Meeting Minutes

NCBV Meeting

10/30/18

3:30pm

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

 There was a quorum present at this meeting.

Committee Members:

Carol Ewing, Chairman

Bert Hansen

Bill Schley

Harold Petrofsky

Marcos Hurtado

Frank Pezzimenti

Alan Chao

Joe Urbanek (Joined the group briefly at 3:43pm.)

Staff Present:

Chris Mazza, BEN Chief

Jessica Peters, BEO I

Jeanne Clark, AA II

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 currently on file.

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

**There were no public comments.**

Bill Schley attempted to comment on an issue he described as one which

many BEN Operators wished to discuss for change, however Chris Mazza

apologized then halted the discussion immediately explaining that if the

Public Comment Session was not on the agenda one must request for the

subject to be placed on the Agenda during the next meeting.

Joe Urbanek, Operator of BEN #57 at Hoover Dam. interjected that he was present and would put his phone on mute as he was out of the country and was having quite a bit of background noise. Mr. Urbanek added that while he was traveling his mother passed away during his absence leaving him a huge list of personal tasks to complete. Chris Mazza expressed his condolences to Mr. Urbanek promising to be in touch with him when he returns to the US November 6th.

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

Harold Petrofsky made a motion to accept the Agenda while Bert Hansen

seconded that motion and it passed unanimously.

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

Kate Osti, of the Nevada Disability Law Center, Teressa Fax and Jason

Peterson, Territory Manager- US Foods.

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

**of Blind Vendors meeting, July 27, 2018, Carol Ewing**

Bill Schley made a motion to approve the minutes as written and Harold

Petrofsky seconded it. This motion passed unanimously.

**VII. Old Business**

 **A. Discussion- BEN Project and Status Update, Chris Mazza**

* Mr. Mazza announced that Joe Urbanek would be the new Operator at the Hoover Dam Vending Route (#57), the fourth installation at the Dam, when he returns and will work to get his route operational.
* The BEN Program received a certified letter from the City of Las Vegas to inform us of the construction of a new parking garage facility and identifying two possible BEN locations on Symphony Park Rd. near the Smith Center in downtown Las Vegas. This location is close to Bonneville intersecting with Clark St. and Promenade. He acknowledged that he and Jessica Peters feel that this should prove be a great site highlighted by a 15,000-sq. ft. grocery store as well as the construction of apartment complexes near that site which they felt would be advantageous to that project as well.

Bert Hansen questioned if the grocery store was part of the BEN operation to which Chris Mazza answered that it would not.

* The East Las Vegas Library on 2851 E. Bonanza is under construction and scheduled to open about March or April 2019. This site will be the next installation for the Clark Co. Library district, which Chris Mazza described as a great partnership for the BEN Program.
* Announcing the current closure of the Grant Sawyer Building Snack Bar (#36) was the next update with Mr. Mazza explaining that a remodel is currently being planned in time for the Legislative Session that begins in late January-early February. Harold Petrofsky has retired from this site but has still maintained his vending route.
* Raymond Spencer recently invited his friends and associates to his Court House Café inside the Lloyd D. George Federal Court House, 333 Las Vegas Blvd. So for his second annual Thanksgiving lunch held November 15th between the hours of 11:00am-2:30pm. The cost is $10 for his BEN associates, however since his staff does not know you, you mustmention the BEN Program for this special $10 meal. Mr. Mazza commented that Chef Spencer would appreciate the support.
* The BEN Program is presently in search of BEOs for the North and South. The BEO I in the North will replace Catherine "Katie" Fletcher and the BEO II's position here in the South is posted for only three more days after which the Program will be fully staffed. Mr. Mazza announced that he would travel to Northern Nevada to interview BEO I candidates November 6-7 and hopeful find a replacement for Ms. Fletcher as well as the BEO II position in Las Vegas after his return.
* BLAST 2018- San Antonio, TX, November 13-16, Hyatt Regency Hill Country Hotel is sold out, Chris Mazza reported. The hotel which is housing this annual Conference is booked up. However even though they accept overflow reservations, arrangements may be too late at this late date.

Chris Mazza announced that Beth Perring has resigned as chairman of the Finance Subcommittee and the BEN members and staff wish to thank her for her time and energy in her short time as Chairperson. Bill Schley has agreed to take that position.

Marcos Hurtado began inquiring why there were no subcommittee meetings after

nominating subcommittee chair people and members six months ago. He asked

if these meetings were unwanted. Chris Mazza apologized and instructed Mr.

Hurtado that the items on the Agenda must be followed and northing on that

day's agenda mentioned subcommittees or their meetings. If that particular

subject was something he wished to add to next meeting's agenda, he

would do so. Mr. Hurtado responded by asking how, if not at NCBV meetings

various concerns cannot be aired then how/when? He also questioned how he

could introduce an issue to be added on the agenda if one does not have the

choice.

Robert Whitney interjected to address Carol Ewing to add that perhaps Mr. Hurtado did wish to comment on one subject, however, Roberts Rules of Order -Open Meeting Laws NRS 241.020 subsection 3 does typically include two public comment periods. Chief Chris Mazza is correct in stating that you typically stick to the agenda in one comment period. Near the end of the meeting there was another in which a blind vendor member could comment on matters that are not specifically on the Agenda over which the committee would have control on and suggested that at that time Mr. Hurtado could make his comments.

**VIII. New Business, Chris Mazza**

1. **Chief Chris Mazza asked newly hired BEO I, Jessica Peters to introduce herself**.

