NCBV Quarterly Meeting

July 27, 2018

3:30pm

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

A quorum was met at this meeting.

Carol Ewing, Chairperson

Bert Hansen, Vice Chairperson

Bill Schley, Secretary

Harold Petrofsky, Southern Representative

April Smith, Northern Representative

Marcos Hurtado

Tim Berg

Alan Chao

Joe Urbanek

Staff Present:

Drazen Elez, Deputy Administrator, Rehabilitation Division, DETR/BEN

Chris Mazza, BEN Chief, Rehabilitation Division, DETR/BEN

Catherine 'Katie' Fletcher, BEO I, Rehabilitation Division, DETR/BEN

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

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

Robert Whitney, Deputy Attorney General, State of Nevada

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

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

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

There were none.

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

Bill Schley made a motion to approve this agenda as written and Harold Petrofsky seconded it and it passed unanimously.

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

Jane Maurer, Jack Rich, Michelle Spear and Robert Spear were present.

**VI. For Possible Action- Approval of minutes for the Nevada Committee of Blind Vendor meeting, April 27, 2018, Carol Ewing**

Bert Hansen made a motion to accept the minutes as written and Bill Schley seconded that motion and it passed unanimously.

**VII. Old Business**

**A. Discussion- BEN projects and status update, Chris Mazza**

**B. BLAST- San Antonio TX, November 13th- 16th, Hyatt Regency Hill Country, Super Early Bird Registration ends August 13, 2018, Chris Mazza**

**Chris Mazza discussed the ongoing projects of the BEN Program highlighting the following activities:**

**Mesquite Library Opening** was well received and heavily attended. This opening was his first as BEN Chief; he wished Tim Berg and staff his personal congratulations on doing a great job.

With **Library Projects** in mind, Mr. Mazza continued stating that the following week he will have a meeting with the Clark Co. Library District regarding the **East Las Vegas** **Library** located at 2851 E. Bonanza Rd. which will be another site for the Program as well and meeting with John Dino regarding the **W. Sahara Library**.

**Hoover Dam Garage Roof Project** is complete other than a small leak on the Mercantile side. Mr. Mazza stated that he met that morning at the Dam with NDL Construction and CDC to review activities that have happened since completion of that project and CDC to recommend what NDL needs to rectify the leak situation. He assured all that he would share that information when received. The positive outcome of that meeting was discovering that the leak was minor; neither company was concerned that the revision would be extensive.

**BEN Staffing** has been reduced by two positions in the past couple of weeks. Both BEO I and BEO II in So. Nevada have moved on to other posts; one within the State and the other to the City of Las Vegas. The Bureau is in the process of hiring for both positions with the BEO I position interviewing this current week and to begin during the follow week or two for the BEO II.

Chris Mazza moved on to discussing the **2018 BLAST** Conference in San Antonio, Texas to be held at the Hyatt Regency Hill Country November 13th through the 16th.

Mr. Mazza announced that any/all participants interested in attending should note that the Early Bird Registration ends August 13, 2018. After receiving questions from Carol Ewing, Jeanne Clark explained the policy regarding **travel reimbursement** 4.18 *BEN Travel Reimbursement Policy* asking those possible participants to take advantage of the Early Bird registration fee ($200). The operator must save and submit their lodging, airline, ground transportation and parking receipts for reimbursement in San Antonio. Ms. Clark later invited all to call her for more information and descriptions regarding the BLAST Conference since many of the newer Operators have never attended these conferences.

Drazen Elez added that the terms of reimbursement is offered to **licensed** **operators** only. The trainees do not fall under the reimbursement BEN travel policy and that the per diem rate which was mentioned by Jeanne Clark is based on the GSA rates published on the Federal web site for meals, etc.

