

**Board for the Blind and Vision Impaired
Quarterly Board Meeting
Richmond, Virginia
Tuesday, October 13, 2009
DRAFT MINUTES**

Ms. Bruce called the meeting to order at 1:00 p.m. She asked board members, staff and guests to introduce themselves.

Members Present: Ms. Liza Bruce, Mr. Joe DePhillips, Mrs. Alice Malbone, Mr. Ashleigh Moody, Ms. Althea Pittman, Mr. Marc Johnson, and Mr. Bob Dendy

Members Absence: Mr. Bob Berrang

Staff Present: Mr. Ray Hopkins, commissioner; Mr. Rick Bohrer, plant manager for Virginia Industries for the Blind; Mr. Bob Burton, deputy commissioner for services; Mrs. Eva Ampey, special assistant; and Ms. Kathy Proffitt, board recorder

Guests Present: None

Public Comment: None

Adoption of Agenda: It was moved, seconded and passed by unanimous vote to adopt the agenda as distributed.

Action on Minutes of Previous Meeting: Ms. Bruce made a motion to accept the minutes with a minor change in removing the duplication of wording on the last page of the minutes. Ms. Pittman seconded the motion. It was moved, seconded and passed by unanimous vote to approve the minutes of the August 6, 2009 minutes as revised.

Commissioner's Report: Commissioner Hopkins updated the members on the Stimulus Act. The agency was able to open priority groups. Categories 2 and 3 are being served. Activity is picking up. He noted that 170 or so individuals were successfully employed through the vocational rehabilitation program during FY 2009 while under the Order of Selection six months of the fiscal year. He mentioned that FFY 2010 started on October 1, and hopefully can operate without closing any groups. The first week of November is scheduled for RSA

staff to visit headquarters, facilities and offices. VIB-Richmond, Roanoke, and Staunton will be visited later in 2009. The reviews are mandated reviews under the rehabilitation act. This review will be the first time that DBVI has been monitored under newly devised protocol by Rehabilitation Services Administration (RSA). The process will include visits with constituents and stakeholder groups. Ms. Liza Bruce has been contacted and RSA officials are trying to figure out the relationship between the board and the agency. The final report will not be available until September 2010. Mr. Hopkins stated that the team visiting is trying to make it a year long activity.

Commissioner Hopkins updated the members on the upcoming public meetings scheduled in the fall to solicit information from individuals served by DBVI as well as other interested parties. The public meetings are listed on the agency's website. The comprehensive needs assessment to identify unserved and underserved groups will also be presented. Mr. Hopkins asked the members if they had any input to please let him know.

Virginia Industries for the Blind Report: Mr. Bohrer made the VIB report on behalf of Mr. Berrang who was at currently the Pentagon attending a pre-proposal meeting for an office supply store on the Concourse. The meeting was an open solicitation and the VIB store located at the Pentagon would suffer if another vendor opened at that location. Currently the President's Committee is trying to get the solicitation cancelled or have the opportunity awarded to VIB. Mr. Bohrer noted that the President's Committee is trying to get the solicitation cancelled or have the opportunity awarded to VIB. The President's Committee is of the opinion it would violate the procurement list addition of Pentagon office supplies being provided by VIB citing the FAR and procurement addition logic. VIB staff expects the next go around will be government to government legal discussions.

The VIB store at the Defense Supply Center Richmond opened on August 3 after approximately ten years of effort. Two employees work onsite and desktop deliveries are made by the Fort Lee delivery truck.

Mr. Bohrer informed the members that he is also responsible for the service contracts for VIB. He stated that one in ten initiatives (products and services) that VIB personnel explore result in a new job and the development period normally takes at least one year. VIB staff are

currently working with National Industries for the Blind (NIB) in contracting or subcontracting on eight (8) service initiatives. Mr. Bohrer is responsible for six (6) of the service agreements. These initiatives include:

- Department of Justice – mail management/warehousing with various locations including Quantico and Washington
- Secretary with the General Services Administration (GSA) in Alexandria – document preparation with the FBI–scanning
- Administrative services in human resources of the Army
- Northern Virginia – warehousing (logistic services) for missile defense subcontract with private contractor
- Suffolk – material handling for Social Security and warehousing, storage and distribution of Army clothing
- Northern Virginia – warehousing (storage and material handling for Social Security
- VDOT Call Centers – for the Smart Tag in various locations
- Military One source Program One administrative support, transcription, help des in Alexandria with a private contract (CERIDIAN)

He noted that in support of the AbilityOne Program, the Defense Contract Management Agency (DCMA) in Alexandria has established two new service contracts with VIB. Now under contract, the position for a Supply Room Clerk was originally initiated under a “bridge” agreement in March. In September, a customer of the DBVI Fairfax regional office was placed as a contract specialist within the same building.

