



The National Association for the Employment of People who are Blind

**Executive Session Meeting
NIB/NAEPB Public Policy Forum
Tuesday, May 20, 2014
8:00am – 8:30am EST
Westin Arlington Gateway
801 N. Glebe Road
Arlington, VA**

**CONFIDENTIAL – Not for Distribution
APPROVED on June 9, 2014**

NAEPB Board Members Present in person:

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| Robert Garrett | Assistant Secretary |
| Mike Gilliam | Chair Strategic Planning /Commercial Bus. Development/VP of Base Supply Centers |
| Jim Kerlin | Vice President of Operations |
| John Mitchell | Vice President of Public Policy |
| Dennis Steiner | President |
| Shelly Taylor | Chair of Ethics, Practices and Future Trends |
| Dave Wells | Assistant Vice President of Public Policy |
| Kevin Lynch | Ex-Officio Member, President and CEO, NIB |

NAEPB Board Members Present via phone:

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| Reinhard Mabry | Vice President of Services |
| Lou Moneymaker | Secretary |

NAEPB Board Members Not present:

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| Eric Stueckrath | Assistant VP, Operations |
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NIB Staff Persons Present:

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| Angela Hartley | Executive Vice President / Chief Program Officer |
| Heather Lyons | General Counsel |
| Carla Williams | Administrative Assistant, NAEPB |

Approval of Minutes

Mr. Steiner presented three sets of Executive Session minutes in draft form to be approved from the following dates: May 14, 2013 (Public Policy Forum), January 30, 2014 (NAEPB Retreat) and April 22, 2014 (Special Meeting) and asked if there were any additions or corrections to the draft copies. As there were no proposed changes to the draft executive session minutes, they were approved as submitted. First Motion (Gilliam), Second (Garrett), motion passes unanimously.

Other Discussion

Mr. Steiner stated that he was recently at the SourceAmerica conference where Mr. Mitchell pointed out to him that SourceAmerica has a Lifetime Achievement Award for people who have provided service for a long time and may perhaps be ready for retirement. Mr. Steiner recommended considering the same that could be honored during the NIB/NAEPB fall Conference. Mr. Steiner will work with Mr. Garrett to form a committee to investigate and devise a name for the award. Mr. Kerlin stated that it was his understanding that Mr. Sparkman was retiring.

Mr. Steiner confirmed that Mr. Sparkman would be retiring at the end of the calendar year. Mr. Steiner stated that he received an e-mail from Mr. Sparkman requesting NAEPB Board support for a get-together for retirees. The request would entail commitments of a room block. Mr. Lynch stated that Mr. Sparkman would like to get together a number of the CEO's from many years past. He further stated that there has been a significant amount of interest from people stating that they would like to attend such an event. Mr. Sparkman was looking at doing the event in the mid-to late October timeframe. Mr. Lynch advised against the timeframe due to the NIB/NAEPB and other Conferences around the same time. Mr. Lynch stated that if Mr. Sparkman would change the timeframe of the conference, he could possibly provide administrative help for planning. However, he stated that the signing of the contract would be an issue that he did not want to involve NIB. Mr. Steiner stated that NAEPB has been asked to sign a contract for the rooms, with each attendee covering the cost of their own room. However, if the room commitment is not met, NAEPB would bear the financial responsibility to pay the hotel for attrition. Mr. Kerlin inquired if any other costs would be associated with the event. Mr. Steiner stated that Mr. Sparkman's email was vague, but he thought that the risk at the most would be \$1,000 if the room block was not met. Mr. Lynch stated that a certain amount of rooms will be committed to, as well as food and banquet charges. Mr. Gilliam inquired if it could be a way to incorporate the event into the NIB/NAEPB Annual Conference. Mr. Lynch stated that the rooms are already locked in, so it's not possible for 2014, but he did not rule out next year. He further stated that Mr. Sparkman was looking at Chattanooga, TN as a possible venue. Mr. Lynch suggested Atlanta as an alternative venue, as people have expressed interest from across the country. Mr. Steiner stated that he does not have hard numbers, but Mr. Sparkman thought that the risk would be reasonable. He further stated that he would contact Mr. Sparkman for more information. Mr. Gilliam suggested incorporating the reunion event into next year's NIB/NAEPB Conference because he did not think that many attendees would want to travel at their own cost. Mr. Lynch suggested tagging the event on to the NAEPB Retreat. Mr. Steiner stated that he would talk to Mr. Sparkman and pass along a couple of the options that were discussed to obtain his thoughts.

Kevin Lynch Commentary / NIB Update

Mr. Lynch stated that he would provide the larger overview at the NAEPB Board Meeting later during the day. He further stated that NIB sales were up as of April. Sales are still YTD trailing well behind last year. Hours are down, but mid-year reports on ratio, this year is the highest (11 agencies) which are outside or below the 75% ratio. Majority are close to the 75%, so there is hope for recovery for the 3rd and 4th quarters. Another concern, through the reporting system (Chicago Lighthouse), State Use Contract Call center operations (300 people employed). Chicago Lighthouse ratio has been so significantly affected by this that collective overall ratio has been dragged down lower than 75% for the entire program. Conversations have been had between Dr. Szlyk and Ms. Ballard and a plan is in place. The Commission has asked for regular updates in terms of how things are coming along. Indirect hours have gone up. Less work, more indirect hours. Mr. Garrett inquired if all of the agencies, who were out of ratio, had a "get well" plan. Ms. Lyons stated that some have been out of ratio for the first time, so no "get well plan" has ever had to be put into play. After two quarters of the same situation, the matter is looked into with more detail, with a discussion from Mr. Erker (NIB's Manager of Technical Assistance and Regulatory Affairs).

Adjournment

Mr. Steiner stated that the time was 8:30am. A motion was introduced to conclude the meeting. The motion was seconded (Gilliam). Mr. Moneymaker reminded everyone to be mindful that the minutes and discussion of the Executive Session are confidential, and are not for general distribution unless otherwise requested by the President or NAEPB Board of Directors.