

Idaho Commission for the Blind and Visually Impaired

Meeting Minutes – May 30, 2018

Location: Idaho Falls

ICBVI Board Members in Attendance:

Britt Raubenheimer, Chair; Mike Gibson, Vice-Chair; Al Schneider and Sue Walker

ICBVI Staff in Attendance:

Beth Cunningham, Greg Metsker, Mike Walsh, Trina Ayres, Corey Bresina, April Mills, Matt Queen, Heidi Gainan and Dawn Scott. Staff by Phone: Raelene Thomas, Nancy Wise, and Alison Steven.

Guests:

Judy Wagoner

The ICBVI Mission Statement was read by Beth Cunningham.

MOTION:

To approve the agenda for May 30, 2018. Motion made by Al Schneider, seconded by Sue Walker, all in favor.

MOTION:

To approve the minutes from March 1st, 2018. Motion made by Sue Walker, seconded by Mike Gibson, all in favor.

MOTION:

To approve a 3.75% merit-based pay raise for Beth Cunningham, effective immediately. Motion made by Sue Walker, seconded by Al Schneider, all in favor.

Consumer Input:

Judy Wagoner appreciates all the help she has received from Heidi Gainan.

Mike Gibson – The NFB State Convention was a success this year and was held at the Red Lion Hotel in Twin Falls.

Al Schneider – The 2018 Cycle for Independence (CFI) was held May 19th. There were 393 riders,

more than 20 sponsors and scores of volunteers. This was the 20th annual CFI, and it raised about \$18,000.

Commissioner Walker asked if the ICBVI was looking at going into an Order of Selection. Mike Walsh was able to respond to this question – Not at this time, when VR does not have enough resources to serve VR client, the clients go on a waiting list for services. 37 out of 79 VR Agencies are on an Order of Selection, 32 of those were before WIOA was implemented

Administrator's Report – Beth Cunningham:

CSAVR Spring Conference in Washington D. C.

Mike and Beth attended the CSAVR meeting in April. There were many topics covered, mostly WIOA related. Beth was able to meet with our new RSA Liaison, Jason Hunter. It was a worthwhile conference. Beth and Mike also made Hill visits to Senators Risch and Crapo and were lucky to get to meet up with Britt who was able to attend those with us. We told them things that were going on in our programs and Britt shared her story a little. After the visit, one of the aides that we met in DC came to Boise and toured ICBVI. Mike and Beth were in Oregon, so Nancy toured her around the building and in the clinic and explained more about what we do.

Focus Group

The focus group that CSAVR asked us to do in combination with IDVR went really well. They asked if we could get 20 participants to come and tell about their experience with our VR services and provide feedback on the positives or negatives. The feedback was overwhelmingly positive and listening to the participant's stories of success was amazing. ICBVI had 6 attend and IDVR had 10 and there was one who had worked with both of us, 17 total clients. There were stories about people who came out of prison with nothing and now were working and had greatly improved their lives.

State Independent Living Council Update

The planning committee has been formed and Nancy and Candy and Beth are all attending those meetings. So far, we just had one meeting which was really to plan future meetings. I did send our CSNA report to Mel and mentioned the page number that tells the incidence of people who are blind or visually impaired. The plan now is that Mel and Jamie (who works for SILC) will go around the state and have "town hall meetings". It will be very important for consumers of our IL services to go there and discuss their need for our services and any positive feedback they may have. Near the end of the year a summary will be written based on the notes from the "town hall meetings" and then the SPIL (plan) will be written.

Making Sense Film

Beth was asked by Doug Cole to be on the Advisory Board for the making of this film. The advisory committee will meet every 6 weeks or so. Her role is to provide ideas and resources.

NFB State Convention

Greg and Beth attended and Greg gave some information about the ATC. Beth reported on the numbers of clients that we placed in each region in FY 2017 and the number served in VR was a total of 506 clients. Beth also provided our performance measures and the numbers we served in each program as well as the outreach that our staff are doing in the different regions. It was a good convention and

we were happy to get to attend part of it. She is looking forward to attending her first National NFB Convention in July in Orlando.

