NCBV Quarterly Meeting Minutes

May 29, 2019

3:30pm

**I. Roll Call and Confirmation of Quorum, Carol Ewing**

**A quorum was present at this meeting.**

Carol Ewing, Chairperson

Bert Hansen, Vice Chairperson

Bill Schley, Northern Nevada Representative

Harold Petrofsky, Southern Nevada Representative

Marcos Hurtado

Mikie Yamada

Beth Perring

Nels Brown

Frank Pezzimenti

Ivan Delgado

**Staff Present**:

Chris Mazza, Chief, Rehabilitation Division, DETR/BEN

Jessica Peters, BEO II, Rehabilitation Division, DETR/BEN

Kevin Horigan, BEO I, Rehabilitation Division, DETR/BEN

Sydney Martinez, BEO I, Rehabilitation Division, DETR/BEN

Janette Parish, AA IV, Rehabilitation Division, DETR/BEN

Jeanne Clark, AA II, Rehabilitation Division, DETR/BEN

Robert Whitney, Assistant Attorney General, State of Nevada

**II. Verification of Posting, Jeanne Clark**

Jeanne Clark stated that the posting for this meeting was done in a timely and correct

manner and is presently on file.

**III. First Public Comment, Carol Ewing**

Bert Hansen attempted to make a comment to be told by the BEN Chief that the first

comment was designed to be related to agenda items only and to mention these

comments during the second public comment. Mr. Hansen agreed and commented that

it ought to be made clear that any comments had to be related to the agenda. Carol Ewing

asked Janette to read the language from the agenda regarding this item.

**IV. For Possible Action- Vote to Accept the Agenda, Carol Ewing**

Harold Petrofsky made a motion to accept the agenda and Bill Schley seconded the

motion and it passed unanimously.

**V. Welcome and Introduction of Guests, Carol Ewing**

None

**VI. For Possible Action- Approval of the minutes for the Nevada Committee of Blind**

**Vendors meeting, February 22, 2019, Carol Ewing**

Harold Petrofsky made a motion to accept the meeting minutes as written and Bert

Hansen second seconded that motion which passed unanimously.

**VII. Old Business**

 **A. Discussion:**  **BEN project and status update**, **Chris Mazza**

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| **Symphony Park-** A high profile project initiated by the City of Las Vegas near the Clark Co. Government Center; scheduling is on track. It will behanded over to us sometime in August in which time we must do our tenant improvement then put it out for bid. Mr. Mazza urged all who were interestedto visit its website. It’s really a high-profile project and the city has put a lot of money into improving that area. The parcel they have given us is about 3,000square feet. Several possible descriptions of this space have been discussed with the City such as bakery, retail store with candy, ice cream, etc. They haveplanned a 15k square feet space for the anchor tenant which is being discussedto be developed into a grocery store with several other stores along theperimeter with those options. Bert Hansen asked if a franchise scenario would be viable to which Mr. Mazza answered that it possibly could but asked all to consider that the CC&Rs which may prohibit using franchises. Mr. Hansensuggested *Panera Bread Company* may be a suitable choice. |
| **East Las Vegas Library-** Ivan Delgado opened this site at the end of April. Mr.Mazza suggested all to visit the site describing it as an amazing library which has been heavily funded by the Clark Co. Library District. Ivan Delgado thanked all for their support and contributions in making this space special. Mr.Mazza reciprocated his appreciation to Ivan Delgado and his family for theirhard work which has yielded positive feedback**.** |
| **Lloyd George Federal Courthouse-** has been closed for a few weeks. BEN has had discussions with the GSA, General Services Administration, who wanted to see some changes and we are now in progress of making changes. A micro market is being added along with new equipment. This site will re-open approximately 6/3/19 and Mr. Mazza encouraged all to visit the site and witness the new changes. |
| **Nye County Commissary RFP-** The Nye County Jail issued an RFP for their commissary a few months ago that we responded to. The outcome was not fruitful but we did make a valiant effort in an opportunity to expand the program into some county jails. Nevada does not have a Federal prison which would be easier for the Program to exercise the priority rights as the local jails are proving to be a bit more difficult. BEN will continue to watch for all RFPs especially the Clark County facility in particular. |
| **Mob Museum**- continues to be difficult in terms of what is currently occurring at the facility. Even though the building is owned by the city, it is operated by a third party nonprofit organization which runs the Museum itself.There have been ongoing discussions with the food and beverage outlets which are currently in the facility. With the third- party management in place, it presents a unique set of challenges. |
| **USPS- Post Rd**. is a post office sorting center in the Henderson area which has had a contract with National Vending over the last few years. Since that contract will expire in November 2019 the BEN Chief was emailed recently to determine our interest. The Chief and BEOs toured the site and found that they are populated with a few hundred employees and therefore being actively pursued by the BEN Program. |

