

## **Nebraska Blind Licensees Committee Meeting**

Nebraska Commission for the Blind and Visually Impaired  
4600 Valley Rd. Suite 100  
Lincoln, NE 68510

December 7, 2018

Meeting called to order by Chair Ross Pollpeter at 10:02 a.m.

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

Blind Licensees in attendance: Ronnie Kellogg, Atty Svendsen, Sandy Alvarado, and Antonio Aguilar.

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

NCBVI Staff in attendance: Jan Stokebrand, Don Ward, Carol Jenkins, and Sarah Martin.

NCBVI Commissioner on conference call: Mark Bulger

Prospective Vendors: Jim Jirak

Guests: Deb Nolan

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®. The Notice was also sent to the NCBVI Everyone Email List.

Approval of minutes: Motion was made by Jason Thompson to approve the minutes from the meeting on September 22, 2018 as distributed. Chris Nolan seconded it. Motion passed.

Chair Report presented by Ross Pollpeter:

I do not have much to report except that there may be some licensees struggling right now, and I wanted to encourage everyone to utilize some resources. Of course, the consumer organizations such as the National Association of Blind Merchants (NABM) and the Randolph Shepherd Vendors of America (RSVA) have information and resources on their website. In addition, I had found a resource called VendingHow.com. They have videos and other tips and tricks for vendors. For example, it is here where I learned about-food-grade silicon spray to help with glass-front soda machines. This silicon spray is available through Greater America or Amazon.com. I also wanted to welcome Ms. Sara Martin as our new NBE Manager. We wish her well with her training and look forward to working with her.

SLA report presented by Carol Jenkins:

### **Legislation Update**

Carlos Servan, NCBVI Executive Director, has been meeting with senators and working diligently to have a senator introduce an NBE bill to amend the wording to mirror the Federal Randolph Sheppard bill. Senator Wishart has now agreed to do this. Carol Jenkins, NCBVI Deputy Director, will be providing more information regarding public hearings for licensees to attend, letters of support needed for the bill, and any licensee assistance necessary to promote the bill. The proposed changes are listed below:

#### **Legislative Bill Revisions**

Administer and operate a vending facility program in the state, in its capacity as the designated licensing agency pursuant to the federal Randolph-Sheppard Act, as the act existed on January 1, 2019,

Added was “as the act existed on January 1, 2019,”

Before it stated “as amended,”

The above was added in two places.

This was added,

If a blind person is selected to operate vending facilities in such building or on such property, he or she shall do so on a rent-free basis.

This was deleted,

This priority shall only be given if the product price in the bid submitted is comparable in price to the product price in the other bids submitted for similar products sold in similar buildings or on similar property and all other components of the bid for a contract, except for any rent paid to the state, are found to be reasonably equivalent to the other bidders.

**Budget Update**

Agency Overall Totals

Base Grants:	\$4.4 Million
Personnel and Operations:	\$4.9 Million
Client Services:	\$1 Million
Total:	\$5.9 Million (Over spending by \$1.5 Million)

NBE Overall Totals

Please note that these totals are difficult to get exact numbers because of charges to client services and operations for NBE.

NBE Program:

Salaries and Benefits:	\$171,000
Other Operating Expenses:	\$7,500
Retirement:	\$13,000
Rent:	\$3,500
Repairs:	\$30,000
Inventory/Supplies/Training:	\$57,000
Travel:	\$1,500
State and Personal Vehicles:	\$6,000
Equipment:	\$61,500
Total Expenditures:	\$350,000

<u>Total Current Set-Aside:</u>	\$54,000
Total Paid Last Year:	\$20,000 (Included Above)
Total Ashland Funds:	\$30,000 (Included Above)
Total After Outstanding Invoices:	\$45,500 (Ashland funds used for machine purchases)
Total Designated Ashland Funds Left:	\$8,000
Buffer for Match:	\$30,000
Total Undesignated Set-Aside:	\$7,500

### **Vending Sites Update**

#### Department of Corrections

The Department of Corrections is estimated to submit a RFP in early in 2019. NCBVI intends on submitting a bid for the RFP for the Department of Corrections in order to try to expand the NBE Program. NCBVI is just waiting on the RFP to be posted.