Address the Staff Survey

Beth was asked by one of our staff how we were addressing the survey results. Beth has a note on her desk with some personal goals for herself regarding areas to try to spend more time. Also, we are trying to increase our all staff training to every 3 months. We had one training on Retinitis Pigmentosa and last week we had one on Newline. We will continue to set these up. During our in –service which is planned for September 25 and 26th, we will have a combination of team building and training for staff. From some of the feedback, Beth will be attending some staff meetings of the other departments to try to have more time to interact with staff and ensure that she is hearing about the different issues that impact different positions. Most of the survey feedback was positive.

Research Project for CSAVR

The University of Memphis is conducting research to determine if counselors who have a master’s degree in Rehabilitation Counseling have a higher success rate in placing clients in high-quality employment (defined by full time or over 30 hours, and paying at least 11.07 per hour). We have agreed to participate in their study. This will entail us sharing some of our data with them.

Pre-ets- meetings monthly

We are meeting monthly on Pre-ets and brainstorming ideas that lead to new programs. In March we set individual pre-ets goals for counselors and rehab teachers. Setting goals has helped clarify expectations and we will begin July 1st reviewing these goals with staff quarterly to see how things are going.

Region X meeting – in Oregon

Beth, Mike, Trina and Greg attended the Region X Meeting on the following topics: RSA Prior Approval; New 911 data collection; Succession Planning; Verification/clarification of spending on Pre-ETS and 511 activities; Order of Selection and Quarterly Services / Reporting.

NFB Cycle for Independence

Beth attended this event with one of her daughters and had a great experience. She had a flat tire and asked another man if he had a pump—he ended up changing her tire tube and sent us on our way. Looked like a great turn out and the weather could not have been better! Congrats to AI.

The Governor recommended a 3% increase

For state employees to be determined according to their performance. Due to salary savings from this past year, we were able to give raises effective April 8th. The raises ranged from 2.75% to 4.25% depending on a staff’s performance as well as where they fall within the range of their compa ratio – (within the middle of their pay range policy).

Strategic Plan

The Management Team has begun updating our strategic plan which is due July 1st. We do not anticipate many changes this year.

Pocatello & Idaho Falls Office Staff – Overview of Activities in Regions:

Matt Queen, Dawn Scott and April Mills are part of a new transition team council in Pocatello based upon the existing one in Idaho Falls. They hold a disability mentoring day once a year to give work experience to students. This group will work with local employers in Pocatello. They have one student starting a summer internship at CAL Stores and one in Idaho Falls working at Town and Country Gardens.

Matt has received many positive and exciting comments about the Assessment and Training Center 101 Class held just a few weeks ago in Idaho Falls.

April gave special thanks to Dawn Scott for keeping the Pocatello office organized and going in the right direction - she goes above and beyond helping with Pre-ets clients. April also held a Blindness 101 Training for seniors in the Pocatello area. She is happy to serve on the Pocatello Transition team and also to attend Department of Labor workshops. She also participates in the ADA Access workshops, the last of which was about sidewalks, cross walks and safety issues, and she has given her concerns to the City of Pocatello on these.

Commissioner Walker asked the staff why the Pocatello School District was not accessing services from ICBVI. Matt explained that it is very hard at the highest level to get a response and permission to work with students in this area.

Heidi Gainan worked with IESDB Students this year on monthly activities which included, ADL, Mobility, using simple kitchen items to make snacks after schools, preparing and demonstrating etiquette at a party, how to have a party and play games at a party. She also gave a presentation on Vision as we Age to seniors in the Idaho Falls area. She had about 100 of the general public in attendance.

ICBVI Program Reports

Vocational Rehabilitation Program – Mike Walsh:

Federal Reporting

The RSA 911 was submitted on May 10, 2018.

The ICBVI portion of the WIOA State Plan was submitted on March 22nd, 2018. A few revisions were required by RSA and the plan was re-submitted on May 23rd, 2018.

WIOA Update

Data Sharing / Common Performance Measures – Tom completed responses to security questions issued by DOL. These were submitted to DOL on April 17th.

Orion

Tom has completed a Pre-ETS Time Tracking application in Orion for all staff to use.

CSPD and Staff Training

Mike began training staff on the Time Tracking application in Orion, and also the updated and revised Pre-ETS policy. He also completed training with the ATC staff on Friday May 18th, and plans on training the rest of the staff on May 31st.