***-Policy***

***[Reimbursement for travel expenses*** *related to attendance at meetings of the Nevada Committee of Blind Vendors or other authorized purposes related to the Nevada Business Enterprise Program will be based upon pre-authorization and supporting documentation provided by the blind operator submitted in conjunction with a properly completed Travel Claim submitted within five (5) working days of leaving travel status. The rules and rates governing travel expense reimbursement to State employees will also govern travel expense reimbursement for blind operators in the BEN Program.*

***A blind operator may be accompanied by a sighted guide*** *with prior written approval of the Program Chief or designee. A separate Travel Claim for sighted guides must be completed in the same manner as those for the blind operator and the same conditions will apply to the reimbursement of those claims.]*

**New Business**

**A. Discussion- Introduction of BEN Chief, Chris Mazza**

Chris Mazza introduced himself thanking all whose sites he has already visited for taking the time to welcome him. He then apologized to those Operators he has yet to meet due to the short staffing of the BEN team. At that time Mr. Mazza gave a brief synopsis of his experience of living in Las Vegas for the past 18 years. After mentioning his graduation from UNLV with a degree in hotel-restaurant management, Mr. Mazza spoke of his supervision of various restaurants on/off the Las Vegas Strip.

Mr. Mazza expanded on the fact that he learns more every day about the BEN Program and the excitement he feels for the future growth and expansion of the Program. He plans to use his education and experience while offering his assistance in any way he can to all BEN people.

Drazen Elez offered his delight in having Chris Mazza join the BEN Staff bringing a whole new level of experience of the restaurant food industry.

**B. Discussion- P & L submission, payments policy and inventories, Chris Mazza**

Chris stated that during his very limited time with the Program he has discovered that monthly P&Ls are not being submitted on time. While each P&L is due on the 20th of each month whether using a bookkeeper or completing it themselves, Mr. Mazza reminded all that they must also be accurate. If late they are subject to late fees. Janette Parish interjected that P&Ls must be postmarked by the 20th of the month and that in the month of June 2018 alone, there were 17 errors from various Operators.

About inventories Mr. Mazza reminded all that the policies and procedure state that inventories must be **conducted every month** and need to be noted **on the P&Ls** as a beginning and ending every month, but inventories are to be **sent to Janette Parish** every **(3) three months.**

Chris Mazza offered to provide clarification to those who need explanation of the process beyond the detailed printed instructions which breaks down every line of the P&L. In citing his extensive knowledge of restaurant operations, he reported his comfort in troubleshooting and discussing matters of Operator's P&Ls to all members inviting any Operator to call and address any questions or concerns.

**C. Discussion- Recap of Terry Smith's visit regarding BEN Policies & Procedures**

A brief recap of Terry Smith's visit to Southern Nevada on June 21-22

was reviewed by Chris Mazza who reported that NFEI representative, Terry Smith who is currently acting as a consultant to the BEN Program is reviewing, revising and revamping various Policies and Procedures after which will be presented to the Committee for approval. Carol Ewing remarked that she had worked with Terry Smith for several years and that he does bring new light into the Program.

**D. Vendor Presentation- Heartland; payroll service, Curtis Ingram, Heartland Representative**

Mr. Ingram did not attend this meeting in person nor via phone line.

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

Carol Ewing announced that Beth Perring contacted her stating that she wished to resign as the Finance Committee Chairperson due to the various events taking place in her life now.

Ms. Ewing reported there’s number of comments regarding our vendors and their image before the public. There are many programs to explain how to dress for success and how to present yourself in a positive, professional manner. The question has come up, “Should we work on training our vendors and employees to dress for success”. Carol Ewing presented the idea of wearing 'Business Enterprises of Nevada' uniforms with a collar and button up front with sleeves. Then add creased pants and skirts below the knees. Bert Hansen inquired as to if this was covered in the monthly BEO's review of sites during their time of observations and suggestions. In moving forward Ms. Ewing mentioned the idea of the uniform cost to possibly be presented to the Finance Committee. She asked all if they were in favor of her description of uniforms to which Harold Petrofsky stated he was against anything with sleeves. It gets too hot while cooking.

When Carol Ewing announced her intention of phoning each Operator regarding this subject, Robert Whitney suggested that this item should be placed on the next meeting's agenda for all Operators to participate.

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

**Tuesday, October 30, 2018 at 3:30pm was chosen.**

**XI. Adjournment, Carol Ewing**

Bert Hansen made a motion to adjourn this meeting and Harold Petrofsky

seconded the motion and it passed unanimously.

This meeting adjourned at 4:04pm.