

## **Nebraska Blind Licensees Committee Meeting**

State Office Building

1313Farnam

Omaha, NE 68102

March 3, 2018

Meeting called to order by chair Ross Pollpeter at 10:03 a.m.

Board members in attendance: Chair Ross Pollpeter, Vice Chair Chris Nolan, and Secretary Andrea Chizek. Members at large: Alex Curtis and Jason Thompson.

Blind Licensees in attendance: Ronnie Kellogg and Sandy Alvarado

Blind Licensees on conference call: Dave Johnson and Miguel Rocha.

**NCBVI Staff in attendance:** Carlos Servan, Jan Stokebrand, Don Ward, Carrie DeFreece, and Nancy Flearl.

**NCBVI Commissioner:** Mark Bulger

**Prospective Vendors:** Jim Jirak and Atty Svendson

Guests: Deb Nolan

Guest Speaker: Terry Smith

### **Open Meeting Act:**

A copy of the Nebraska Open Meeting Act was available. The Notice of the Meeting was published in the Omaha World Herald, on the NCBVI Website, and on NFB Newsline®.

Approval of Minutes: Motion was made by Chris Nolan to approve the minutes from the meetings on December 9, 2017 and January 18, 2018 as distributed. Andrea Chizek seconded it. Motion passed.

Chair Report presented by Ross Pollpeter: As acting chairperson, I will just have a brief report. First, I would like to thank Sandy Alvarado for her service on the Blind Licensee Committee. I have relied on Ms. Alvarado as a mentor and resource, and she will be missed. She has resigned her position as chairperson of the committee and has relinquished her vending locations. We wish her and her family the best. Ms. Alvarado and I have both been working with two prospective licensees in Omaha who will soon be taking over Ms. Alvarado's locations. During this meeting, the members of the committee will meet privately to determine who will be the the chairperson, vice chairperson, and secretary.

SLA report presented by Carrie DeFreece: The NBE program has been negotiating vending services with the Nebraska Department of Correctional Services (NDCS) and has worked to expand the number of vending areas being offered in these facilities. We are currently developing a proposed agreement with NDCS. RSA has pre-approved 44 vending machines for the 6 locations. An announcement was sent to licensees in January. Once an agreement is drafted, the State Penitentiary will be the first location and the Lincoln Correctional Center will be next. Lincoln locations will be filled then Omaha. NBE staff have been meeting with both Coca Cola and Pepsi to develop an agreement for them to provide beverage vending machines to avoid the costs to the program.

In December, NBE staff met with the State Building Division and Purchasing to discuss opportunities on the state buildings contract which would include the State Office Building, State Capitol and several other smaller locations in Lincoln. Staff is currently working on an agreement to accept those sites.

As previously reported, NBE representatives met with Offutt Air Force Base officials to look at a future new building. Offutt representatives were informed that the NBE program is interested in operating the 26 breakrooms with a total of 52 vending machines. A teaming partner is being sought to operate the cafeteria, however the \$1.5 million cost for equipment may be prohibitive. The vending facility would begin operations by Summer-Winter 2019. A meeting is scheduled with Offutt to explore the options and discuss this further, including evaluating blueprints and equipment needs.

Fourteen (14) locations in Omaha were redistributed amongst 3 vendors, including 2 potential licensees.

NBE staff was contacted by the State Capitol with an opportunity to run a temporary catering operation. One licensee expressed interest in the site.

### **Vendors (Licensees)**

Ronnie Kellogg has completed training and OJT along with a 90-day probationary period. He has now been given the distinguished title of Licensed NBE Vendor.

Sandy Alvarado has stepped down from her current vending locations. Alex Curtis did OJT with Sandy and is taking over most of the post office sites. Jim Jirak and Atty Svendson have also completed 2 weeks each of OJT with Sandy and two weeks OJT with Ross. They will have the remaining sites left by Sandy. Their 90-day probationary period will begin March 5<sup>th</sup>.

Dan Knuter has experienced multiple break-ins on his machines on the interstate. Don Ward is working with him to develop a solution to the issue. Dan is also planning to downsize his route. Kip Svejkovsky in North Platte has begun training to become a licensee and will be a likely candidate to take over the sites left by Dan Knuter.

Wiley Elmshauser has notified us that he will be leaving his sites in Sidney and moving to Lincoln in June.

Jeremy Cash has been very diligent in researching new locations to expand his business in Nebraska City.

Update on Profit and Loss reports presented by Jan Stokebrand: Last month one licensee was very late, 2 licensees were late 10 days to 2 weeks, and 2 licensees were very far behind. One licensee is caught up and the NBE group is working with the other vendor to get caught up. Jan reminded us to double check our work before turning in our reports. Discussion was also held about setting up a plan for people turning in their reports late. This will be added to the agenda of our next meeting.

Update on Licensees, introduce new trainee(s): Ronnie Kellogg completed his training and became a licensee. Blind licensees in training are Jim Jirak and Atty Svendson.

Potential reimbursement for product and/or financial loss from weather or vandalism: Can a licensee apply to the Committee to ask for reimbursement from Set-Aside funds? A discussion was held on this issue and the answer is no because set-aside funds are used for only the following:

1. Maintenance of equipment and replacement
2. Purchase of new equipment
3. Management services
4. Assuring a fair minimum return to vendors
5. Establish of retirement plan, health insurance, paid sick leave, and/or vacation time.

Vendor Address List: A discussion was held on this issue and we came up with collecting information to be put on a roster. The roster will include your name, location, phone number, and email address.

Training for next quarterly committee meeting: We are going to have an all day event. Ross, Sandy, Ronnie, Carrie, and I have volunteered to be on the committee to plan this event.

New Business: The board met in executive session and held an election. The following licensees are on the board: Ross Pollpeter is chair, Chris Nolan is vice chair, Andrea Chizek is secretary, and Alex Curtis and Jason Thompson are members at large.

Set a date for the next meeting: Andrea Chizek made a motion to have the next meeting on June 2, 2018. Chris Nolan seconded it. Motion passed. Location to be announced at a later date, as Carrie is looking for a larger site to accommodate exhibitors.

Adjournment: Chris Nolan made a motion to adjourn at 11:53 a.m. Alex Curtis seconded it. Motion passed.

Training was presented by Terry Smith.

Attendance for training: Alex Curtis, Ross Pollpeter, Andrea Chizek, Jason Thompson, Jim Jirak, Sandy Alvarado, Atty Svendson, and Ronnie Kellogg.