All of the counselors, including Alison, participated in a 2-day training at Wittman Camp (Boys and Girls Club facility) outside of Lewiston on May 22-23. The purpose of this training was for the planning and preparation of the Leadership Program being developed for our students. Greg and Mike traveled to Lewiston and facilitated a part of the training on Tuesday morning.

On June 6-8, Mike will be training all of his staff (including 2 RT's) on the use of the Circle Process for developing Social Emotional Literacy skills (soft skills) with our youth. The Circle process will be an integral part of the Leadership Program (see attachment). The process can also be used for all of our youth.

Assistive Technologist:

Earl Hoover was hired on March 14th. He has begun meeting with clients. He has been spending time getting accustomed to the position and reaching out to our Region 10 folks.

Earl has a plan for making quarterly visits to all of the regions across the state. He is planning on spending a week up north the end of June, and a week in east Idaho in mid-July.

Transition students and pre-employment transition services - Alison Steven

After consulting with other staff, we have come up with an acronym for the ICBVI Transition Services to distinguish them from other agencies' services. The acronym is VISTA which stands for Visually-Impaired Services for Transitioning to Adulthood. The plan is to create a logo and use this on all documents and flyers related to ICBVI Transition.

This report is presented in sections aligned with the required and authorized activities laid out in the Workforce Innovation and Opportunities Act (WIOA).

Pre-Ets Required Activities

Job Exploration Counseling

Alison meets regularly with counselors to check in with transition clients and to share ideas and encourage them in their work with pre-ETS students. For example, she has been working with Jackie Stallings to track down a tutor who can work with a student in teaching calculus using Nemeth braille in order for her to pursue her job goal of working in the math field.

Work Based Learning Experiences

Alison has been working with a small group of pre-ETS clients to have them plan, coordinate and run the BELL Academy Program. The BELL Academy is a two-week program for blind elementary-age children to support their learning of braille, mobility and independent living skills. Currently they are meeting about once a week to organize, recruit for, and schedule activities. When the program starts these pre-ETS

students will assist in running the program leading and teaching activities etc. This is a work-based learning experience for them and they are being paid for their work. This is a wonderful opportunity for them to develop management, organizational, teaching, and self-advocacy skills. The BELL Academy Program takes place in the last two weeks of July.

Post-Secondary Counseling

This year's College Days has 11 participants signed up and will take place from June 10 through 15. Alison traveled with Larry Henrie to meet up with those participants coming from other regions of the state to get acquainted and answer any questions or concerns they may have. She is working closely with Larry to coordinate SWEP staff who will be on duty during College Days and Work Readiness Camp to ensure clear communication and goals across the board.

Workplace Readiness Training

Workshops continue to take place around the State geared toward building independent living skills and soft skills for students. The transition coordinator and counselors are putting together these activities and plan to build a curriculum folder on the intranet for all regions to access. The staff from the Assessment and Training Center (ATC) traveled to Idaho Falls to conduct a day of training for students as part of this required activity.

Planning is almost complete for the Work Readiness Camp taking place at BSU in collaboration with IESDB from June 10 through 13. There are 8 participants signed up and they will work on various skills including interview and personal care and presentation as well as taking job tours and participating in team building exercises.

Pre-Ets Authorized Activities

Training for those supporting students with disabilities

Alison traveled with the ATC to Idaho Falls for the two-day training mentioned above. The other piece provided by the ATC was a day-long training for CRP's college disability services staff and special education staff. The attendees got valuable hands-on experience and training in blindness skills and philosophy. There are plans for further combined training for Pre-ETS clients and for support staff in regions around the state.

Improve transition for under-served populations

A letter of Introduction has been sent out to rural school districts offering training to Special Education staff on blindness, eye conditions, and ICBVI services. Alison plans to follow up with calls to set up training sessions during school staff development and in-service days. She plans to continue to reach out to these communities around the state in the coming months.

Model Transition Demonstration Projects

We continue to develop the year-long Leadership Program for our Pre-ETS clients. Participants will meet remotely once a month and gather as a group at the beginning, middle, and end of the program for a multi-day experience. We are looking into using outdoor program facilities for the multi-day portion of this program and by the time of the board meeting will have met at a camp location near Lewiston to

explore the facility, discuss the Circle Process, develop program curriculum and implement risk-management strategies.