Harold Petrofsky remembered several years ago completing a tour with another BEN

Operator at the Clark County Detention Center to determine a possible interest of

feeding prisoners. He recalls that $.15 was allowed per meal, which may have

included dinner, demonstrating that the agreement may have appeared

lucrative but was not. Equipment maintenance and repairs would be a factor

which did not allow for a profit, however, Mr. Petrofsky allowed that this RFP was

posted more than 15 years ago and conditions may have changed. Chris Mazza

reminded all that the Program would not be responding to the RFP for meal service as

described by Harold Petrofsky but the commissary (incidental goods) side of it.

 **B. Discussion- We have a vacancy on the Training Sub-Committee. There are only 4 committee members at this point and we need to appoint a 5th person to chair the Training Sub-Committee. This was addressed at the last meeting and no one sent a letter of interest, Carol Ewing**

 Harold Petrofsky asked if the new member would have to include an Operator in the

 North as the Committee is short a northern representative and if no one offers if it was

 possible to simply accept another Operator from the South. Carol Ewing agreed that

one person was needed from Northern Nevada asking whoever was interested to please

contact her. Beth Perring volunteered to join the Full Committee and a discussion

ensued as to whether it was realized that the Agenda stated vacancy of the Training

Committee not the Full Committee. The question was asked where it stated that 5

members were needed on a subcommittee. Beth Perring also questioned that the

member must be from northern Nevada. Kevin Horigan adding that he spoke with

both Kris Beddoes and Nels Brown and both were disinterested in the position.

**VIII. New Business**

 **A. Discussion- New BEO II position has been approved by the legislature. We will be looking to add that position in July after the start of our new fiscal year, Chris Mazza**

Chris Mazza explained that the Bureau went to the Legislature with a request for an

additional BEO II position which was approved. Mr. Mazza explained that this would

mean that beginning July 1st or the new fiscal session the Bureau will be recruiting for

this position. Bert Hansen inquired as to how many BEN personnel were presently paid

from the set aside fund to which Chris Mazza answered that there were six naming

himself, Jessica Peters, Sydney Martinez, Kevin Horigan, Janette Parish and Jeanne Clark.

Beth Perring asked how many Operators were working in the Program at this point in

time. Chris Mazza guessed that there were approximately 17 Operators; 22 counting

trainees.

A list of Operators and their contact information was requested with order of seniority.

Chris Mazza responded that he has that information in site order and assures that the

information will be distributed soon.

 **B. Discussion- Double-checking P&L's for accuracy. This includes P&L's completed by an accountant or bookkeeper, Jessica Peters**

Jessica Peters referred to and read from a memorandum sent out 9/26 and wished to

reiterate the idea of each Operator assuring the accuracy and accountability of each P&L

submission. The P&L is due, postmarked no later than the 20th of each month, and

inventories are due on the 20th of each quarter month. If the Operator anticipates

mailing their P&L after the deadline, Ms. Peters urged that Operators contact their BEO

 to arrange an extension before the 20th deadline. Ms. Peters reiterated that it was not

 the accountant's responsibility to attest to its accuracy or timely submission; that

responsibility is the Operator’s.

