



The National Association for the Employment of People who are Blind

NAEPB Board of Directors Teleconference Call

Monday, August 11, 2014

10:30am – 12:00pm (Eastern)

Dial-in number: 1-877-860-3058

Pass Code: 925356

AGENDA

- | | |
|---|------------|
| 1. Call to Order | Steiner |
| 2. Roll Call | Moneymaker |
| 3. Minutes for Approval | Moneymaker |
| a) Draft - June 9, 2014 Board of Directors Teleconference | |
| 4. Treasurer's Report | D'Amico |
| a) Balance Sheet, July 31, 2014 | |
| b) Income Statement, ending July 31, 2014 | |
| 5. Consent Calendar Reports | Steiner |
| a) Mock Quarterly BSC ETS Report | Gilliam |
| b) NAEPB Operations Report | Stueckrath |
| c) 7-14-14PublicPolicyComMinutes | Mitchell |
| 6. 2015 NAEPB Winter Retreat | Steiner |
| 7. Commission DSP Update | Steiner |
| 8. BSC Updates | Gilliam |
| 9. NIB Updates | Lynch |
| 10. Other Business | All |
| 11. Adjournment | Steiner |

NAEPB Treasurer's Report

For the period ending 07/31/2014

Please refer to the balance sheet and income statement dated 07/31/14. The checking account value was \$1,419 and savings account \$166,362. Accounts receivable balance is now \$3,500; this is after a write off of two agency receivables over the last several years of \$2,000. I am contacting the seven agencies who are currently past due.

Accrued expenses consist of ten months of accrued accounting fees at \$1,250 and accrued web site maintenance fees of \$3,400. Total equity at the end of July was \$166,632.

For the income statement; total revenue for the year to date was \$32,564, most income as a result of dues, a very small amount from interest. Year to date expenses were \$20,304 and are over budget by \$11,283. The reason for the variance is that the full reimbursement from NIB went to annual retreat expenses. After ten months of operation the surplus for 2014 at the end of July was \$12,260.

Please begin to estimate your expenses for next the fiscal year budgetary needs.

Respectfully Submitted
NAEPB Board Meeting 08/11/14
Rudy D'Amico, Treasurer

NAEPB
Balance Sheet
As of July 31, 2014

ASSETS

Current Assets

Cash Checking 1,419

Cash Savings 166,362

Accounts Receivable 3,500

Total Current Assets 171,282

TOTAL ASSETS 171,282

LIABILITIES & EQUITY

Current Liabilities

Accrued Expenses 4,650

Total Current Liabilities 4,650

Equity

Opening Equity Balance 154,372

Net Income/ (Loss) 12,260

Total Equity 166,632

TOTAL LIABILITIES & EQUITY 171,282

NAEPB
Income Statement
As of July 31, 2014

REVENUE	ACTUAL YTD	BUDGET YTD	VARIANCE	ANNUAL BUDGET
Investment Income	64	83	(19)	100
Membership Dues	32,500	26,000	6,500	26,000
Voluntary Donations	0	7,800	(7,800)	7,800
TOTAL REVENUE	32,564	33,883	(1,319)	33,900
EXPENSES				
Business Expenses	20	100	80	120
Accounting Fees	1,300	1,250	(50)	1,500
Website Maintenance	2,709	3,400	691	4,000
Postage	0	84	84	100
Supplies	0	84	84	100
Telephone / Communications	0	420	420	500
Awards / Honors	481	1,250	769	1,250
Insurance - Liability / D&O	1,126	1,200	74	1,200
Bad Debt Expense	2,000	0	(2,000)	2,500
Miscellaneous Other Costs	0	208	208	250
Annual Retreat	1,865	15,000	13,135	15,000
Service Committee	3,316	7,000	3,684	7,000
Operations Committee	0	7,000	7,000	7,000
BSC Committee	0	7,000	7,000	7,000
Public Policy Committee	0	3,000	3,000	3,000
Communications Committee	0	2,000	2,000	2,000
G4 Committee	2,465	0	(2,465)	0
Medical Advisory	0	5,000	5,000	5,000
CMS Committee	0	4,000	4,000	4,000
(NIB Reimbursement)	0	(50,000)	(50,000)	(50,000)
Annual Audit Meeting	0	500	500	500
CEO Annual Training	1,000	525	(475)	525
Miscellaneous Meetings & Travel	4,022	0	(4,022)	3,000
TOTAL EXPENSES	20,304	9,021	(11,283)	15,545
SURPLUS (DEFICIT)	12,260	24,862	(12,603)	18,355

Dear NAEPB BSC Committee Members/Operators,

In our continued effort to reduce ETS and generate more jobs for people who are blind, we have now completed another quarter of ETS Audits.