Social Media - Jackie Stallings

We currently have 366 people who like our Face Book page. We have had 30 new likes in the past 3 months. Our average reach (how many people see posts) is 642 people. Our average engagement is 468 people. We have published 9 updates in the past 28 days. We do our best to publish interesting things that discuss issues related to disability and Blindness specific topics. We also advertise important local community events that are related to blindness and blindness related issues.

The board is encouraged to submit anything they would like me to publish, and to like the page if they haven't already.

Our most popular posting in the past month was a picture of Earl Hoover graduating from the University of Idaho. Other posts have included photos of employees participating in health fairs and community events as well as generally interesting topics like discussions of Aria, Be my eyes, and STEM programs for the Visually Impaired.

Client Spotlight

Skyler Wilburn was born and raised in Wallace Idaho. Skyler was diagnosed with Retinitis Pigmentosa. Raised by his Grandparents, Skyler became a client of the Idaho Commission for the Blind at the age of 14. He received services like VR Counseling and guidance, career guidance and assistance with devices and skills of Blindness throughout his High School career. He participated in our Summer Work Experience Program in 2011.

After High School graduation Skyler entered college at the University of Idaho. He received his Bachelor of Education degree in Secondary Education with an emphasis in the Language Arts. ICBVI assisted Skyler with tuition fees and books. Through Skyler's hard work and dedication, he managed to graduate from the University of Idaho debt free.

Skyler has accepted a teaching position at the Uncommon School charter school in Newark, New Jersey. He will be teaching 6th graders. Skyler will also work as a strong role model and staff member at our Summer Work Experience Program this summer in Boise Idaho. It has been an absolute pleasure working alongside Skyler as he worked toward his vocational goal. Skyler is a great example of how the ICBVI can provide the tools and assistance to empower young people who are blind to achieve their goals.

Independent Living & Sight Restoration Programs – Nancy Wise:

Congrats and Thanks to Heidi Gainan

Heidi is dedicated and her easy going personality, quick laughter and welcoming ways are definitely assets in this field! She will certainly be missed. Clients are served as promptly as possible with quality independent living skills. The Commission has received many thank you notes along with donations from grateful clients and/or family members wanting to recognize Heidi for her useful, honest and practical advice and teaching.

We will be interviewing applicants June 4-5 in Idaho Falls and Boise. Thank you interview team of Mike, Matt, April, Heidi and Dawn for their input.

Low Vision Clinic

On April 16, 17, and 18 Dr. Hansen and Collene traveled to Twin Falls for a regional clinic. The Twin Falls team all participated in making their rural clinic a success. People traveled from Burley, Rupert and Fairfield and were happy with the time Dr. Hansen gave them to explain their vision loss and find the correction that improves their residual vision.

Our clinic continues to have a full schedule of patients with appointment slots consistently filling up 2 months in advance. We continue to get 5 - 7 referrals a week. The clinic budget, right now, is showing a surplus of funds. One of the reasons is Lynn's hard work at completing the credentialing process with multiple insurance providers which results in greater insurance reimbursements and less direct billing to patients.

Sight Restoration

The VRA's have served 59 individuals this SFY, and have had several appointment dates held in June to fully utilize any remaining funds that may be available after final insurance payments have been processed.

We have highlighted a success story from Dawn Scott, the VRA in our Pocatello office, but appreciate all stories sent by VRA's throughout the regions.

Sarah a 61 year old woman who applied for the Sight Restoration program at ICBVI due to severe cataracts in both of her eyes. She was referred to our program by a friend who knew about our services. Sarah works as a seamstress and was in jeopardy of losing her employment as she was having extreme difficulties seeing to sew by hand, or work with the sewing machines. Not only was she having difficulties at work, but she was also having blurred vision, halo effects, and tripping and balance issues, and was not able to see clearly enough to drive any longer. Sarah only has a single income, and was deemed in financial need. She does have insurance, but she was unable to meet her deductible. She and her employer were very ecstatic when they found out that we would be able to help her with the costs of the surgeries. Her supervisor was fearful that they would have to let Sarah go, as she was not able to perform her job duties. They touted her as one of their best seamstresses. Sarah had both of her eyes successfully operated on, and the Commission also helped her with the purchase of glasses. She is doing very well in her job now. She and her employer are very grateful for our Sight Restoration Program. Without the help from ICBVI's Sight Restoration Program, it is certain that Sarah would have lost her employment. She has called Dawn several times even though her case is now closed, and expressed her gratitude.

