

NCBV Meeting Minutes
September 24, 2015
3:30pm

I. Roll Call and Confirmation of Quorum, Richard Saperstein

A Quorum is present at this meeting

Richard Saperstein, Chairperson
Harold Petrofsky
Bill Schley

Mikie Yamada
Benita McHenry
Carol Ewing
Jason Coleman, Operator Trainee
Ivan Delgado, Operator Trainee
Chun Chao, Operator Trainee
Marjorie Olaes, Operator Trainee
April Smith, Operator Trainee

Staff Present:

Melaine Mason, Deputy Administrator, Rehabilitation Division, DETR/BEN
Drazen Elez, Chief Enterprise Officer, Rehabilitation Division, DETR/BEN
Susie Park, BEO II, Rehabilitation Division, DETR/BEN
Marina Bucalo, BEO I, Rehabilitation Division, DETR/BEN
Andy Chao, 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, AA II

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

III. First Public Comment Session, Richard Saperstein

Melaine Mason publicly acknowledged **Carol Ewing** and **Mikie Yamada** specifically along with **Jeff Schumacher** for helping to preserve locations for future trainees and for the health of the Program using their time and money to move the Program forward. She mentioned that Ms. Ewing resided in Northern Nevada despite her expressed desire for the last several years to return to Las Vegas. She continued to be an active participant in managing and often visited

her Northern locations in order to maintain them for incoming trainees. Carol recently accepted a vacant Las Vegas location to maintain it for similar reasons [E. Sahara DMV Snack Bar] which the Program was struggling to retain. Ms. Mason said it was time to recognize what Carol Ewing had done in the north as she would exists those northern locations shortly to leave these sites to new trainees for continued growth.

Ms. Mason then recognized **Mikie Yamada** for accepting the **Clark Co. Family Court House** in order to retain it and for being active during its remodel phase in order to assign this location to a trainee in the near future for interim purposes until it can go out for bid.

Jeff Schumacher was the next Operator to be acknowledged for a similar purpose regarding the **Sunset Park** location and mentioned that at some point he will be able to step away from it whenever a trainee was available to manage this site.

IV. For Possible Action- Vote to Accept the Agenda, Richard Saperstein Bill Schley made a motion to accept the agenda as written while Harold Petrofsky seconded it and the motion passed unanimously.

V. Welcome and Introduction of Guests, Richard Saperstein

Joe Urbanek from the North Carolina BEP was on the telephone line and Frances Baker was present.

VI. For Possible Action- Approval of the minutes for the Nevada Committee of Blind Vendors meeting, August 6, 2015

Harold Petrofsky made a motion to approve these minutes as written and Bill Schley seconded the motion and it passed unanimously.

VII. Old Business

A. Discussion Update of new, waived and in progress sites and Strategic Plan, Drazen Elez

Drazen Elez introduced this discussion expressing his wish to combine both discussions in order to expedite this meeting as many have already been discussed at various times. Both discussions included reports attached and sent out earlier. The slight change has been the inclusion of all possible sites either planning for the future or some which may be ideas that can be discussed/debated for development. Mr. Elez mentioned that an important update was not included on the written report due to this report preceding this occurrence. Mr. Elez announced that discussions have begun with the Clark

County Library District to open cafes or similar food services establishments in some of their 26 locations. Talks were initiated approximately a year ago but now the District has returned and is now open to ideas. Mr. Elez assured all of future updates on the developmental status of this special, potentially extensive project as it progresses.

Susie Park spoke of -

Potential New Sites:

-The proposed Sunset Park's contract is still under review at Parks & Recreation with the County

-The DETR Building on St. Louis Ave. and the Westbay Building, both DETR staff buildings, have been earmarked as possible micro market sites.

-The Henderson DMV, which currently has 5 vending machines on site, was being considered as a possible site development for a snack and beverage shop and coffee service.

Existing Sites with Challenges or Successes:

-**Legislative Council Bureau Building (LCB), BEN #39**, in Northern Nevada- Ms. Park congratulated **Marjorie Olaes** for obtaining this site as Interim Operator since Carol Ewing has decided to relocate to Southern Nevada.

