

## **Nebraska Blind Licensees Committee Minutes**

### **Nebraska Commission for the Blind & Visually Impaired**

Kilgore Memorial Library  
520 Nebraska Ave  
York, NE 68467

March 4, 2017

#### **Announcements by Chair Sandy Alvarado at 10:27 AM.**

##### **Board Members in Attendance:**

Chair: Sandy Alvarado

Secretary: Ross Pollpeter (phone)

##### **Licensees and Trainees in attendance:**

Jeremy Cash (phone), Andrea Chizek, Alex Curtis, Chris Nolan, Jason Thompson

##### **NCBVI Staff in attendance:**

Dr. Pearl Van Zandt, Executive Director

Carlos Servan, Deputy Director

Don Ward, NBE Program Coordinator

Jan Stokebrand, NBE Secretary

Elaine Kavulak, Orientation Counselor

Mark Bulger, NCBVI Commissioner

##### **Guests:**

Jim Jirak, 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, NCBVI Website, and NFB Newsline®. The Notice was also sent to the NCBVI List Serve.

NOTE: There were not enough NBE Committee members physically in attendance to conduct business.

##### **APPROVAL OF MINUTES:**

This action was tabled until the next NBE Committee meeting.

##### **State Licensing Agency (SLA) Report:**

Report from Dr. Pearl Van Zandt, Executive Director: (Secretary's note: Below is the report given by Dr. Van Zandt. When comments or questions were made a ( ) will enclose the additional comments/questions.

NBE Report to the Committee March 4, 2017

NBE was awarded the Lincoln Department of Roads Building Café which we started to operate in July 2016. We were also awarded the vending contract for the same building in August 2016. Both are doing fine.

Unfortunately, site manager Victor Ireland has left the program for health reasons. Andrea Chizek took over these locations in the beginning of February 2017. The NBE team and the counselor are providing all the support this new operator needs as she did not have enough time to get training.

Andrea is also taking some of the buildings for the Department of Corrections. We will be getting more buildings across the state in the next few months.

We are working with some future licensees. Two will begin training in Lincoln and another one has started a job shadow for possible work in Omaha. The operator in Omaha has started at that State Office Building in January and is doing well.

Congratulations to two Blind licensees, Wiley Elmshouser in Sidney and Tracey Bradley in Norfolk. Both were licensed in February 2017.

Carrie DeFreece, new NBE Manager, completed her Center Training on March 3 and will start working in her new role the week of March 6.

The National Guard has decided to renew the contract with NCBVI for the Dining Facility at Camp Ashland for another year.

Carlos and Don met with the Building Division in Lincoln to talk about renovating the cafeteria at the State Office Building. They will renovate the entire cafeteria within the next few months. The operator will have to close for two or three weeks, but the area will be much improved.

**REPORT FROM THE COMMITTEE CHAIR, Sandy Alvarado:**

I continue to be an active participant with our NBE team.

I have been in contact with Bob Burns to see how things are progressing with our transition with the retirement accounts. He has attempted to speak with each licensee who is contributing in order to get the necessary documents signed. If he hasn't spoken with you, he has left a message. It is very important that you respond to his calls.

I had the pleasure to meet our newest NBE team member, Carrie DeFreece last week. She was very excited to be done with training so she can get started in her new position. I hope she will be able to join us at our next Blind Licensee Committee meeting.

I would like for those of you who knew Victor to keep him and his family in your thoughts and send him a little note every once in a while to let him know we are thinking of him. He had made such a big change in his own life as he progressed through our program. He even stepped up and chose to run for the committee and was a great asset.

I want to take a quick minute to congratulate Ross and his wife on the early arrival of their second son Dunkin. He came a little early and had to stay in the Neonatal Intensive Care Unit. He was able to come home about two weeks ago and Mom and baby are doing well. Big brother is a big help.

I have one last very important item to speak about. As you can tell, we are not having a normal meeting. We are not able to make any decisions because we don't have a quorum. We are supposed to have 5 committee members and due to life circumstances we are down to just 3. Jan had sent out many emails to inform all of us about the openings but not a single person responded to her emails. Antonio is very sick and Ross has a new baby so if we had the other spots filled we would have had enough people to be able to make decisions. It is an honor to be a part of this committee. We are here to help our colleagues if they need our help. We are here to help guide important changes that may come from our SLA. We work together with our SLA to make our state great but we need people who are willing to commit their time to this honor. We only meet 4 times a year and the term is for 2 years. We will be holding elections again the first part of May. If you are licensed before April 15, 2017 and would like to help guide our futures in Nebraska please contact Jan to let her know that you want your name added to the ballot. If you have any questions, comments or complaints contact me anytime.

Sandy Alvarado

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### **Update on Profit and Loss Reports**

Jan Stokebrand reported that seven vendors were late with their P&L's this past month. Of these seven, three of the reports were turned in 7 days late. Two reports were turned in without the set aside checks. Finally, two licensee's still need to submit last month's reports. Patti Lind from Abilities Fund is working with both of these people.

### **Update on Licensees, introduce new trainee(s)**

Alex Curtis has assumed management of the vending services at the Omaha State Office Building and is doing well. Andrea Chizek has assumed management over vending locations at the Department of Corrections as well as sites previously held by Victor Ireland. Currently there is one person interested in joining NBE Program.

### **Discuss Training for next quarterly committee meeting**

Patti Lind of Abilities Fund will discuss QuickBooks and accessible software that works with it.

### **Set date for next meeting**

Discussion was held. Consensus was to have the next meeting on Friday, May 19, 2017 in Lincoln, NE at 2:00 PM.

### **Training Session**

Jan Stokebrand conducted a training regarding the NBE Profit & Loss Reports following the meeting. After the training, Sandy announced that everyone benefited from the session on Profit & Loss statements. As a group, we learned a few ways to save money, including the Chair herself.

Training Session ended at 11:10 AM.

Respectfully submitted by:  
Ross Pollpeter, BLC Secretary