

**Nebraska Business Enterprise Program  
Blind Licensee Committee Meeting Minutes**

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

November 21, 2019

Meeting called to order by Chairperson Sandy Alvarado at 10:12 a.m.

Board Members in Attendance:

Chairperson Sandy Alvarado, Secretary Andrea Chizek, and Board Member Chris Nolan

Blind Licensees in Attendance:

Jason Thompson, Jim Jirak, Ronnie Kellogg, Atty Svendsen, Hardy Holm, and Wiley Elmshouser

NCBVI Staff in Attendance:

Executive Director Carlos Servan, Deputy Director of Services Carol Jenkins, and NCBVI Staff Dave Robinson

Guests in Attendance:

Bob Welsh

Logistics:

A copy of the Nebraska Open Meeting Act was available. The Notice of the Meeting was published in the Lincoln Journal Star, on the NCBVI Website, and on NFB Newsline®. The notice was sent to the NCBVI.Everyone Email List.

Approval of Minutes:

A Motion was made by Andrea to approve the minutes from the meeting on August 1, 2019 as distributed. Chris seconded it. Motion passed.

Chair Report: (Presented by Sandy)

Sandy is working hard along side with the SLA to resolve issues in the NBE program. She also talked about the importance of helping all the licensees with any of their issues. Lastly, she talked about the Sagebrush and Blast conferences.

SLA report: (Presented by Carol)

**Vending Sites Update**

Department of Corrections

The Department of Corrections posted a Request for Proposal (RFP), and NCBVI did submit a bid. However, the Department of Corrections has postponed the notification to award the site until December 5, 2019.

#### Nebraska State Building Division

NCBVI is still in permit negotiations with the Nebraska State Building Division. Carol Jenkins has worked with Nebraska State Risk Management and has obtained a group general liability insurance policy for the NBE program, which lessens the cost of insurance for vendors. Carol is now working to get the vendors under NCBVI's Worker's Compensation policy to once again lessen the costs for vendors. This is the portion of the permit still being negotiated with the State Building Division. Once a permit has been fully executed, Carol will set up a training for relevant NCBVI staff, NBE Staff, and licensees who will be responsible for carrying out the permit.

#### Offutt

NCBVI has had all vending machines installed at Offutt as well as started full cafeteria services on November 1.

#### Interstate

Carol has worked with Coca-Cola and has had all soda machines switched out on the interstate for Coca-Cola machines.

#### **Vending Site Complaints**

The categories of complaints that have come in to NCBVI this quarter have been as follows: vendors having expired products and having moldy products in machines. 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**

##### NBE Staff Position

NCBVI is evaluating the possibility to hire a new NBE staff person who will help with vending machines as well as other duties.

##### NBE Vendor and NCBVI Staff Training

NCBVI is once again looking at training for blind vendors and agency staff. However, NCBVI is not sure what this will look like at this time due to other NBE priorities.

##### NBE Handbook

Due to other NBE priorities at this time, this is still a continuous work in progress.

##### Looking Ahead

Due to the budget deficit, NCBVI has no plans to expand the NBE Program at this time. However, NCBVI will continue to work on previously agreed to projects for the NBE Program.

#### Update on Licensees and New Trainee(s):

There are no new licensees or trainees at this time.

#### Update on Profit and Loss Reports (Presented by Dave)

The new layout of the profit and loss report was emailed out to everybody in the program. There are a few bugs and issues that the NCBVI technology committee is working on fixing. Dave will email everyone once all the bugs and issues are fixed. He will be contacting everyone individually to get more documentation from the licensee if they have not already submitted it. Also, it is very important to get your paperwork in on time because they have to submit quarterly federal reports.

#### Customer Service and Appearance Matters:

Sandy discussed the importance of this topic. As a blind individual it is important to dress appropriate and look clean and polished to make a good impression. Also be polite and nice to everyone you speak with.

#### Amendment to Operator's Agreement:

Both operator agreements were emailed out to everyone. Dave Robinson read each operator agreement, and the committee members made a motion to vote on these agreements.

Andrea made a motion for the approval of the operator agreement for vending. Chris seconded it. The motion passed.

Andrea made a motion for the approval of the operator agreement for cafeterias. Chris seconded it. The motion passed.

#### BLAST and Sagebrush 2020:

Discussion was held on both of these conferences. Sagebrush will be held on February 10-14, 2020 in Las Vegas. BLAST will be held on April 14-17, 2020 in Chicago. NCBVI does have some funds for licensees to attend. If you are interested talk to your counselor or appropriate agency staff person.

#### Discuss Training for Next Quarterly Meeting:

Discussion was held on this topic. We decided to do our next training on the management of your business and customer service.

#### New Business:

There was no new business to discuss.

#### Set Date for Next Quarterly Meeting:

Chris made a motion to have the next quarterly meeting on March 20, 2020 in Omaha, Nebraska. Andrea seconded it. Motion passed.

Date: Friday March 20, 2020

Time: 10:00 a.m.

Location: Omaha, Nebraska

Adjournment:

Andrea made a motion to adjourn the meeting. Sandy seconded it. Motion passed.

Adjournment Time: 11:45 a.m.

Attendance for Training on Social Security.

Jason Thompson, Chris Nolan, Hardy Holm, Jim Jirak, Atty Svendsen, Sandy Alvarado, Ronnie Kellogg, and Andrea Chizek