Failure to negotiate an extension prior to the due date will result in a late penalty for

each late payment of $50 or 15%, whichever is greater, of the amount due. Beth Perring

stated that this fine never happened before. Bert Hansen agreed and asked if 15% of

what is owed. Bert Hansen acknowledged that he feels paying a penalty of 15% of what

is owed is unfair. Jessica Peters stated that her suggestion would be for all to submit

P&Ls in before the 20th so that in case of errors, they can be revised. She continued by

admitting Operators do not intentionally submit a P&L with errors. Transposing

numbers, Ms. Peters posed as an example, when reviewed can be quickly corrected and

revised. During the continuation of the discussion Bert Hansen was still concerned

about penalties asking if the submission date is now the 10th to which Jessica Peters

responded that it was not and offered a hypothetical situation: If an Operator

 submitted a P&L with nonsensical numbers by the 20th the Bureau cannot know if it

a was knowingly submitted or not. The instruction guide also implies to contact

your BEO and to have a dialogue with her about the deadline.

Janette Parish wished to clarify the discussion by addressing Bert Hansen stating that

what Jessica Peters said was incorrect. She reminded Operators that all they would be

fined is a $50 late fee because of the $1000 difference. The Bureau cannot charge 15%

on a check that one has already been sent in with the P&L before a mistake is

discovered and that only what is owed is charged.

Ivan Delgado stated that he had a few of the incidences mentioned where he sent the

wrong P&L to Janette Parish and after some emails between them, the P&L

was revised. He stated that Ms. Parish always contacts me as soon as she gets it or revises

it herself but when there is a problem and the report is off the difference is sent along

with a $50 late fee.

Chris Mazza interjected to bring this item back to the message Ms. Peters tried

to recommend to the assembly. Her intent was nothing other than the Operator is

responsible for his/her own P&L, not your bookkeeper, and to check your submissions for

accuracy. Oftentimes, P&Ls are turned in inaccurate leading the BEOs to contact the

Operator only to be told that it is a bookkeeper's fault which does not change the

accountability of the error(s). Deadlines are not being changed and if you would like ten

extra days to review your P & L, request it from your bookkeeper and have it turned in by

the 20th. He commented that Ms. Peters simply wished to reiterate her earlier memo to

double check for accuracy.

 **C. Discussion- Committee Chair Reports**

 Finance- Bill Schley- not present.

 Training & Development- Bill Schley-not present*.*

 Long Range Planning- Bert Hansen-nothing to report*.*

 Policies & Procedures- Harold Petrofsky- nothing to report*.*

 Legislative Watchdog- Vacant

**IX. Second Public Comment, Carol Ewing**

Carol Ewing asked Jeanne Clark to read a report she wrote.

She read, "Second Tuesday of each month, conference call of nationwide committee

chairs. I was in attendance for March 12th, April 9th, May 14th. Nationwide Vendors

with concerns and issues. Anyone to be concerned about is rest area commercialization

is back loud and clear. April 23-27 NAMA attended the RSA NABM meetings- April 30th

2019 at 7:30pm EDT-NABM first WISE (Women's Initiation Supporting Entrepreneur)

quarterly conference call was held with the first vice president of the National

Federation of the Blind, speaking of trusting your inner strength and building your self-

esteem was the guest. May 20-22, Washington DC NABM 2019 Critical Issue

Conference, fly in and NABM fourth Emerging Leaders Training, registered but did not

attend. Broke a kneecap, result of another #10 fall, number ten fall."

**X. Discussion- Date for Next NCBV Meeting, Carol Ewing**

**Thursday, August 29th at 3:30pm** was chosen for the next meeting. Robert Whitney

reminded the Chairperson that this item is not listed as an action.

**XI. Adjournment, Carol Ewing**

Per Robert Whitney there is no need to vote on adjournment item.

This meeting adjourned at 4:20pm.