As we agreed to publish, the most and least compliant BSC's are as follows:

**3rd QUARTER FY2014 (April 2014 – June 2014)
BSC ETS AUDIT RESULTS**

"TOP FIVE" CLEANEST BSC AUDITS

BASE SERVICE CENTER	BSC OPERATING AGENCY	# ETS ITEMS
NAS Oceana	Virginia Industries	0
Langley AFB	Virginia Industries	0
NASJRB Fort Worth	Tarrant County	0
Fort Sill	Beacon Lighthouse	0
Cannon AFB	San Antonio Lighthouse	0
Holloman AFB	San Antonio Lighthouse	0
White Sands Missile Range	San Antonio Lighthouse	0
Fort Bliss	San Antonio Lighthouse	0

"BOTTOM FIVE" BSC AUDITS

MCB Camp Lejeune	GSA	22
MCAS Cherry Point	ECVC	6
Ellsworth AFB	BH Services	14

NIB's Regulatory Affairs group has agreed to the other change we discussed at the last Operator's meeting that, beginning in October, the frequency of NIB's ETS Audits on those BSC's having the most ETS findings will increase, while those with a proven history of "clean "0" ETS" will be visited less frequently, as they have demonstrated the ability and priority to fully comply with ETS regulations.

"Itemized ETS Products Identified" for the first quarter were:

MFGR #	DESCRIPTION	ETS TO AB1 NSN	AGCY
27-169	SledgeHammer, 16#	5120-00-598-5650	PAK
J1433G	SledgeHammer, 2.5#	5120-01-598-5648	PAK
KIM02068	Paper Towel, White 1ply	8540-01-592-3021	NEF
ESS57572	2-Pocket Portfolio, BE	7510-00-584-2489	NCD
ESS57581	2-Pocket Portfolio, Red	7510-01-512-2415	NCD
AVE11141	Index Tabbed Sheets	7530-01-621-5258	TXC
SMD14033	File Folder, Dk Grn	7530-01-556-7916	GAB
CLI62617	Document Protector	7510-01-236-0059	NCD
AVE5160	Laser Labels	7530-01-289-8191	PAT
SAU00558	Clipboard, Slimmate Black	7520-01-618-9917	NCD
SAN60052	Pen, Uniball	7520-01-461-2664	TXS
MEM05619	DVDR	7045-01-521-4235	PAT
MEM04581	CDR	7045-01-521-4221	PAT
473-648	2-Sided Tape 2pk	7510-01-565-9540	MOK
MMM6652PK	2-Sided Tape 2pk	7510-01-565-9539	MOK
BVCMA0500790	Dry-Erase Board	7110-01-568-0405	WAS
QRTP553M	Dry-Erase Magnetic Board	7110-01-555-0294	WAS
BVCMA0300790	Dry-Erase Board	7110-01-484-1756	WAS
BVCMA2700790	Dry-Erase Board	7110-01-568-0398	WAS
BVCMV1030501	Cork Board	7195-01-484-0005	WAS
EP-BHC8WA	Cup, Paper Hot 80z	7350-01-574-8737	LAN
COX3500	General Purpose Cleaner, 409 1gl	7930-00-177-5243	TXH
EPI1716	Pencil Sharpener	7520-01-241-4229	NISH
AVE5695	CD LabelMaker Kit	7530-01-554-9537	PAT
SAU05713	Clipboard, Archboard	7520-00-255-7081	NCG
PBC04909	Laundry Detergent	7930-01-367-0988	NYR
GOJ9651	Hand Sanitizer	8520-01-522-3886	TXA
CPM04117	AJAX Disinfectant	7930-01-512-7171	MOS
IMN17331	IMN17331	7045-01-444-5160	PAT
UNV63568	UNV63568	7530-01-463-3910	NISH
MMM680BE2	MMM680BE2	7510-01-315-2021	NYR
MMM680SH2	MMM680SH2	7510-01-389-2262	NYR
MMM680OE2	MMM680OE2	7510-01-315-2023	NYR
TOM63101	TOM63101	7510-01-511-7935	WIM
PIL16004	PIL16004	7520-01-461-2666	TXS
UNV74222	UNV74222	7520-00-224-7589	NISH
ESS73159	ESS73159	7520-00-243-1780	NISH
UNV74323	UNV74323	7520-01-620-8390	NISH
UNV21128	UNV21128	7510-01-236-0059	NCD
UNV21126	UNV21126	7510-01-236-0059	NCD
RAC75352EA	RAC75352EA	7930-01-513-9967	MOS
GEP29112	GEP29112	7920-00-823-6931	TXT

Please let me, Harlan Erker or Wanda McLeod know if you have any questions.

