

NCBV Meeting Minute
April 15, 2016
3:30PM

I. Roll call and confirmation of a Quorum, Richard Saperstein

A Quorum is present at this meeting

Richard Saperstein, Chairperson
Bert Hansen, Member
Carol Ewing, Member
William Schley, Member

Ivan Delgado
Benita McHenry
Mikie Yamada
Marcos Hurtado
Alan Chao, Interim Operator
Jason Coleman, Trainee
Margaret "Zippora" Jones, Trainee
Frank Pezzimenti, Trainee

Staff Present:

Drazen Elez, Business Enterprises Officer, Rehabilitation Division-DETR/BEN
Susie Park, BEO II, 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

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

III. First Public Comment Session, Richard Saperstein

None

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

Bert Hansen made a motion to accept the agenda while Bill Schley seconded the motion and it carried unanimously.

V. Welcome and Introduction of Guests, Richard Saperstein

Frances Baker was present.

VI. For possible Action- Approval of the minutes for the Nevada Committee of Blind Vendors meeting, February 19, 2016, Richard Saperstein

Carol Ewing made a motion to approve these meeting minutes and Bert Hansen seconded the motion and it carried unanimously.

VII. Old Business

A. Discussion- Update on new, waived and in progress sites; Trainees Status update; & Strategic Plan Progress Report, Susie Park

Site Update:

Las Vegas

▪ Southern Nevada Health District Snack Bar

- Currently waiting for approvals on mechanical and health district inspections for the Aroma Café to be set up the first week in May.
- Marcos Hurtado has decided to work with the Garden Tower Project and looks forward in growing some of his ingredients for use in his kitchen. The safety monitor will be provided by the Southern Nevada Health District and the Garden Tower with water jet system will be donated by the Garden Tower Project.

▪ Sunset Park Snack Bar

- Clark County Parks and Recreation and BEN signed a 10-yr. agreement for the Sunset Park Snack Bar. Jeff Schumacher and the BEN staff are working on opening plans. The host agency and BEN staff will schedule to meet Mr. Schumacher sometime in the following the week.

▪ Development Services Center Building

- This is a potential micro-market new site. The host agency is planning to start construction in June with an opening date of October 2016.

▪ Clark County Fire Department Administrative Building

- Clark County Fire Station #18 contacted the BEN staff with a request to install vending machines at their administrative building. Upon surveying the location the request was accepted and currently working to set up vending machines in this building.

▪ Clark County Family Court Building

- This site reports a completion of construction by the end of May.

Northern Nevada

▪ Nevada Legislative Council Bureau Building

- The auxiliary, Spanish Springs Library, is scheduled to open the second week in May.

▪ Washoe County Administrative Building

- Kris Beddoes has managed this site for the past 4 months and has extended his interim Operator agreement for an additional 3 months. The recommendations for BEN licensure will be considered.

- **Nevada Department of Transportation Building**

- April Smith celebrated a grand opening and provided samples and sandwiches which brought the employees down to sign up with the 3 Square Market through TW Vending and to tour the micro-market.

- **Bryan Building**

- The Bureau wishes to congratulate Alan Chao for his interim Operator status.

Trainee Status Report

Susie Park announced that in Southern Nevada:

Raymond Spencer >	currently under review for his interim Operator Status
Margaret “Zippora” Jones>	currently in classroom training
Jason Coleman>	currently in classroom training
Frank Pezzimenti>	currently in classroom training

Ms. Park continued on to Northern Nevada:

Marjorie Olaes, Interim Operator
April Smith, Interim Operator
Kris Beddoes, Interim Operator
Alan Chao, Interim Operator

Strategic Planning

In regard to Susie Park’s update, Drazen Elez emphasized a couple of points. Elez mention that an important precedent was reached which aids in reducing much of the Operator and BEN staff’s time and energy, such as the Sunset Park and others, to sign 10-year agreements rather than the former period of 3-4years. With this in mind, relating to the Strategic Planning, the Bureau also intends to extend the time of Operator Agreements period from every year. The RSA must first approve any changes which may take some time. Before we approve or revise any changes we must first work with the Subcommittees and then the full committee before presenting them to the RSA. Mr. Elez stated that he received an email from the RSA saying that our four policies, which were submitted in November 2015, were approved. The following four approved policies can be practiced: 1) Referral Policy 2) Licensure Policy 3) Equipment Replacement Policy 4) Initial Stock Policy.

VIII. New Business

A. Discussion/ For Possible Action- Overview State Biennial Budget Process SFY 18/19 and BEN's Biennial Budget Requirements; The BEN Reserve Fund Balance & program proposed future plans, Melaine Mason

Drazen Elez related this item for Melaine Mason, who was unable to attend this meeting.

