commissioner Jirak seconded the motion. Commissioner Walla accepted the nomination. A roll call vote was taken and it was unanimous in favor of the motion.

Final Announcements

The next meeting will be held on February 6, 2010 in Omaha. The Focus Topic will be Deaf/Blind Services. Nancy Flearl and Carlos Servan will also give a report on their meeting with Outlook Nebraska.

The remainder of the meetings for 2010 will be as follows:

May 15, 2010; North Platte. The Focus Topic will be the Executive Director's Evaluation.

August 14, 2010; Hastings. Focus Topic to be Determined.

November 6, 2010; Lincoln. Focus Topic to be Determined.

Adjourn:

The November 21, 2009 Commission Board meeting adjourned at 3:30 p.m.

Respectfully submitted,

Kathy Stephens

Administrative Assistant

NCBVI

Julie Johnson

Chairman

NCBVI Board of Commissioners

Business Enterprise Report

Presentation to the Commissioners for the Commission for the Blind and Visually Impaired, Meeting dated November 21, 2009

The Business Enterprises of Nebraska are part of a National program under the auspices of the Randolph-Sheppard Act. The Randolph-Sheppard Act was established in 1936 to provide employment to legally blind individuals across the Nation. The Federal Law was established to help soften the high unemployment rate of blind individuals. Over the years the Law has become transformed into a priority for State Licensing Agencies to establish small businesses for the employment of blind individuals in Federal Buildings all across the country.

In Nebraska, the Commission for the Blind and Visually Impaired is the State Licensing Agency. The small businesses can comprise anything from a small bank of vending machines to a large cafeteria. In Nebraska we do not have any cafeteria situations, in part because the Federal Buildings in Nebraska are not large enough to require the large cafeteria. We do have an over-the-counter food service at the State Office Building that is ran like a mini-cafeteria. Many of the States have a "Small Randolph Sheppard Act", which includes a priority for State and Local Government Buildings. Nebraska does not have such a law; however, we do have a law that says if we are in a competitive range, in the bidding process, we will be given priority. Currently, we are in most of the larger State facilities such as the State Office Building, the 501 Building, State Capitol, and the Executive Building here in Lincoln. We also have sites at the Department of Banking, the Library Commission and the Department of Environmental Quality. A list of Sites(see attached)is available for anyone that wants to review where all the Commission has vending machines placed. We actually only have 20 facilities right now but we do have 60 different sites.

The 20 facilities then have 20 facility managers. Only two of the facility managers are women at the current time.

A facility can comprise several sites. The facilities that comprise several sites are routes that require the vendor have a driver and a vehicle. Most of our facilities comprise one or more sites. Only about 8 require a driver to be hired to help move product from one area to another. Of the eight that require a driver, 7 are located at the Interstate Rest Areas. The rest areas have been divided up to allow local persons to serve the area in which they live. These rest areas take us from Iowa to Wyoming.

The decentralization of Federal Agencies was another reason for having a vending route. Small Federal Agencies left the main building and were too small for a separate facility so we made them into a vending route; which was then assigned to the facility manager from which these folks had moved. The trend in the future may well be for recentralization for security reasons.

The gross sales for last year were \$1,382,526. The average income for last year was \$16981. We did have a couple of the facilities that did very poorly; therefore, skewed the average income downward. The median income is more like \$29,966.

There are two full-time, and one part-time, staff that manage the Business Enterprises in Nebraska.

We have recently re-bid the State Facilities here in Lincoln. July 1, 2009 we began a new adventure by partnering with a private company to operate the cafeteria for the National Guard Soldiers in Ashland, Nebraska.

Our facility manager oversees the food service and must coordinate between the National Guard and our Subcontractor. It can be a juggling act trying to satisfy the demands of both ends since our manager is caught in the middle. The person we have doing this is doing a wonderful job of staying on top of what is going on but it does take a great deal of managerial skill to stay on top of what is going on and not be controlled by one of the two ends.

Vendors are continuing to add Braille to the machines. The snack machines may not be kept up as well as other machines because it is much more difficult to label them. However, the pop machines do get Braille labels.