-Mike Gilliam

Operations Report
Eric Stueckrath, NAEPB - AVP Operations
08-02-2014

The following is a summary of the activities of the ad hoc and standing committees of the Operation Committee. As you all are aware, there are a lot of moving parts and I will be working with the chairpersons to have a like format for future reports.

Thank you Jim Kerlin for the work you have done over the last few years to provide direction and accountability to the operations committees. We will be working with Jim to provide continuity to the work and reporting of the committees.

Ad Hoc Committees

Commercial Business Diversification Sub-Committee (Chair: Mike Gilliam)

- Attached report submitted by Mike Gilliam

FSSI (Led by Kevin Lynch)

- Jan San distributors have been named
- OS3 is still on hold
- NIB protest on cline 4 was rejected. However, we did get acknowledgement from OMB that the Commission decides ETS requirements.

ETS & Integrated Project Team (Led by Jen King)

- IPT is no longer active. GSA was not willing to continue to support it due to other priorities.
- The Commission has stated that they have an interim ETS Policy. Once we have a copy, it will be distributed promptly.

Pricing Strategy (Chair: Jim Kerlin)

- We had a discussion with a few the other sister BSC operators. They generally did not like the concept of a price mark-up cap above wholesale.
- Further discussion with the Commission staff has taken a back seat to other more pressing matters over the past few months. Talks will resume as they are genuinely interested in better defining AbilityOne pricing guidelines.

Standing Committees

Medical Advisory Group (Submitted by Brenda Mee)

- Received listing of all treatment facilities within DOD
 - ❖ Obtained list containing 1,004 treatment facilities with contracting officer POC included
 - ❖ Currently in process of preparing engagement strategy
- Medical items in development (approx.10 for FY15)
 - ❖ Medical items added to PL (6 items generating over 40 BWYs)

- Ranging from medical components for first aid kits, eyewear for VA, cleaning room kits.
- Events
 - ❖ Defense Medical Materiel Program Office (DMMPO)
 - Coordinated w/DHA (formerly we worked with DMMPO) to host 2nd Annual AbilityOne Vendor Day held July 17th at Fort Detrick, MD.
 - NIB and SourceAmerica NPAs displayed their medical items and discussed capabilities with attendees (decision makers from Requirement activities)
- VA
 - ❖ MAG to work w/new VP of BD at NIB and new NAM assigned to VA
 - ❖ Recent report – VA sales have grown from 30M FY13 to 36M fy14ytd

Writing Instruments Group (Submitted by Rich Wiegold)

Goals

- #1 Sustaining the Government Pen business and employing people who are blind.
- #2 Growing the WI category by finding the gaps in the category and employing people who are blind.

Actions and next steps:

A comprehensive commercial analysis was completed in order to understand the commercial market and how SKILCRAFT AB1 products compare to that market.

The analysis also allowed us to determine the entire commercial market and current industry sales trends. Identify product line gaps and how we can develop those gap opportunities.

Understand the strengths and weaknesses in AB1 product line.

The Commercial Product Analysis Report was distributed to the WIG reps and agencies on May 12th, 2014.

Amanda Alderson will be contacting each WI agency to schedule a product line review. The review will cover product sales trends, ETS status for each product, identify product or category gaps and redesign opportunities. Her goal is to have all reviews completed by the fall conference.

OTHER BUSINESS:

It appears that the WIG agencies will participate collectively and exhibit a full writing instrument product line at the Vendor EXPO during the NAEPB/NIB fall conference. This would be the first time in five years.

Writing instrument sales declined more than 20% in 2013 vs 2012, creating a 18% loss of BWY.