Mr. Elez gave a brief overview of the items discussed during the meeting the week prior. Attachments were sent relating to this item in regards to the fiscal budget's prior fiscal year with line-by-line descriptions representing the presentation given by Ms. Mason each year prior to the Legislative budget period. Mr. Elez chose Category 4, operating expenses, describing it as expenses used for the BEN offices and staff operations. Category 10 refers to Operator expenses such as training, buying equipment and for the BEN site's. Category 16 is for vendor benefits (i.e. Retirement/Medical Reimbursements). Category 26 is IT service support for BEN staff; Category 30 is for training of BEN Staff. Bert Hansen said that he did not understand this presentation. Drazen Elez felt it best to have the document speak for itself and continued on to another attachment.

Mr. Elez referred to other documents relating to the future pending or projections that the Bureau is trying to put into the new budget cycle in order to work on this year for new sites, etc. One other document refers to Fund Balance that the Bureau wishes to project for that balance in 2018/19. He noted specifically that in **2018** the end projection of the fund balance would be **\$2.6** million and in **2019** reflecting **\$2.4** million. In completing this report, Mr. Elez advised all to contact him or their BEO in the event of any questions regarding any of these documents of information.

B. Discussion/For Possible Action- Overview of the standard expenditures included and the proposed use of funds and future projects and plans for the use of funds, Drazen Elez

This item relates to the various plans and projects the BEN Program has been working on; what projects as well as how money will be spent for other expenses in 2018/19. The BEN Program does not have any specific expenditure different than any other expenses from the past few years. The main reason for that is because of the additional systems which have been implemented to help project what expenses are to come.

BEN Office Operations: Salaries for BEN Staff and operation of the BEN offices- Expenses will remain the same or will be quite similar.

BEN Equipment: The 2015 Equipment Replacement Policy, based on the age of the equipment, helped staff to determine this projection each year. Mr. Elez also mentioned a caveat that in the event the equipment is still in good condition by that year, despite its

age, it will not be replaced. By following this policy was an efficient way of planning the cost of repairs in projecting the budget by knowing what equipment is in each site and its age. Historically the prices of these repairs remain fairly steady. For the new sites planned at this time, Mr. Elez said that without a contract or agreement in place, these projections could not be presented to the Committee. He estimated that in 2-3 years, if there was a new site which the Bureau wished to develop, a work program could be completed in order to allow these funds to be available, but beyond this, no new large projects are planned which would affect the new budgetary cycle. When Richard Saperstein asked Drazen Elez whether or not the projects discussed would be the only projects that would impact the State Fiscal Year for years 2018/19, Mr. Elez answered that the projects mentioned were actually for 2017 and not the new budget as there are no projects out of the ordinary planned for 2018/19 at this time.

C. Discussion/For Possible Action- Update on financials of new and refurbished sites project(s) comparison to initially approved funds and possible increase in funding authority, Drazen Elez

Susie Park reported on the 3 planned sites whose budgets were initially approved but increases have occurred expanding the authority initially allowed.

#1

SOUTHERN NEVADA HEALTH DISTRICT

Type of Expense	Initial Estimate	Updated Estimate	Difference
Total Construction Cost	\$36,550	\$105,910	+\$69,360
Custom Fabrication Costs	\$24,000	\$81,500	+\$57,500
Equipment Costs	\$111,590	\$99,310	-\$12,280
Total Project Costs	\$172,140	\$286,720	+\$114,580

The actual cost of two pieces of equipment drove up this increase to exceed the Initial amount as reported by our contractor. They were the Walk-In cooler and Ansul System. It was expected that the existing Ansul and Hood systems from the old cafeteria in this Target building could be utilized in the new renovation, however, the measurements were not the same and at the Fire Dept.'s advice, much unexpected funds had to be spent in extending this equipment to conform to current code. The other piece of equipment involved due to the measurement battle was the cooler/freezer whose estimates were significantly higher than the initial units. Drazen Elez underlined Ms. Parks' comments adding that on a positive note, equipment costs were able to be reduced by \$12,000+. The initially amount of payback was extended to a current 7.9 years- **3.7 years longer up from around approximately 4 years** to pay back these initial funds will result from these updated figures.

Richard Saperstein asked if he was correct in the fact that the old hood and fire suppression system was no longer up to code, therefore the design and fabrication had to replace the old. Drazen Elez responded that he was correct.