VIB employment levels have remained stable at 100 legally blind compared to 95 in September of 2008, and 99 in June of this year. Mr. Bohrer stated VIB employs 18 blind employees in 11 stores. Total employees including staff is 151.

Mr. Bohrer stated on June 13 the Richmond Plant relocated into a building shared with the ABC only a short distance from the old location. Transition was fairly smooth. The target completion date for the renovation is July, 2010.

VIB packages non-sterile latex, vinyl, Nitrile and EMS gloves. This is a challenging product line to manage because the normal lead time varies

from three to four months. Mr. Bohrer stated that they have increased orders for the gloves due to the flu season in November. VIB will be carrying an extra average month's supply.

Overall sales thus far this year are well above budget due to heavy store sales at the end of the federal fiscal year. VIB will experience a significant drop beginning this month.

Mr. Bohrer reported that the VIB receptionist will job Mr. Berrang and Mr. Meehan at the National Industries for the Blind Conference in Kansas City. Ms. Sandra Chew is the indirect blind employee of the year and is representing direct labor is Jackie Parks. Ms. Parks has been involved in all aspects of mattress production and is currently VIB's spreader and cutter.

Division for Services Report: Mr. Burton provided an update on personnel issues in the regional offices. The Bristol manager recently hired a wage employee to fill the full time O&M position that was vacant due to retirement. He visited the Roanoke office in September in conjunction with the Governor's Forum on Disability Employment & Economic Development conference. There is a vacant rehabilitation teacher position and an education coordinator position currently waiting approved from the SHHR office. The Staunton regional manager has hired a new VR counselor who will begin employment on September 25. The individual is visually impaired and has a Master's in rehabilitation counseling from New York University. Also has experience in New York, New Jersey and WWRC. The Fairfax manager has hired a new rehabilitation teacher who began employment on August 17 and is visually impaired. There is still a vacant rehabilitation teaching, orientation and mobility and education coordinator position. A vocational rehabilitation counselor in the Richmond regional office announced retirement of a VR counselor at the previous meeting. The Norfolk manager is recruiting for a vacant O&M position and has a vacant rehabilitation teacher position. Ms. Lindsey conducted interviews for the assistant director for instruction position. Two individuals were selected for second interviews. She also interviewed for O&M specialist, however issues of eligibility have arisen.

Endowment Fund Receipts and Expenditures: Ms. Ampey reported for the quarter ending September 30, 2009 the department accepted on

behalf of the board endowment funds in the amount of \$ 3,466. Endowment funds expenditures during the same period was \$78,764.05. Mrs. Ampey reviewed the proposed 2010 budget information with the members as follows:

VDBVI and VRCBVI
Endowment Fund Proposed Budget
July 1, 2009 – June 30, 2010

Drivers - Rehabilitation teachers	\$85,000
Dreamcatchers	5,000
Captel	10,000
Super Summer Camp	50,000
Washington Ear	<u>15,000</u>
Total Proposed budget	\$ 165,000

Estimated Endowment fund earnings for FY 2010	\$ 128,715
Proposed Budget	<u>165,000</u>
Total budget over revenue	(\$ 36,285)

Board members Ashleigh Moody, Mark Johnson and Bob Dendy volunteered to serve on the Finance Committee.

Mrs. Ampey provided information on upcoming projects in 2010:

- Energy performance contact work scheduled to start on November 9
- VRCBVI renovation – drawings at BCOM
- VIB- Richmond – removing the roof; asbestos removal schedule on target
- Building gutted and parking lots have been demolished
- Roof replacements will be completed in three phases
- Phase 1 – cafeteria scheduled to begin in early November

Other Business: Ms. Proffitt reminded board members of the need to set dates for the upcoming board meetings for 2010. Board members agreed that all board meetings would be held on the second Tuesday of the first month of each quarter at the DBVI headquarters building commencing at 1:00 p.m. Below are the selected dates:

January 12, 2010

April 13, 2010

July 13, 2010

October 12, 2010

Adjournment: There being no further business, it was moved, seconded and passed by unanimous vote to adjourn the meeting at 2:50 p.m. The next meeting will be held on January 12, 2010, at 1:00 p.m. at the DBVI headquarters building.

Date Approved: _____

Ms. Liza Bruce
Chair

Joseph A. DePhillips
Secretary