Military Resale (submitted by Dan Carson)

Senate and House Committees Support Commissary Program

There has been some recent – and positive -- news from Senate and House Committees on the military commissary benefit:

The Senate Appropriations Committee added \$200 million to the Administration's request for commissary operations for FY 2015.

The House Appropriations and Armed Services Committees moved in their fiscal year 2015 funding bills to restore only \$100 million of the \$200 million shortfall in the commissary budget.

While this is a great step forward, it is important to recognize that the fight is not yet won. Decisions on these spending bills will likely wait until after the submission of a report by the Commission on Military Compensation and Retirement Modernization, which is due to Congress by February 15, 2015.

While we wait, it remains imperative for you and your NPAs to contact your senators, representatives, and the president on this important issue. You can quickly and easily make contact by visiting www.SaveOurBenefit.org. You do not need to be a member of a military family, a veteran, or retiree to join Save Our Benefit or to make use of its letter writing application.

Feel free to share this info with other concerned Americans!

Textiles Apparel Group (submitted by Curtis Eatman)

At a recent committee meeting, we had presentations by Kevin Lynch, Marie France Vareilles, and a representative from DLA.

The main thrust of our last two meetings has been on how we can better get more into commercial projects. Brian Mangione spent lots of time on this. There were other presentations that had to do with how we can get such projects. Since then we have seen several opportunities that we are presently working.

Our next spring meeting will be in Ashville, NC at Winston-Salem Industries.

Janitorial and Sanitation Group (submitted by Stephanie Benedetti)

The Jan San/MRO Sub Committee met on July 11th for their quarterly meeting. NIB presented information on sales figures by customer type across the Jan San/MRO category and updates on Grainger sales, Motion Industries, FSSI, and ETS were given.

The main purpose of the call was to generate suggestions for new subcommittee goals for the next 12 month. Multiple suggestions were provided by NIB staff and associated agencies. A survey will be issued the week of 7/28/2014 that will ask agency representatives to vote on

potential goals for the committee or to suggest goals. Goals specifically listed in the survey include:

- Improved Sales/Training program for JanSan/MRO FSSI award winners
- Reciprocal purchasing/Source America purchasing
- Centralized purchasing of items/common supplies
- Information Sharing/Mentoring
- 52.208-9 Service-Supply Clause Addition to Jan San/Cafeteria Contracts

Results will be reported at the end of August. The survey also asks members if they will be attending the NIB annual conference in October and there are questions to determine if there is interest in formally or informally meeting at the conference. The next meeting has not be scheduled but will take place in FY15Q1.

NIB/NAEPB Public Policy Meeting

**NIB Board Legislative and Regulatory Affairs Committee
and
NAEPB Public Policy and Communication Committee**

CONFIDENTIAL - NOT FOR DISTRIBUTION

July 14, 2014

A joint meeting of the NIB Board Legislative and Regulatory Affairs Committee and the NAEPB Public Policy and Communications Committee was held via telephone conference call on Monday, July 14, 2014. The meeting was convened at 10:00 am eastern time by Jeanne Morin and John Mitchell, chairpersons.

NIB Board Committee Members Present:

Mike Chew
Jeanne Morin, chairperson
Nancy Perkins

NIB Board Committee Members Absent:

Kirk Adams
Lee Nasehi
Eric Stueckrath
Janet Szlyk

NAEPB Committee Members Present:

Lauren Branch
John Mitchell, chairperson
Fred Puente
Dave Wells

NAEPB Members Absent:

Paula Hoffman
Karen Walls

Present by Invitation:

Ted Anderson, McBee Strategic
Charles Cooper, McBee Strategic
Jeff Markey, McBee Strategic
Angela Hartley, NIB Executive Vice President and Chief Program Officer
Laura Reimers, NIB Vice President-Communications
Rick Webster, NIB Vice President-Public Policy
Tony Stephens, NIB Public Policy and Advocacy Manager

Carla Williams, NIB Administrative Assistant

Review Purpose of Meeting

Jeanne Morin stated that the purpose of the meeting was to receive a periodic briefing on public policy issues and to provide feedback and guidance to management.

John Mitchell added that this meeting is an opportunity to discuss Public Policy Forum activities as the Public Policy Grassroots Forum draws near.