OB/IL Programs

The Rehab Teachers throughout the regions have served 653 OB clients and 108 IL clients this federal fiscal year and provide functional assessments and training to VR clients. They continue to be a very busy group providing services to all three programs. The month of March time tracking report indicated 38.59% VR time, 18.37% IL time, and 43.04% OB.

The Pocatello office continues to be busy throughout the last quarter. On April 23rd and 24th April attended Health Department Sponsored Looking Glass Academy where stakeholders from the city and county were provided training for pedestrian use and ADA standards. Outcomes included increased awareness about BVI issues as well a new Pocatello Walkability Facebook page.

In addition, the newly established Pocatello Transition Council has met for the second time this year. Matt and April attending the meetings and are working with IDVR, the School District, ISU ADA office, Parents Unlimited, and two local DDA organizations to improve transition services. Goals this year include updating local resource manuals and planning for Disability Mentoring Day in October followed by Reality Town later in the year.

In the Boise area, RTs are continuing to sit on the Idaho Transportation committee discussing upcoming changes at the corner of Glenwood and State St.

Steve also participated in a Walkability Audit Academy in Payette discussing issues that individuals who are blind/visually impaired have daily with getting around in their local community.

Steve recently met with approximately 6 staff and 70 inmates who assist individuals who are blind/visually impaired to discuss blindness, myths of blindness, different diseases and disorders of the eye, and sighted guide and other mobility topics.

State Plan for Independent Living (SPIL) 2020-23

The SPIL planning committee will meet 3-6 times to determine assessment questions and data collection methods April – July 1, 2018. Nancy, Candy Harris, and Beth will participate in these meetings.

September – October: SILC and CILS will facilitate statewide assessments (town hall meetings). I will forward dates to ICBVI staff and blind/visually blind consumers throughout the regions for their attendance during these meetings to ensure we have input.

Fiscal – Trina Ayres

SFY18 expenditures as of May 24, 2018, 91.66% of the year has elapsed:

		Appropriation:	Expended:	Percentage:	
Personnel	-	General Fund	796,500	726,009.83	91.15%
		Federal Fund	2,106,800	1,801,022.82	85.48%
		Adaptive A & A	**5,600	3,418.49	61.92%
Operating	-	General Fund	65,900	53,900.14	81.79%
		Randolph-Sheppard	27,600	15,378.04	55.71%
		Rehab Revenue (SSA)	34,300	-0-	-0-%
		Miscellaneous	28,100	3,606.13	12.83%
		Adaptive A & A	**62,900	52,794.88	83.93%
		Federal Fund	620,000	450,228.98	72.61%
Trustee/Benefit	-	General Fund	599,200	515,910.00	86.09%
		Randolph-Sheppard	100,100	26,007.61	25.98%
		Rehab Revenue	13,000	-0-	-0-%
		Miscellaneous	56,300	53,669.21	95.32%
		Federal Fund	470,300	290,657.86	38.19%
Total	-		4,986,600		

Regarding the 15% reserve requirement for pre-employment transition services:

The FFY17 requirement is \$380,987. \$346,443 has been expended through May 24, 2018, leaving \$34,544 to be expended. SWEP, College Days, and the IESBD programs will complete the FFY17 reserve and dip into the FFY18 requirement, which is currently \$331,503.

**The Aids and Appliances fund (0426) was in risk of not having enough operating appropriation to make it through to June 30th. \$15,000 in personnel costs were re-classed to the General Fund then that amount was transferred to operating. In the SFY20 budget request we will need to include a supplemental request to the SFY19 budget to seek an on-going increase in Fund 0426 operating; an on-going supplemental request will increase the appropriation for SFY19 then carry forward to SFY20. The reason this needs to be done is accommodate the increased outside sales. The store has the cash to continue operations but not the spending authority to use the cash.