-**Chris Beddoes**, Operator Trainee, has been awarded Interim Operator at the **Washoe County Administration Building snack bar, BEN #22**, which recently transitioned from Carol Ewing's operation. Mr. Beddoes is currently working on a new menu and snack selection to fill the site's needs adding that the projected reopening is scheduled for the end of October 2015.

-**NDOT, BEN #17**, transitioned from Carol Ewing and was awarded to Interim Operator **April Smith** who is working with BEN staff and the State's Buildings and Grounds Dept. which are in the process of renovating and revamping the location to better meet the customer's needs.

- **Clark County Family Court Snack Bar, BEN #38**, currently awaiting minor renovations during overnight hours since the permitting process has been completed. This site is anticipating a soft opening November 2015.

Richard Saperstein congratulated all trainees who have been awarded locations on an interim basis wishing them success and related that all current Operators were supporting them in their new endeavors.

B. Reports from subcommittees listed below:

1. Finance, Carol Ewing

Carol Ewing welcomed Dustin Varnell as a new member of her Finance Subcommittee. Ms. Ewing listed three issues for discussion items during the last Subcommittee meeting [September 11, 2015].

- ✓ Discussion regarding the set aside schedule [to be discussed in New Business].
- ✓ Discussion regarding the Audit Process and how its scope of work can be reduced for more efficiency and less cost.
- ✓ Discussion regarding the new budget cycle with one suggestion to possibly enhance and enlarge the BEO/BEN staff due to more future site demands.

In reference to the Strategic Plans 2013 attachment in Goal #4, Carol Ewing stated that all 6 items details have been addressed this year.

2. Policies & Procedures, Harold Petrofsky

Harold Petrofsky mentioned the Policies & Procedures Subcommittee meeting three days ago [September 21, 2015] in which we reviewed 4 new policies that will appear later on the agenda for the Committee vote. He described the meeting as going very well with well-written policies that were easy to understand.

3. Training, William Schley

Mr. Schley expressed his excitement and honor being a part of the newly trained Operator trainees who are being placed into all of the sites as Interim Operators mentioned earlier.

4. Legislative Watchdog, Kawana Pohe

Not present.

5. Future Planning, Bert Hansen

Not present.

VIII. New Business

A. Discussion/Possible Action- Set Aside Schedule and recommendation from Finance Subcommittee, Carol Ewing, Finance Subcommittee Chairperson

Carol Ewing referred to the pro and con discussions which occurred during the past Finance Committee meeting [September 11, 2015] stating that during that meeting the final decision was to recommend that there should be no change for the set aside schedule. When asked by Richard Saperstein how long of a period was stipulated for this decision, Carol answered that she did not remember a time limit being placed on this recommendation but just as long as there was another subsequent question on the subject. **Harold Petrofsky made a motion to accept the recommendations of the Subcommittee and not change the set aside schedule at this time. Bill Schley seconded that motion and it passed unanimously.**

B. Possible Action- Approval of funding and review of plans for repair of Hoover Dam Parking Garage Leaks, Drazen Elez

Drazen Elez reminded everyone of the past discussions regarding this item over a period of approximately a year and a half. He stated that he was not able to send related material regarding this item as he just received the information shortly before this meeting. In considering this repair Mr. Elez mentioned 3 potential options which were offered to us after their assessment by the consulting agency who deals in roof repairs and on similar projects and on State properties as well as in private industry.

Recommendations from the consulting company were listed by Drazen Elez in the following 3 Options:

- Option 1
To seal the joints at the garage roof and do some coating repair that would include a 1-yr limited warranty with a cost of **\$150,000**
- Option 2
Remove existing traffic-coating prior to installation of new waterproofing and traffic-coating. This option includes a 10-yr warranty with labor and materials at a cost of **550,000**.

- Option 3
Replace the top slab waterproofing which would require major work and closure of the parking garage for a possible few weeks which includes a 20-yr warranty and a probable cost of **\$2 million**.

Mr. Elez suggested that after review he felt that Option 2 would most likely be the most reasonable repair and give a decade of warranty. He explained further that in order to execute this option the Bureau would also hire the same consulting firm [Curtain Wall Design Consultants] to help select a company to complete the work, to oversee the work, to assure work is done as required and to help build the design and determine how the work is to be done. For those services they would charge \$90,000 bringing the cost of repair to a total of approximately **\$640,000**.