List of Locations by Facility for the Business Enterprises

Facility Number 03

Ground Floor, 1124 Pacific, Main Post Office Omaha

Mezzanine Floor, 1124 Pacific, Main Post Office, Omaha

4th Floor, 1124 Pacific, Main Post Office, Omaha

Facility Number 103

1st Floor, 1124 Pacific, Main Post Office, Omaha

Facility Number 115

State Capitol, 1st Floor Vending 14th and K Street Lincoln

State Capitol, 2nd Floor Vending, 14th and K Street Lincoln

CDP, 501 South 14th Street, Lincoln

Executive Building, 505 S. 14th Lincoln

Facility Number 120

City County Building, Farnam Level Vending at 19th Farnam, Omaha

County Courthouse vending at 18th and Farnam, Omaha

Rest Area at Milia Hill

Rest Area at Platte River

Facility Number 121

GSA, 100 Centennial Mall North, Lincoln

VA, 48th and Old Cheney, Lincoln

Lincoln Census Bureau

Facility Number 123

INS, 1717 Avenue H, Omaha

FBI, 120th and L Street, Omaha

Zorinski Building at 1616 Capital, Omaha

Federal Court House, 18th and Dodge, Omaha

Parks Service, 700 Riverfront Drive, Omaha

US Census Bureau

Facility Number 124

700 R Street, Lincoln, (Main Post Office) Lincoln

Facility Number 131

Main Post Office, West 3rd Street, Grand Island

Postal Distribution Center, Highway 30 West, Grand Island

Grand Island West Bound Rest Area

Grand Island East Bound Rest Area

Wilson's Truck Repair

DuVal Diesel Service

Romans Trucking

Allied Tire Service

Grand Island Parks and Recreation

Facility Number 132

Vending Machines on 6 floors of the State Office Building, 301 Centennial Mall South, Lincoln

Combined with the prepared food service in the Lower Level of the State Office Building at 301 Centennial Mall South, Lincoln

Facility Number 135

State Office Building, North Platte

Down Town United States Postal Service, North Platte

Newberry Regional Post Office, North Platte

North Platte Care Center

Grease Monkey

US Census Bureau, North Platte
Bosselman's Truck Stop, North Platte
Shizuki Manufacturing, Ogallala
Southerland West Bound Rest Area
Southerland East Bound Rest Area
North Platte West Bound Rest Area
North Platte East Bound Rest Area
Cozad West Bound Rest Area
Cozad East Bound Rest Area
Butch's Auto

Facility Number 140

Banking Commission at the Atrium, 12th and N Streets, Lincoln
Library Commission at the Atrium, 12th and N Streets, Lincoln
Department of Environmental Quality
INS, 850 S Street, Lincoln

Facility Number 141

Goehner Rest Area
Milford Rest Area
York West Bound Rest Area
York East Bound Rest Area

Facility Number 143

Kearney West Bound Rest Area

Kearney East Bound Rest Area

Gibbon Nursing Home

Kearney Dialysis Center

Kearney Auto Body Repair

Facility Number 144

Sidney West Bound Rest Area

Sidney East Bound Rest Area

Kimble East Bound Rest Area

Kimble West Bound Rest Area

Nebraska Western Community College, Sidney

Burlington Rail Car Repair in Sidney

UPS Center in Sidney

Facility Number 145

Ogallala West Bound Rest Area

Ogallala East Bound Rest Area

Facility Number 151

Hall County Buildings, Grand Island

Law Enforcement School, Grand Island

GSA, West Second Street, Grand Island

Facility Number 152

Bulk Vending, State Office Building

Facility Number 153

INS, 1301 West Highland, Lincoln, NE

Facility Number 154

Ashland Military Complex

Facility Number 203

2nd Floor, 1124 Pacific, Main Post Office, Omaha

The balance sheet that is given to the vendors each month allows them to know the status of the monies that they send in each month. These monies are called "set-aside" because they are monies the vendors set-aside to keep the program in operation. These monies are most often matched with Federal dollars to pay for the items that are listed in this report. This report only lists the expenditures of set-aside dollars for the month indicated. Each vendor sets aside 13 per cent of their net income each month and sends this money to the Commission to keep the program operational. I will go through each line and describe my understanding of what each means.

The beginning balance tells the vendor what the balance is for that month. The year to date column describes the amount that was available for the year or the amount in that line that was spent for the year.

Set aside deposits are the total set aside contributions for each vendor.

Interest received on invested set aside is the interest that has been applied for that month for the monies in the set-aside account.

