

NCBV MEETING
JUNE 18, 2015
3:30PM

I. Roll Call and Confirmation of Quorum, Richard Saperstein

A quorum was present at this meeting.

Richard Saperstein, Chairman
Bert Hansen, Vice Chairman
Bill Schley, Secretary & Northern Representative
Kawana Pohe, Southern Representative

Benita McHenry
Mikie Yamada
Phil Campbell
Nels Brown
Carol Ewing
April Smith, Operator Trainee
Marjorie Olaes, Operator Trainee
Kim Willis, Operator Trainee

Staff Present:

Melaine Mason, Deputy Administrator, Rehabilitation Division/DETR
Drazen Elez, Program Chief, Rehabilitation Division, DETR/BEN
Susie Park, BEO II, BEO II, Rehabilitation Division/DETR/BEN
Andy Chao, BEO I, Rehabilitation Division, DETR/BEN
Russell Smith, BEO I, Rehabilitation Division, DETR/BEN
Janette Parish, AA IV, Rehabilitation Division, DETR/BEN
Jeanne Clark, AA II, Rehabilitation Division, DETR/BEN

II. Verification of Posting, Jeanne Clark

Jeanne Clark confirmed that the agenda was posted in a correct and timely manner and was presently on file.

III. First Public Comment Session, Richard Saperstein

NONE

IV. For Possible Action- Vote to Accept Agenda, Richard Saperstein

Bert Hansen made a motion to accept the Agenda; Kawana Pohe seconded it and it passed unanimously.

V. Welcome and Introduction of Guests, Richard Saperstein

Carletha Windom, Frances Baker and Suzanne Pearce were present.

VI. For Possible Action-Approval of the minutes for the Nevada Committee of Blind Vendors meeting, April 16, 2015, Richard Saperstein

Kawana Pohe made a motion to accept the minutes as written; Bert Hansen seconded the motion and it passed unanimously.

VII. Old Business

A. Discussion- Update regarding Strategic Planning Project, Drazen Elez

Strategic Goals:

#1 To have well trained Operators and Staff:

- In order to segue into this discussion, Drazen Elez mentioned that the Annual In- Service Training is scheduled for Operators and Trainees for the following Friday, June 26, 2015, and will include the benefit of discussions on Technology and presentations from people in the business world.
- Mr. Elez also reported that in the past few months Susie Park sent to Operators and trainees emails regarding ideas for business enhancements which help with increasing sales and improving efficiency.

#2 To recruit additional qualified applicants, prospective Operators:

- Along with the recent trainees already in training, Mr. Elez announced that there was momentum in the number of inquiries from people from other states interested in the Program and wanting to transfer to the Nevada BEP Program. Counselors in Las Vegas and Reno have been working with new interested clients who may wish to become trainees after successfully completing all the pre-requirements.

#3. Increase the number of manned vending facilities:

- Last week the contract between The Southern Nevada Health Department and the Program was finalized– this being the first new location since the Clark Co. Shooting Park that was opened 6 years ago. This location will open by the end of the year. Letters of inquiry from other government locations continue to be received in the BEN office. The BEN staff has assembled a list of possible sites and constantly watches these web sites for advertised requests for proposals and their related advertising for food establishments and before the RFP closes we want to introduce them to our Program and discuss our legal priority of rights. Mr. Elez explained that some government entities initially have not approached us because they do not wish us there or because they are not familiar with the law.

#4. Managed Resources Efficiently with appropriate reserves to be maintained:

- Mr. Elez reminded all of the NAC policy changes through the Legislature which is expected to be reviewed the following week. He mentioned that Melaine Mason's email contained detailed information regarding the pending healthcare and retirement changes. Once approved, we will then put together a work program to implement these changes.
- Operators were invited to contact Mr. Elez with any question they may have regarding these policy changes.

#5 To have clear and concise policies and procedures and protocols that effectively address BEN's current needs:

- Mr. Elez reminded all of the email he recently sent with Bylaws for the NCBV which were requested earlier.

- Additionally, BEN Policies and Procedures and bylaws are posted on the main Rehabilitation web page. If a different format is needed, Mr. Elez would email that version to everyone.

#6 To ensure that vending facilities are managed efficiently with adequate profits and that Operators are accountable for operations:

- The newly revised partner P&Ls will help ensure that the Bureau has a more accurate profit and loss statement than what was previously reported.
- The Partner P&Ls will aid in the proper monthly reporting to the State Legislature and US Department of Education report which is sent out yearly.

Richard Saperstein stated that he had been contacted by Operators regarding the partner P&L report and why the Bureau is requesting the report. Drazen Elez repeated what he had previously written ([email 5/29/15](#)) in his communication. He stated that this revised Partner P&L statement is a correctly formatted tool to help ensure that the partners report what they do in the way of financial information such as sales, etc. that their sites generate, which is similar to the framework of what the operators must report to the Bureau. The Program has been under-reporting with regard to the number of sales because oftentimes the Operators are not reporting the proper information. Another reason for this P&L is for the purpose of aiding the partners in the way of informational resources by catching trends. In order to best serve the Operators, the contracts that are signed by both the Operator and Partner will state that a P&L should be provided to the Operator from the partner then from the Operator to the Bureau.

Mr. Schley asked if this was the simplest way to gain information. Drazen Elez replied yes, that it was the simplest way to access this data and that in order for the Bureau to properly report these numbers, in the way our system is set up, was by completing these P&L numbers based on this information. The information is then transferred 'as-is' without change to the proper forms that the Federal Government provides or is requested by the State Legislature. Drazen Elez invited all Operators and/ or Partners to contact him or his staff, for help through a planned conference call, to trouble shoot, resolve or to help with the preparation of these forms. He described this process as appearing comprehensive, yet it is, in fact, simple as not all lines in the form must be entered. Mr. Elez then added that there may be the possibility of extending the expressed deadline in case issues arise. Richard Saperstein reiterated that anyone with questions or concerns must contact the Bureau.