 Ms. Peters initiated this discussion by describing that she:

* Moved to Las Vegas from New York State.
* Graduated with Bachelors and Masters degrees at UNLV.
* Holds a Bachelor's degree in finance with a minor in psychology. Graduate work in Mental Health Counseling.
* Food and beverage experience.
* In restaurant industry for approximately 15 years.
* Experience in Accounting and Human Resources
* Beverage management in hotels and casinos

Ms. Peters concluded her introduction stating that she has met a few Operators

in the field and anticipates working more in depth in the Program. Carol Ewing

asked for verification that Ms. Peters has traveled to the Reno/Carson City area

to which Ms. Peters said that she had. Carol Ewing welcomed her as did Bill

Schley who invited her to attend meetings of the Finance Subcommittee which

he is the new Chairperson to bring her knowledge and finance skills.

**B. Discussion- P&L submission, payments policy and inventories. Does anyone need another copy of BEN form 100, Chris Mazza**

Mr. Mazza acknowledged the previous discussion in July regarding P&L

submission, payment, policy and inventories offering a copy of the profit and loss

instruction guide if needed. After the last meeting when Janette Parish spoke

specifically, about the timeline of the P&Ls, matters have improved.

When Carol Ewing inquired about the postmarked date, Chris Mazza replied that

the 20th of the month submissions must be postmarked. Bill Schley suggested

sending BEN Form 100, P&L instruction information, as an attachment to

those who were not in attendance, he said that he would.

**C. Discussion- Audits as a program we participate in many audits. Monthly as**

**well as annual site visits, financial audits conducted by Eide Bailly and most**

**recently we participated in an audit conducted by the RSA**.

Chris Mazza next addressed the subject of audits beginning with an explanation

that he had received an email regarding how the BEN Program has been and

will be audited extensively through the year. Typically, there are:

* Monthly audits by BEOs
* Monthly site visits by BEOs
* Annual Site visits- more in depth which reflects the 12 monthly visits throughout the year
* Financial audits by an outside company, Eide Bailly LLC, for businesses of over 150K per year
* Federal audit conducted by the RSA

Marcos Hurtado inquired about the findings of such audits and its final report. He continued stating that the BEN Program talks about audits within the BEN sites, but Operators never specifically discover the final report regarding the BEN Programs and its investments; money spent buying equipment.

Bert Hanson wished to answer questions posed by Mr. Hurtado. Mr. Hansen could not decipher the speaker's name [Marcos Hurtado] but reminded him that four times a year there is an accounting of the expenditures of costs spent by the BEN Program and that the committee in the legislature oversees this and the report from the BEN Program must pass muster. Chris Mazza offered that the report that was discussed, the RSA 15 report, is filed every year and is public information. It must be submitted by December 31st and it recaps and answers all the questions asked by Mr. Hurtado. Mr. Mazza invited all to look at the report being prepared for December 31st, 2018. Mr. Hurtado said that he was asking about the financial audit the Program participates in. If it is the RSA 15 he asked where are the findings to show the Program is following the rules of financial accounting?

Carol Ewing asked Mr. Hurtado what his purpose was in asking these questions noting that the Bureau has dynamic people hired surrounding the Operators in a Federal program falling under DETR and inside the BEN Program. These people assure Operators have proper information that is needed and make the decisions for them. She summed up her assessments that Mr. Hurtado wanted decisions to be made from the bottom up and asked why not figure decisions from the top down? Is it correct that the staff must be trusted, she asked? When Mr. Hurtado answered that he did not, Carol Ewing said that it was understood that he did not but suggested addressing the discussion during another meeting. When Ms. Ewing announced that she was continuing with the agenda, Mr. Hurtado stated that his concerns were part of the agenda in his opinion and asked why he should wait until public comment at the end of the agenda when the discussion is the regarding the audit.

**D. Wardrobe Engineering, Carol Ewing**

Jessica Peters read from a presentation Ms. Ewing had offered regarding the

power of cleanliness and orderliness in professional restaurant gear as BEN

Operators. Professional impressions were explained as influential non-verbal

tools which reveal the desired first impression which gives the wearer

a very positive statement. A monthly/quarterly photo study was suggested in this piece to evaluate oneself with a final reminder that as blind vendors the knowledge that BEN/BSBVI and the RSA was established in 1935 geared to the success of the client and the business they develop.

**E. Vendor Presentation- US Foods, Jason Peterson**

Jason Peterson, Territory Manager of US Foods, discussed the various features

offered to the client which ranged from the variety and choices of foods, the advice

and aid of their chefs, etc. Mr. Peterson declared that US Foods could work to

offer a program to tie together pricing models noting that the BEN Program has no special pricing plan in place. Bert Hansen opined that the fact that a variety of cheaper products are available, as mentioned by Mr. Peterson, does not mean that a business should serve this product. Presentation and quality of an item could far outweigh the price. Mr. Peterson was in full agreement stating that pricing would allow the Operator to offer better quality for less.

In speaking of a "food fanatic show", he described an event which would take

place at Cashman Field allowing a conglomeration of US Foods around the

country to come in to present their ideas and products. He added that US

Foods in Las Vegas does have a kitchen which could also be used by appointment

detailing more of US Foods and several of their "moving parts". In answer to

Chris Mazza's question regarding minimum orders, Mr. Peterson dispelled

several misconceptions regarding this belief by explaining in general that there

are no dollar amounts with a more detailed description of their policy. The

message of the benefit of group pricing for the BEN Program was emphasized

throughout Jason Peterson's presentation.

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

There was none.

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

Friday, February 8th, 2019 at 3:30pm was chosen**.**

**XI Adjournment, Carol Ewing**

Harold Petrofsky made a motion to adjourn and Bill Schley seconded **the**

motion and it passed unanimously.

*This meeting concluded at 4:36pm*.