#### Nebraska State Building Division

NCBVI is still in contract negotiations with the Nebraska State Building Division. Once a contract has been fully executed, Carol Jenkins, NCBVI Deputy Director, will set up a training for relevant NCBVI staff, NBE Staff, and licensees who will be responsible for carrying out the contract.

#### Nebraska State Capitol

Antonio Aguilar has contracted with Hy-Vee Catering to offer lunch services at the State Capitol while the Nebraska State Capitol goes through the 10-year HVAC renovation project. The renovation project, which covers the area of the cafeteria, is anticipated to last for approximately 18 months until November of 2019 when the Nebraska State Capitol cafeteria will be reopened for business.

#### Offutt

NCBVI was awarded the Offutt site. Once Carlos Servan, NCBVI Executive Director, has negotiated the cafeteria details, Carol Jenkins, NCBVI Deputy Director, will work on the contract negotiations for the Offutt vending machines.

#### Other Potential Vending Site Expansions

Carol Jenkins, NCBVI Deputy Director, is working on negotiating a contract for the Regional Center in Norfolk to expand a licensee's business.

### **Licensee Update**

The NBE Program has two potential licensees in training working to earn their Nebraska license.

### **Staff Update**

Sarah Martin was hired as the new NBE Manager. Sarah is currently in sleep shade training and will complete her training at the end of February 2019 and will begin her NBE job duties at that time.

### **Vending Site Complaints**

The categories of complaints that have come in to Carol Jenkins, NCBVI Deputy Director, this quarter have been as follows: Machines being less than 50% full, vendors not coming often enough to stock machines, and having expired products. This is a reminder that NCBVI has all of the contracts with the various owners of facilities, and licensees are representing themselves, other licensees, other blind consumers, and NCBVI statewide.

### **Additional Notes**

Carol Jenkins, NCBVI Deputy Director, Nancy Flearl, NCBVI Omaha District Supervisor, and Sandy Alvarado, NBE Licensee, are working together to create a NBE Handbook for Licensees as well as an NBE Handbook for NCBVI Staff.

Update on Profit and Loss Reports presented by Jan Stokebrand: In the last three months, there has been three people late and one person has been excused. Jan also stated, "Please write in the memo on your check so we know if it is for set aside, DOT, or late fee."

Budget presentation: It was presented earlier in the SLA report.

Importance of Meter Readings: They are important because they show individual income from month to month on each machine. Also, if anybody were to be audited, the meter readings would need to be presented. Meter Readings are submitted monthly with the P & L.

Electronic signatures: Discussion was held about this topic. A /s then your name is an acceptable electronic signature. Emailing the P & L with scanned receipts from your own email account is also an acceptable submission of the P & L and receipts.

Discussion was held about direct payments from online banking and for set aside owed. You may use online banking to pay your set-aside, DOT, or late fee. Please remember to put what the money is for in the Memo line for online banking.

Upward mobility and conventions/conferences and RSA's interpretation from the RSA 15 Report: This federal report is submitted every fiscal year. Attending conferences, conventions (including consumer organization conventions), Hadley courses, and such are all considered upward mobility training by RSA.

Discussion on what it means to have your machines at least 50% full: Each coil in your vending machines need to be 50% full, which means if there are eight slots then four need to be filled. This is a good general rule, however, there are going to be exceptions to this. An example is if you have a small site that has slow moving product or if you have product with a short shelf life.

Discuss training for next quarterly committee meeting: Topics that were brought up for next meeting were Social Security, problem solving, and allowable deductions.

New business: Discussion was held about the open meeting act. Only two of our meetings can be via telephone, and Carol Jenkins will follow up with the Attorney General's Office for more clarification. NCBVI currently no longer has funds available to pay for the transportation (drivers and state vehicles) for licensees to attend the quarterly meetings. NCBVI will evaluate funds each fiscal year. Door-to-Door time for quarterly meetings for licensees is an allowable deduction on the P & L. Please refer to the allowable deduction document Jan sends out each year. We need to discuss and vote on what we want to use unassigned funds for at the next meeting.

Set date for next meeting: Alex Curtis made a motion to have the next meeting on March 8, 2019 in Lincoln, NE. Chris Nolan seconded it. Motion passed.

Date: March 8, 2019

Time: 10:00a.m.

Location: 4600 Valley Road  
Lincoln, NE.

Adjournment: Jason Thompson made a motion to be adjourned. Andrea Chizek seconded it. Motion passed.

Adjournment Time: 12:31p.m.