B. Discussion- Update on new, waived and in progress sites, Drazen Elez

Drazen Elez launched this discussion explaining that most of the following report was related to new sites rather than those existing locations which is encouraging.

✓ Recently Established Sites:

EPA- Maryland Parkway-

The Federal GSA approached the BEN Program regarding new vending machines for the new building that it had recently acquired. According to the completed site survey of this property, it was viable, and will shortly facilitate a couple of new vending machines.

✓ Potential New Sites:

US Army Recruiting Command Center-

Susie Park completed a site survey at this location for a couple of vending machines which seems promising as the Program currently has no Army locations in Nevada. If approved- 2 vending machines in the employee lounge would be added.

Drazen Elez commented on a positive trend the Agency has noted in that government entities are more excited to approach our agency as Operators are seen as prudent in taking care of their businesses, offering good customer service and products. Since they now recognize the value of our services they feel more positive in communicating with us and our Program.

✓ Waived Locations:

Floyd Lamb State Park – Horses 4Heros

This location was not seen as viable due to the fact that it is simply an open park. Though it does feature a horse ranch, Russell Smith, who submitted the site survey, noted that this is not a location where a group congregates. There was also a lack of utilities and determined that there would be no profit. An email was sent to all licensed operators and no one responded.

Ed Fountain Park- BMX Track -

This location was also not seen as a viable location as it is a seasonally operated concession stand. The Program reached out to other individuals who also regarded this site as unprofitable. An email was sent to all Operators and with no response from Operators this site was waived.

✓ Existing Sites With Challenge:

Clark County Family Courts-

Renovation progress has been postponed until necessary permits/licenses have been obtained at which time the planned renovation will continue.

Kawana Pohe asked where the Army Recruiting Command Site was located to which Mr. Elez answered that it was in North Las Vegas on North 5th St. on 215 near Craig & Decatur. He added that this location was closed to the public, but had a building population of approximately 70 employees. At this time this site is still being analyzed to determine its profitability.

C. Reports from subcommittees listed below:

1. Finance, Carol Ewing

Carol Ewing stated she had no new issues to report but believed that all members should attend and support the LCB Meeting being voted on Thursday, June 25th. More on this issue will be discussed during the second Public Comments feature of this meeting.

2. Policies & Procedures

Harold Petrofsky was not present.

3. Training, Bill Schley

Bill Schley cited that the Northern Nevadan trainees are in the midst of training and currently in the on the job phase. Mr. Schley reported that he and his wife had a chance at the end of May to spend some time with one of the trainees at Mills Lane and then Reno City Hall around the corner. On that day, he remembered that Marjorie Olathe was sent home and Mr. Schley regretted not having the chance to speak with her. More growth and progress was the hope of Mr. Schley who has expressed his delight that the trainees in the North and South are beyond their classroom training and are moving forward with their on- the- job training .

4. Legislative Watchdog, Kawana Pohe

Mr. Pohe repeated his comment regarding the Legislature advising them that nothing affects business more than taxes and how fiscally negative businesses are affected by taxes.

5. Future Planning, Bert Hansen

Bert Hansen stated that he had nothing more to add to what Drazen Elez reported.

VIII. New Business

NONE

IX. Second Public Comment, Richard Saperstein

Discussion began regarding the Legislative Meeting which decides both the Retirement and Health policy revisions. Thursday, June 25th at 2:30pm was the date/ time slated for the meeting. Melaine Mason stated a scheduled time of approximately 2pm- directly following the Interim Finance Committee meeting would be more accurate. It was then announced that both northern and southern Nevada's Legislative buildings will host this meeting. Richard Saperstein encouraged all to attend en mass to support this legislative action in order to get it passed reminding all that this was their retirement being discussed which they have worked 2 years for this August. He expressed his certainty that questions regarding these revisions will be asked at that time therefore Operator attendance is key. He then asked Ms. Mason if everybody had a chance to speak to which Ms. Mason answered that she was certain that there is public comment opportunities as it will be a public meeting with her in attendance representing the agency. She was not certain that any questions have been raised so far regarding these revisions and again strongly urged all to attend in order to speak during Public Comment. Richard Saperstein underscored Ms. Mason's request for attendance as conscientious business people to answer and respond to any unforeseen road blocks to these revisions as this is the Operator's retirement and livelihood.

Melaine Mason mentioned that after Thursday's Legislative meeting the next step would be the Interim Finance Committee. She stated that the same members or several of those Commission members may be the same as those on the Interim Finance Committee meeting which would be a benefit to this hearing. Not having a scheduled date, Ms. Mason mentioned late August for this meeting. She continued to explain that this work program would be the final leg of this journey and asked for support from all by attending this activity. Ms. Mason assured all that an email would be sent when that date is known.

In Ms. Mason's final word, she noted it had been two years, come this August, that we first put forward this decision in front of the legislative body and were told we legally could not do this until we changed the

regulation. Ms. Mason named the final cut-off date as June 30th which caused a few more people to gain benefit from this decision. The final distribution tallied amount is \$226,000. This new scheduled cutoff date also coincides with the State's fiscal year.

**X. Discussion- Date for Next NCBV Meeting
August 6, 2015 at 3:30pm was chosen.**

XI. Adjournment, Richard Saperstein

Bert Hansen made a motion to adjourn; Kawana Pohe seconded that motion and it passed unanimously.

This meeting was adjourned at 4:10pm