

Nebraska Vendor's Committee Meeting  
December 6, 2013

Attendance:

Board Members:

Chair: Sandy Alvarado - Telephonically

Vice-Chair: Todd Shumaker

Secretary: Antonio Aguilar

Vendors:

Laurie Jacobson

Victor Ireland

Chris Nolan

Dave Johnson – Telephonically

Howard Simons

Guest: Deb Nolan

NCBVI:

Dr. Pearl Van Zandt

Carlos Servan

Jan Stokebrand

Don Ward

Meeting Called To Order at 9:38 AM December 6, 2013:

A motion was made by vice-chair Todd Shumaker for the approval of minutes from the last meeting on Sept 27, 2013. Seconded by Antonio Aguilar. Motion passed.

## EXECUTIVE DIRECTOR REPORT BY DR. PEARL VAN ZANDT:

We had the annual NBE retreat at the end of September. We will talk more about it later in this meeting.

We awarded a vendor the Ashland rest areas that Tom Scheibeler will stop serving the end of December. The Vendor's Committee interviewed two people and made their recommendation to me, as Agency Director. We accepted the Committee's choice, awarding the sites to Chris Nolan. We transitioned the State Patrol Training Center in Grand Island to Marty Borges, a client of the Commission, as a sub-contractor because we did not find a vendor who is interested. Laurie Jacobsen has started training to become a new vendor in Lincoln. Laurie is learning basic machine equipment. She will be available as a substitute for current vendors.

Don Ward is meeting with the Veterans Administration Medical Center in Omaha next week, to look at new opportunities. We have vending opportunities in Omaha and are still looking for another new vendor. These include the FBI Building that Sandy does not want to keep; Military Processing Center with three machines that Sandy agreed to run it until we find a vendor; and six small Post Office Annexes that we are sub-contracting.

We have a new Department of Roads Contract. We will discuss the new rest area rates later in this meeting. We will also need each of the rest area vendors to sign a new agreement. Finally, the Lincoln Federal Building has a new small break area for which we are providing two new vending machines.

## CHAIR'S REPORT:

There is not a report at this time.

## DEPARTMENT OF ROADS:

A notice was sent to Howard Simons regarding a DOR utilities rate increase. Chris Nolan is greatly affected by the DOR invoice for Goehner. The Commission is working with the DOR to continue the practice of not having a utility charge for Goehner, since it is not open to the public. DOR's Cindy Roth will consider an amendment to the contract with documentation from us, giving the Commission a possible credit for the past month utilities paid.

Tom Scheibeler decided not to continue running his rest areas on the interstate. Chris Nolan is the new vendor taking over the first of 2014. Tom has expressed some interest in the Omaha vending opportunities.

## JAN STOKEBRAND'S REPORT:

All but two vendors are submitting timely reports and payments of set aside. We are working with the two vendors who are past due. Howard raised a question about timely reimbursement payments from Dave Robinson. The committee decided this is to be discussed at a later time.

Deductions on spoilage were addressed by Jan Stokebrand per her meeting with CPA Mary Conway. Jan will send a memo to all vendors on the procedure for those deductions.

A discussion was raised about non-assigned monies received from sub-contractors. Monies can be used for vendor retirement, pensions, health insurance or paid vacation. Monies could supplement a vendor's income if their income is below the average of Nebraska vendors in the program. We will need approval of the majority of vendors to make a final decision. All vendors will be informed of the options for the use of said monies, with the committee sending out a memo on the options and rules. The Committee will follow up with a phone call to each vendor to personally discuss the choices.

It was mentioned that \$1,200 dollars is the total of non-assigned monies received from Oct 2012 through Sept 2013, which estimates to be about \$100 dollar per month.

Chair Sandy Alvarado made a suggestion to contact every vendor by phone to get input for this decision and also for discussion on the next retreat. Sandy and Antonio volunteered to make the phone calls.

A motion was made by Antonio Aguilar to table this discussion and have it brought back in March 2014. Seconded by Todd Shumaker. Motion passed.

#### Retreat Feedback:

Two vendors and one client gave feedback on the retreat. Mary Conway, CPA, Terry Smith, hotel and staff were complimented. There was disappointing feedback that suppliers did not provide samples.

In regards to the low number of surveys returned, nine out of fourteen vendors were in attendance at the 2013 Retreat, with two of those attending only one day. Vice-Chair Todd Shumaker made a comment that since he was a member of the sub-committee organizing the retreat, he did not complete a survey. Chair Sandy Alvarado made a comment that having vendors speaking at the retreat is a positive for all vendors, with more emphasis on all aspects of the vending program. A suggestion was made on retreat attendance, length of the retreat, and getting feedback from all vendors. Sandy and Antonio will ask these questions when calling vendors on the retreat and previously mentioned non-assigned monies.

A suggestion was made by Chair Sandy Alvarado to the formation of smaller training seminars with specifically "hands on" training. Don Ward commented all the new vending machines will be here beginning in 2014.

For training with new machines it was suggested that NCBVI staff organize training seminars, having a geographical assessment for those seminars for vendors throughout the state.

Retreat 2014: Grand Island Dates TBA

For transportation from Omaha and Lincoln to Grand Island, NCBVI will provide a van for vendors. Also Secretary Antonio Aguilar offered to give rides to and from the retreat.

Organizing the 2015 Retreat:

The Sub-Committee for the next retreat will be the following vendors:

Chair: Sandy Alvarado  
Committee Member: Chris Nolan  
Vendor: Howard Simons

Secretary Antonio Aguilar offered to make inquiries on speakers; including Brian Turnquist, from Vistar, as he expressed interest on attending the 2014 retreat.

A suggestion was made to draft a policy on attendance of retreat and training seminars. The policy will include mandatory attendance to qualify for promotion and new locations within the "NBE" Program.

In regards to the last item on the agenda, the inventory start-up cost issue has been resolved.

Next Committee Meeting will be at NCBVI on March 6, 2014, 12:30 PM  
A motion was made to adjourn by vendor Chris Nolan and seconded by  
vice chair Todd Shumaker. Motion passed.

Minutes submitted and prepared by  
Antonio Aguilar  
Secretary,  
Blind Vendors Committee