Bert Hansen and Richard Saperstein commented that as long as there were funds to handle these overages and with Mr. Saperstein specifying that the location and expected returns warrants the upgrades, he had no problem agreeing with the new figures.

Bert Hansen made a motion to accept the submitted figures on the upgrades to the contract for the Southern Nevada Health District. Carol Ewing seconded it and it carried unanimously*.

#2

<u>CLARK COUNTY FAMILY COURTS</u>	Initial Estimate	Updated Estimate	Difference
Type of Expense			
Total Construction & Fabrication Cost	\$10,300	\$52,000	+\$41,700
Equipment Costs	\$12,400	\$12,400	\$ 0
Total Project Costs	\$22,700	\$64,400	+\$41,700

Drazen Elez explained that this project had not yet begun but wanted to report the additional projections for this item first. Even with equipment costs remaining the same due to an offset in location set up, this project became a more complicated process with opening the floors, minor plumbing, revamping the electrical and with the construction and fabrications costs driving up additional project costs. **The increase in the projected payback is 4.2 years longer than anticipated payback amount increasing to 6.5 years.**

***At this time Bert Hansen stated that he wished to amend his original motion that was approved and to make a motion to accept all three of these changes. Carol Ewing seconded that motion and it carried unanimously with the Committee's recommendation that additional funds be spent in all three locations.**

#3

<u>SUNSET PARK SOFTBALL FIELDS</u>	Initial Estimate	Updated Estimate	Difference
Type of Expense			
Total Structural Cost	\$1,500	\$950	-\$450
Custom Fabrication Costs	\$1,000	\$150	-\$850
Equipment Costs	\$20,650	\$24,495	+3,845
Total Project Costs	\$23,150	\$25,595	+\$2,445

Drazen Elez reported that due to higher equipment costs, from a few years prior, the estimate had increased yet costs were able to be offset a bit due to change in the site set up. The increase is an estimated cost of \$2500 which adds 8-9 months additional payback timeline of 12.1 years.

***The motion to approve the cost difference on this project was made during the second presentation (Clark County Family Courts) for all three projects shown.**

D. For Possible Action- Finance Subcommittee proposals for the use of BEN reserve funds (projects, initiatives, & others), Carol Ann Ewing

Carol Ewing referred to the Finance Subcommittee meeting held April 8, 2016. She named the members of the Subcommittee and has 3 options for approval to discuss.

1) Increase BEN staff. This increase is specifically to provide for a BEO I to handle both North and South and the increase of new sites and 10 potential Operators. **Carol Ewing made the motion to provide a new BEO I position once it becomes necessary with projected increase in locations and new Operators are in place for budget year 2017-18. Bill Schley seconded the motion and it carried unanimously.**

Drazen Elez agreed to set the necessary plans into place and include it in the budgetary proposal to the Legislature. Carol Ewing asked Operators for ideas on how to bring additional income to the BEN Program. Bert Hansen stated that he was not in opposition of hiring a new BEO I, but has heard nothing from the Bureau Chief about the necessity of this new addition and asked for his comment. Drazen Elez reminded all of the last meeting during which Carol Ewing made this suggestion. He explained that currently there were 15 Operators in the Program, historically fluctuating around this figure for the last 15 years. Three new Operators were added to the Program in the last 18 months and 10 new trainees in the training program. If all trainees are licensed within the next year the Program will significantly expand by 67%. If more are added along the way, with new locations developing in the next couple of months, by the end of the year there will be an increase of 20% in the number of locations as well as several additional possibilities in the future. By the time this biennium cycle is upon us the size of the Program could double in terms of the Operators. We'll most likely add a couple more new sites in the next couple of months. In order for us to maintain the current level of service that our BEOs now provide, and have enough time to continue expanding the Program, the need for additional staffing is needed. Bert Hansen wondered if the salary increases with the number of BEO's the revenue would have to increase as well to pay for the new BEO.

Drazen Elez said that he understood Bert Hansen's concern and stated that it would not be the Bureau's goal to add staff just for the sake of doing paperwork/administrative work. Bert Hansen cited the BEO II and the AA II in Southern Nevada and AA IV in Northern Nevada for their hard work. Drazen Elez conceded this point and stated that many processes have been established and the Bureau continues to work in streamlining many of the areas in which the staff works in order to focus on them spending their time out in the field working with the Operators. This proposed BEO I would cover both Southern and Northern Nevada with his/her duties along with the action of restructuring all BEO's duties which would allow this person to be assigned particular duties or projects (i.e. training) or overall duties in order to relieve the load from both Northern and Southern Nevada BEOs to become a more efficient functioning team.