Assessment & Training Center – Greg Metsker

ATC Term

We currently have 6 students in the ATC. We started the term on April 3rd with 8, but two of the students completed their training on April 27th and left for home. All of our students this term are part-timers, so our schedule looks a little like Swiss cheese, with a lot of holes in it. The low student count has actually been a bit of a blessing this term, given that several of our staff are heavily involved in SWEP, Work Readiness Camp and College Days planning. Of course Larry is preparing for the SWEP, Kevin is on the Work Readiness Camp committee and Scott is involved in the planning and implementation of College Days. Greg has been able to set in on a few meetings with all of these committees and it looks like there are some great things planned for our pre-ETS clients this summer. Scott has also been able to provide some computer training every Friday morning at the home of a pre-ETS client here in Boise, which has been good for the client and for meeting our pre-ETS requirements. Having a smaller roster of ATC students, has really allowed the ATC team to do some other worthwhile activities. This year he has asked each of the ATC team members to log at least 80 hours of pre-ETS time during calendar year 2018. Most of them are already close to reaching that mark and most will go well beyond that number of hours before the year is done. The summer term in the ATC will begin on July 10th. We have 5 clients on the roster so far, and he imagines we will add a few more before the term gets started.

Blindness & Transition Seminars

On March 19th, Larry, Kevin, Justin, Alison, Scott and Greg drove to Idaho Falls to do a couple of seminars for folks in that region. On Tuesday the 20th we did an introduction to the ATC with 7 pre-ETS clients from eastern Idaho. We also had 3 parents who rotated through the classes as well, one of whom came back the next day to participate in the seminar for service providers. We set up our classrooms in several different suites and a conference room at the Residence Inn by Marriott, and essentially re-created the ATC in the hotel.

The participants rotated through the 5 classes and participated in a little training in each one. We had shop class in the conference room, ADL, Braille and Computers in three different suites and Mobility operated out of the hotel lobby. Alison even led a discussion class over the noon hour so the kids could experience that particular class. The participants seemed to enjoy themselves, and when it was all over they were unanimous in their approval of the program. They each said they would highly recommend it to friends who are visually impaired. When Beth and Greg spoke at the NFB convention in April, one of

the pre-ETS clients who attended the mobile ATC program in Idaho Falls, blurted out “it was fun” when Greg had mentioned the program in his remarks to the convention attendees.

The next day, Wednesday March 21st, we conducted another Blindness and Transition 101 seminar, just like the one we did in Boise back in December. Participants heard presentations from Matt, April, Kevin, Heidi, Dawn, Alison and Greg regarding transition and other services our agency provides and some of the different causes of vision loss. Then they had a chance to rotate through all of the classes, just like the pre-ETS clients did the day before. As was the case in Boise back in December, the seminar was very well received and left the participants asking for more training. On the survey we handed out at the end of the program, the folks who attended rated the seminar a 4.85 out of 5. The rating was skewed a bit, given that one participant gave us a 2 out of 5 rating on the question that asked if the time and duration of the training was good. They added a comment that said “maybe have 2 days of training. The material was amazing.” We had a nice variety of participants for the seminar. There were 11 people who attended; 5 Job Developers/Coaches from local CRP’s, 1 VR Counselor from IDVR, 1 Special Education teacher from Idaho Falls, and 4 staff from the Disability Services office at ISU. All of them were very complimentary of the training and the folks from ISU were all anxious to work with us again in the future, even indicating that they would like to do it on the ISU campus at some point.

In visiting with Matt a few days ago, he indicated that he has received a great deal of interest from other CRP’s and service providers in his region who heard good things about the training and want a chance to attend a seminar when we do another one. Greg thinks we have stumbled onto something here, with these seminars. One very nice byproduct of doing this is that we discuss and emphasize transition age clients during the seminars, thus qualifying the events as an authorized pre-ETS activity. Greg has already been in contact with Linda and Jackie and we are in the process of determining dates for doing the seminars in their regions this summer and next fall. Given that part of the SWEP staff training is very similar to the Blindness and Transition 101 seminars, we have invited 6 more Boise area CRP’s to attend the SWEP staff training on June 5th and 6th. That will bring our total B/VI 101 attendees to 30 in just the last 6 months.