Total deposits and interest for the month is the addition of lines 2 and 3 which represents the new monies applied to the set aside account for the month.

Maintenance of Equipment parts and program expenses is the total amount of monies spent to keep the equipment operational for the month.

Establishment of new units is when set aside is used to create a new site, sometimes the establishment of a new site means a new vendor and sometimes it means additional income for an existing vendor. It should be mentioned that a site is a place where we have an agreement to put vending machines. A facility is the manager's business that may include one or more sites. This means that the vending program has expanded because it to increase an existing facility manager's income or increase the number of facility managers, that is to say a new job for another blind person.

Purchase of equipment for existing. This line means that we replaced an old machine with a new machine or added a machine but not a new site. It is only to improve the site that exists.

Management services salaries. This is the matching portion of set aside for the program payroll. It is the matching portion that is matched with Federal Dollars to pay for the two and a half positions that manage the vending program.

Management services vehicle. The vending program has a truck. This money is the set aside monies spent to have that truck.

Management services miscellaneous. This is the portion of the set aside that is used to provide things like Interpreters for our deaf/blind vendors, computers, or some other expenditure to help with the day to day operations of the program not previously listed. This item is usually a very small figure.

Retirement. The vendors have voted on spending part of their set-aside dollars to match an amount up to \$75.00 per month to invest in a plan set up for retirement. That is to say that each vendor has an account that they have established for their retirement. They can put as much money as they desire into that account but set-aside will be used to only match up to \$75 per month. Not every vendor participates so this amount is not usually nearly as much as it could be.

Total expenditures are the addition of all set aside amounts spent for the month indicated.

Ending balance is the total available set aside dollars plus the amount of new dollars put into the account minus the monies spent of set aside for the month.

The department of Roads Beginning Balance. Vendors on the rest areas pay for the electricity used by their vending machines. They pay each month for the use of electricity. We keep an account of all monies paid.

The Department of Roads invoice us quarterly for the total of all rest areas and we pay the invoice.

The line that says electricity deposits is the total for the month that vendors have paid for the use of the electricity. It is then held until we are invoiced from the Department of Roads.

NBE BALANCE SHEET

SET ASIDE MONEY FOR AUGUST 2009

	MONTH	Y-T-D
BEGINNING BALANCE OF SET ASIDE	\$23,358.14	\$34,746.06
SET ASIDE DEPOSITS	\$4,356.87	\$40,620.98
INTEREST RECEIVED ON INVESTED SET ASIDE	\$82.75	\$1,515.64
TOTAL DEPOSITS AND INTEREST FOR MONTH	\$4,439.62	\$42,136.62
TOTAL DEPOSITS, INTEREST & SET ASIDE BALANCE	\$27,797.76	\$76,882.62
MAINTENANCE OF EQUIPMENT PARTS & PROGRAM EXPENSE	\$1,201.15	\$10,743.16
ESTABLISHMENT OF NEW UNITS	\$0.00	\$0.00
PURCHASE OF NEW EQUIPMENT FOR EXISTING UNITS	\$0.00	\$7,495.00
REPLACEMENT OF EQUIPMENT FOR EXISTING UNITS	\$0.00	\$0.00
MANAGEMENT SERVICES – SALARIES	\$2,739.21	\$29,909.40
MANAGEMENT SERVICES – VEHICLE	\$307.66	\$2,510.82
MANAGEMENT SERVICES – MISC	\$97.89	\$647.45
RETIREMENT	\$0.00	\$2,125.00
TOTAL EXPENDITURES	\$4,345.91	\$53,430.83
ENDING BALANCE OF SET ASIDE	\$23,451.85	\$23,451.85
DEPT OF ROADS BEG BALANCE	\$3,415.80	\$8,169.30
DEPT OF ROADS – ELECTRICITY DEPOSITS	\$459.00	\$12,940.50
DEPT OF ROADS – ELECTRICITY PAYMENTS	\$4,207.50	\$21,442.50
END BAL TRANSFER TO DEPT OF ROADS	-\$322.70	-\$332.70
BALANCE FUND 28111	\$23,119.15	\$23,119.15
ENDING BALANCE OF SET ASIDE	\$23,451.85	\$23,451.85

cc: Dr. Pearl Van Zandt, Bill Brown, Terry Harris, Don Ward, NBE Vendors
Prepared by: Jan Stokebrand
Date: September 3, 2009