Carol Ewing added that various agencies now approach the Bureau for putting a BEN operation in their site which takes time, energy and effort along with the work with the 10 new trainees quickly adding to the projected workload.

Richard Saperstein wanted to make sure everyone understands the recommendation the committee has made to provide in the budget a line item to provide funding for a BEO I should it become necessary to handle the overload of the projected 67% increase of the Program. Drazen Elez reminded all that the Bureau has always been conservative in this area, noting that a few years ago the State worked without one of the BEOs, just to monitor the need for one. He specified that once a staff member is added they cannot be eliminated as per staffing specifications for the State of Nevada.

E. For Possible Action- Finance Subcommittee proposal for the amount of funding for the Health Care Cost Reimbursement for biennial budget cycle SFT 18/19, Carol Ann Ewing

Carol Ewing used the amount of \$14,500 as the established distribution amount for Operator's reimbursement which she said was settled for the next two years. Her Subcommittee recommended that the current level be maintained for the budget period of 2018/19. **Carol Ewing made a motion that the Health Care Cost Reimbursement remain for the biennial budget 2018/19. Bert Hansen seconded that motion and it carried unanimously.**

F. For Possible Action- Finance Subcommittee proposal for the additional amount of funds to be distributed for Retirement Income for biennial budget cycle SFY 18/19, Carol Ann Ewing

Carol Ewing reported that the Finance Subcommittee discussed and recommended that the same amount of \$9,000 be distributed annually for each licensed Operator vested for up to five years and over adding with no additional funds and pro-rated funds for the Operators coming in to the Program. **Bert Hansen made a motion to maintain the \$9,000 retirement level through the fiscal years 2018/19. Bill Schley seconded it that motion and it carried unanimously.**

G. For Possible Action- Additional comments and/or suggestions of the projects and initiatives for inclusion in the upcoming BEN Budget proposal, Richard Saperstein

Richard Saperstein announced that the vision sought by the Bureau regarding this item included how to expand the Program with consideration to the new BEN budget fiscal year proposal. Recommendations are being sought that would guide the Program in other directions. Drazen Elez spoke of the Strategic meeting in June being hosted and organized to assemble both Operators and Trainees to bring up new ideas and that this meeting is not the final opportunity to do so.

H. Discussion/Possible Action- Evaluation and election of type of subcommittees' needed and possible selection of subcommittee chairs, Richard Saperstein

Richard Saperstein stated that **Carol Ewing** has accepted the Chair position for the **Finance Subcommittee** while the second committee would be the **Operations Subcommittee** to deal with Policies and Procedures and overall operations involving the Program. **Harold Petrofsky**, who was absent at this meeting, was the (PPRC) Policies, Procedures and Regulation Committee chairperson and he wished to ask Mr. Petrofsky at a later date if he would accept this chairmanship. **Training Subcommittee** wished to have **Bill Schley** Chair; Mr. Schley accepting that position.

Carol Ewing noted that the reorganization of the three committees is going to be very effective and very good for our organization and that she was grateful for the excellent BEN staff. Bert Hansen agreed adding that at the current time it was refreshing to see such active and meaningful participation on the part of the vendors regarding the operation the Program. Operators fought for this participation several years ago and it's wonderful to see it now. Richard Saperstein thought of the Operators who have been in the Program for 20-30 years; it's a night and day change from where it was 15-16 years ago. He also stated that the members could not have advanced without the participation and support from the BEN staff. Drazen Elez thanked those Operators in the BEN Program who were patient in training the new staff along with the long standing BEN staff. Mr. Elez asked if there would be a timeline in which the Bureau would be notified of the names of the members of each Subcommittee. Mr. Saperstein answered that the individual chairs will select people to sit on their Subcommittee and report by the next meeting. Drazen Elez asked that they give the staff a call or notify Janette Parish of these various members. He added that the NCBV bylaws state that the automatic member of each Subcommittee is the Vice Chairperson of the full Committee.

Carol Ewing added that even though the members in her Subcommittee are chosen, she will add the Vice Chair to that list.

IX. Second Public Comment, Richard Saperstein

Bill Schley asked Drazen Elez if a date for the training session in June was chosen. Drazen Elez answered that it was June 10, 2016 and that more details would be shared as the event approaches.

X. Discussion- Date for Next NCBV Meeting, Richard Saperstein

Adding this meeting to the In-service meeting was considered, but since it will only last a half a day, June 17th at 3:30pm was chosen.

XI. Adjournment, Richard Saperstein

Bert Hansen made a motion to adjourn while Bill Schley seconded it and the motion carried unanimously.

This meeting adjourned at 4:48pm