Richard Saperstein asked if there were any bids from any company on this project. Drazen Elez responded that there were not and that these costs are simply estimates given to the Bureau from the consulting firm. Once we move forward with this project that's when we would do competitive bids and go from there. The consulting firm has worked for the State previously and currently and is recommended by the State's Buildings and Grounds Department. With that information Richard Saperstein called for a vote adding his endorsement of Option 2 as well confirming a 10-yr warranty and the \$550K cost along with \$90K that CDC would charge to help manage the repair= \$640K. **Bill Schley made a motion to select Option# B [2] for \$550K repair with a 10-yr warranty. Harold Petrofsky seconded this motion and it passed unanimously.**

C. Possible Action- Approval of funding for attendance of the 2016 BLAST Conference by BEN Chief and BEO II, Melaine Mason

Melaine Mason stated that in the budgeting process this request was cut by the budget office and wished to bring this to the attention of the full Committee to give them an opportunity to decide if they wished to request this funding again through a work program so that the Bureau Chief and the BEO II can attend this conference. She attended this conference when the position was vacant traveling first with Brian Sotomayor then with Drazen Elez benefitting from the enormous amount of information there. BLAST is one of two of the BEP conferences offered. At the BLAST Conference is where I found Terry Smith who provided guidance to me and Drazen Elez on national processes as well as legal situations. He also provided information regarding NFBEI with a look at the Strategic plans as well she added.

This conference is currently being offered every 18 months and the cost per person is \$2500 depending on the host location and lasts about 4 days. A work program would have to be done to get the funding out of reserve and into the out of state travel category. Carol Ewing wished to add that she attended three of the last conferences in eight years which were outstanding for her as an Operator and felt that with the different sessions for staff and administration this would be an excellent choice to support the work being done by BEN Staff. **Harold Petrofsky made a motion to spend \$5000 for two BEN staff members, the BEN Chief and BEO II, to attend the next BLAST conference in 2016. Bill Schley seconded it and it passed unanimously.**

D. Possible Action- Review and approve proposal of revised Trainee Referral Policy, Harold Petrofsky, Policies and Procedures Subcommittee Chairperson

Harold Petrofsky described the review of this discussion a few days prior and defined the policy as written quite specifically and recommended this revision to this Committee. The drafts of this and other policies were emailed to all a few days prior as stated by Drazen Elez who expressed his decision to revise this policy in order to make it more concise and comprehensive for new candidates and counselors. Every item in the policy is those currently in the DETR regulations or Randolph Sheppard Act eliminating the need to review other regulations or sources to find this information. An item added that the previous policy did not include was the list of Essential Functions and Duties of an Operator so that the psychologists and medical doctors (whose reports are required) are able to refer to this list explaining what the minimum is required of a BEN operator. Another item is the classroom training with one addition, the Fast Track process. This procedure allows (i.e.) a licensed individual from another state who has operated a location for a number of years and wishes to join the Nevada BEP to circumvent the classroom training as they have previously had training in their home state. They will only need updating in areas they lack knowledge of. Compensation has been added for individuals for BEN Operators helping to train the potential trainees. These Operators are asked to fill out weekly on-the-job reports and they will be compensated \$100 per week for this task. Harold Petrofsky reminded all that there was another added provision involving technology whereas each trainee must be proficient in Excel and email.

Bill Schley arrived late for the Policies and Procedure Subcommittee meeting [9/21/15] but was in time to add his comments as Chairperson for the Training Subcommittee that he agreed with Harold Petrofsky in his comment that there was a great deal of clarification made with these revisions and stated during the

meeting's Public Comment that had he been on the Policies and Procedures Subcommittee, he would have voted for it as well. **Harold Petrofsky made a motion to accept the training and referral policy as written and Bill Schley seconded the motion and it passed unanimously.**

