

Blind Vendors Committee Meeting
Saturday, September 11, 2010
4600 Valley Road, Lincoln, NE

Called to order by Chairman Howard Simons at 11:00 AM.

Vendors in attendance:

Chairman, Howard Simons
Dave Johnson
Ray Johnson
Melvin Forster
Sandy Alvarado
Todd Shumaker
Paul Jamson
Vice Chairman, Fred Scarpello via phone

NCBVI employees in attendance:

Dr. Pearl Van Zandt Executive Director
Carlos Servan Deputy Director
Don Ward
Jan Stokebrand
Dave Robinson
Bill Brown, attended after lunch

Guest: Oscar Alvarado

Dave Johnson made a motion to approve the minutes from the previous meeting. Motion seconded by Fred Scarpello.

Chairman Simons started with the first item on the agenda, discussion on the NBE re-organization. New vender, Paul Jamson, expressed his many concerns of how things are getting done and his training.

Dr. Pearl explained the NBE restructuring and asked each person on the team to talk about their responsibilities.

Carlos Servan - Appointed as supervisor over entire program. Carlos will work on new contracts for growth of the program. He also discussed the marriage between Case Services and the NBE program.

Don Ward - Continue as before. Training where needed. Don helps with keeping machines working and anything else that needs to be done.

Jan Stokebrand - Continue auditing Profit and Loss statements, follow up on documentation required by the Randolph-Sheppard Act, policy and procedures changes and distribution.

Dave Robinson - Dave's new assignment is a work in progress, with duties still being defined. Dave will provide accounting assistance to vendors having problems with P & L statements.

Bill Brown - Business Manager for the agency.

Jan spoke of the importance of getting those P & L statements in on time. Because of the reorganizing of the NBE team, this led into a discussion of how to get better compliance. Right after June 4th's meeting, Jan distributed the NBE rules and regulations for the Blind Vender Program. There are specific steps to take when a vendor does not comply with his/her obligations such as timely P & L statements. Howard asked Jan to send him a copy the RSA rules and regulations. The information will also be sent to new vendors.

Discussion held on disciplinary actions to be taken when a vendor does not comply. Written reprimand sent, probationary period with closer supervision and additional training if necessary and finally loss of facility. Howard requested to be copied on all such probation documents.

Dismissed for lunch.

Meeting resumed at 1:00 PM.

Bill Brown joined the meeting and explained about the restructuring to make the NBE program compliant to the Randolph-Sheppard Act. He also gave a rough outline of how start up and beginning inventory will be done and vendor transitions are to be handled. This procedure will be finalized for the December meeting.

Introduction of new vendor Paul Jamson. Paul took over Judy Beck's route in Grand Island.

Announcement of Ron Wilton retiring September 30, 2010.

Discussion held on combining unit #153, Ron Wilton's, with the current unit #140 to form one route. Marlin Roesler manages unit #140 already and has proper security clearance. Motion was made by Dave Johnson to assign unit #153 to Marlin Roesler. Motion seconded by Sandy Alvarado. Motion carried. A recommendation was made to keep the two units financial information separate and Marlin will do a separate P&L for each unit.

Chairman Simons asked for any old business and Todd Shumaker gave a report on Ashland and Hastings vending sites.

Chairman Simons asked for any new business and he announced Melvin Forster's resignation of the secretarial position and Sandy Alvarado's accepting of it. Melvin will now be listed as the alternate member of the committee.

Next meeting is Saturday, December 4, 2010 starting at 11:00 AM. It was decided to have Brown Baggers provide lunch.

Motion to adjourn made by Dave Johnson, seconded by Melvin Forster.
Motion carried.

Respectfully submitted by
Sandy Alvarado
Blind Vendors Committee Secretary