Business Enterprise Program – Corey Bresina

Financial Snapshot

2018	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)		Total
Total Sales	\$ 502,225.65	\$ 548,356.85				
Total Net Income	\$ 116,236.34	\$ 138,426.84				
Set Aside Collected	\$12,025.59*	\$ 13,842.68				
Average income %	23.89%*	26.53%				

*this was revised from the last Board report. A formula error was found.

2017	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)		Total
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Total Sales	\$517,817.96	\$686,229.69	\$669,902.02	\$685,624.22	\$2,559,573.89
Total Net Income	\$105,778.18	\$165,348.34	\$166,232.60	\$212,936.83	\$650,295.95
Set Aside Collected	\$12,107.52	\$16,534.83	\$16,623.26	\$21,515.43	\$66,781.04
Average income %	24.87%	29.64%	29.83%	32.53%	29.22%

Location Updates

V009: BEP Operator Bhavani Jorgens recently began her first micro market at the State Building in Lewiston. (A micro market concept brings convenient meal and snack options to the workplace. They are a growing trend in the vending industries. Instead of a traditional vending machine, food and beverage options are stored in coolers and on shelves for easy, self-serve access). Bhavani is excited about this opportunity and is optimistic that it will have a positive impact on her financial bottom line. The BEP staff drove up to Lewiston to deliver and install the micro market for her. While they were up in that part of the state, they also helped Bhavani with a few other vending machine related moves.

C002: On May 1st BEP Operator Kevin Servatius notified the ICBVI that he would like to modify his Primary Location. After a group discussion and careful consideration the SLA decided that his idea was viable. The BEP primary location known as The Galley was put out to bid on May 7th. The composition of the location is the cafeteria, catering and micro market at the JBJ building and 4 vending sites located in downtown Boise. The window to apply for the location was open until May 21st.

Only licensed Operators were qualified to bid on this opportunity. If not awarded as a primary location, others could have submitted their interest in operating the location on a contract basis. A written application was required and must have been received by the date specified, and it was to include details of the applicant's qualifications and work experience.

The selection process was scheduled for May 29th. The Supervisor appointed a panel to review all applications and conduct interviews. The panel consisted of the Supervisor, a representative of the Committee selected by the Committee chair, and one person from field services. The panel reviewed all written applications and interviewed the candidates using the same format and questions. All members of the panel were physically present during the interviews. A weighted evaluation form was used by each panel member. Selection criteria were consistent with the job requirements of this facility. Points were given by each interviewer to each candidate in the various categories assessed. A composite score was tabulated for each candidate. The result will be made know ASAP.

NABM conference in Washington, D.C.

The National Association of Blind Merchants Critical Issues Conference was held May 21-23, in Washington, D.C., and Idaho BEP Operators Theresia Hout and Craig Fredericksen were in attendance. The conference brought together nationally known experts to explore the critical

issues being faced by the Randolph-Sheppard Program today. The experience also featured time on The Hill so participants could educate their members of Congress about these critical issues. On May 22nd, there were roundtable discussions with key federal agencies including the Department of Transportation to discuss rest area commercialization and the General Services Administration to discuss challenges faced by blind entrepreneurs on federal properties.

Periodic Financial Reviews

Nichols Accounting just finished the financial review of BEP vendor Theresia Hout and their recommendations are as follows:

1. Vending machine meters should be kept in good repair and BEP vendors should be required to submit monthly meter readings with their vendor set aside report to encourage accountability.
2. A BEP employee should perform a reasonableness check on data submitted in vendor set aside reports to catch data entry errors such as the one described in the first procedure above.
3. Vendors should be encouraged to report all of their expenses in order to adequately track overall performance and enable BEP employees to assist with performance improvement as appropriate.

The next review will begin shortly.

New Business – set next meeting date and location.

The ICBVI Board would like to add an hour for regions to participate in the Board Meetings quarterly by giving the Board a report on what is happening in their regions. The next ICBVI Board Meeting will be held in Boise on September 5th.

Meeting adjourned at 1:00 p.m., began at 8:00 a.m.

Minutes respectfully submitted on July 6, 2018 by Raelene Thomas.