E. Possible Action- Review and approve proposal of revised Operator Licensure Policy, Harold Petrofsky

Harold Petrofsky deferred this discussion to Drazen Elez who commented that this policy was revised from the current policy in effect simply to streamline the process with language which aligns with the regulations with no contradictory wording. The only significant change not included in in the regulations was to create a Licensing Committee who would meet after the trainee had completed all training including classroom, on-the job- training and throughout the Interim Operator period. This committee would be comprised of the NCBV Chairman, BEN Chief, BEO II and a randomly selected licensed Operator as well as BSBVI Counselor to convene to recommend whether or not to license this individual. This significant decision, he felt, should be shared by all parties involved in this training process. **Bill Schley made a motion to adopt the new Operator Licensure policy. Harold Petrofsky seconded it and it passed unanimously.**

F. Possible Action- Review and approve proposal of new Equipment Replacement Policy, Harold Petrofsky

Drazen Elez described this policy as new, which goes hand-in-hand with the BEN Equipment Purchasing Policy. This policy specifies the equipment which would be replaced as well as the potential schedule for that replacement and help the BEN Program in building the budget every couple of years considering the equipment available, the age of equipment, etc. to plan ahead. This schedule does not specify that a certain piece of equipment must be replaced on any particular day or that an extension cannot adjust the timeline, but it gives the Bureau a plan to help build the budget to which the Program can refer and explain why certain items are on that timeline. The sources used to determine this schedule of replacement was derived by the US Navy, State of California's BEP Program along with the manufacturer's recommendation to average out the equipment's life expectancy. **Harold Petrofsky made a motion to accept the new Equipment Replacement Policy and Bill Schley seconded it. This motion passed unanimously.**

Richard Saperstein inquired as to whether or not these policy revisions required law (regulation) changes or if was simply an internal policy modification. Drazen Elez replied that they did not require law change as they do not contradict the

current policy as written and in accordance to current regulations. After the Committee approves these revisions then the RSA does have to review and approve them. Once this is received they are in effect after the Administrator of Rehabilitation and Committee Chairperson have signed them.

G. Possible Action- Review and approve proposal of new Initial Stock Policy, Harold Petrofsky

Harold Petrofsky indicated his support of this revision is because new vendors being placed in a new site do not have to worry about set up recovery, just his/her set aside payment and that better use of his funds can be found other than to pay back a loan. The only change made was the exclusion of BEN Partners in this process and that Partners would now have to buy the previous Operator's inventory.

Drazen Elez named this a new policy which is currently not in effect. The Bureau has had approval to implement this process through the Randolph-Sheppard Act as well as state regulations to be able to provide this type of service to benefit operators. Drazen Elez explained that when a current or new Operator initially enters a location it would already contain a certain level of stock acquired by the Program which would consist of merchandise products as well as supplies needed in order to conduct business eliminating or drastically reducing this Operator's need to acquire these items through a loan. The inventory this Operator would receive would be equal to about 2 weeks of gross sales of that location and then a determination would be made of how that would be accounted for and how the Bureau would acquire those items.

Mr. Elez repeated Harold Petrofsky's earlier report of excluding BEN Partners in this process and that this benefit would not be offered to Operators with partners. Instead a partner would have to acquire this initial stock which is currently in that location from either the Program or from the Operator. Mr. Elez explained that during these transitions from one operator to another the customers and staff of those locations would avoid seeing a huge drop in services from lack of stock, as has happened in the past, due to the outgoing Operator drastically reducing the stock level at the end of his operation. The site appears as though it is going out of business before the new Operator takes over with also a huge change in merchandise that is carried amounting to a disservice to the customers. **Bill Schley made a motion to adopt this new policy and Harold Petrofsky seconded this and it carried unanimously.**

IX. Second Public Comment Session, Richard Saperstein

The new BEO I, Marina Bucalo, was introduced by Drazen Elez. Melaine Mason recognized Drazen Elez and Susie Park for the quick replacement of this position and to Russell Smith for giving advanced notice of his retirement. She stated the importance of filling this position quickly in order to begin the training process to assure support and service to Operators without a lengthy vacancy.

**X. Discussion- Date for Next NCBV Meeting, Richard Saperstein
Thursday, November 5, 2015 at 3:30pm was chosen.**

XI. Adjournment, Richard Saperstein

Harold Petrofsky made a motion to adjourn this meeting and Bill Schley seconded the motion and it passed unanimously.

This meeting adjourned at 4:33pm