Federal Budget Update/Remainder of 113th Congress

Charles Cooper reported the federal government is operating under an agreement made by Congress last year to mitigate problems associated with sequestration for FY 2014 and 2015. In the short term, McBee predicts the government will operate on a Continuing Resolution. Longer term may be determined by elections. If Republicans win the Senate, it is anticipated that any actions to avoid sequestration beyond FY 2015 will be postponed until next spring. If Democrats retain control of the Senate, McBee feels an omnibus spending bill, that packages regular appropriation bills into one large bill, will be passed in December to fund the government and avoid a government shutdown.

Jeff Markey indicated that Overseas Contingency Operations should continue due to major efforts in North Africa, new units being deployed to Jordan and Kuwait, and the new conflict in Iraq.

In response to a question by Jeanne Morin relating to the effect of military base realignments on the AbilityOne Program, Jeff Markey indicated that the impact is unknown at present.

May Public Policy Forum

John Mitchell reported that representatives from NIB and its associated agencies gathered in Washington, DC for the 2014 NIB/NAEPB Public Policy Forum, which was held May 20-21. Several requests were carried to elected representatives by agency representatives during scheduled appointments. Those issues were the changing nature of the government procurement system at the General Services Administration (GSA), potential reductions in military commissaries, and widespread non-compliance with the AbilityOne Program.

Rick Webster added that there were 20 additional appointments on the Hill scheduled this year for a total of 130 meetings, 40 of which were with elected representatives. Thanks to the efforts of Eric Stueckrath of Outlook Nebraska, Representative Lee Terry (R-NE) will "lead" a letter on the impact of GSA's strategic sourcing initiatives on the AbilityOne Program. NIB is looking for a Democrat to "co-lead" this letter and is focusing on House Members in districts with associated agencies greatly impacted by GSA's actions. Representative Jim Sensenbrenner (R-WI) wrote to GSA on this subject. Senator Chuck Schumer (D-NY) also wrote letters to GSA

and the Office of Management and Budget (OMB) with his New York Senate colleague Kirsten Gillibrand and may be interested in "leading" a letter for the Senate. McBee and NIB are considering possible Republican Senators to "co-lead" the letter.

In response to a question by Mike Chew, Charles Cooper stated that asking elected representatives to take the "lead" in this type of a letter is a long process, and the timeframe varies by the issues involved.

August Grassroots Forum

Rick Webster reported that the third NIB/NAEPB Grassroots Forum will take place the first two weeks in August. This is a follow-on to the NIB/NAEPB Public Policy Forum, and helps keep up the momentum in raising awareness among elected officials about critical issues affecting the AbilityOne Program and employment of people who are blind. During the Forum, associated agencies invite members of Congress and their staff to tour their facilities and learn more about the Program. He requested committee members to "cc" NIB on invitations to elected representatives.

Tony Stephens added that NIB is reaching out to associated agency CEOs to extend invitations to elected representatives. NIB is reengaging the original 14 Advocates for Leadership and Employment and an additional six advocates who are in training to support the public policy efforts.

Update on SSDI, Demonstrations and Offset

Jeanne Morin stated that the Social Security Administration has been exploring ways to deal with the earnings cliff and work disincentives in the Social Security Disability Insurance Program. For years, they have been conducting demonstration programs, the most recent of which is BOND (Benefit Offset National Demonstration). A task force met to discuss this issue and statisticians are being engaged to help understand the impact of offsets at levels below the Substantial Gainful Activity (SGA) Level.

AbilityOne Commission Definition, Suitability and Process Project

John Mitchell reported that the U.S. AbilityOne Commission set up working groups in response to the Skookum lawsuit and a report issued by the U.S. Government Accountability Office (GAO) to study three issues — definition of severely disabled, suitability of projects and the addition process.

Angela Hartley indicated that the "definition" group developed a draft definition of severely disabled and included changes that would impact all AbilityOne employees, including those who are blind. Because the Commission did not anticipate dealing with the definition of blindness, NAEPB representation was not sought in the process; therefore, the NAEPB could not agree to the proposed recommendations, which may have an impact on opportunities for

people who are blind. The NAEPB will be submitting comments relating to these recommendations.

Other Business

Rick Webster stated that the President issued an Executive Order 13658 requiring federal contractors to pay service contract employees a minimum wage of \$10.10 per hour, effective January 1, 2015. Although base supply center employees will be affected by this order, NIB estimates very little impact on NIB associated agencies where the average hourly wage on service contracts is nearly \$14. The Department of Labor (DoL) issued a Notice of Proposed Rulemaking to establish standards and procedures for implementing and enforcing the minimum wage protections of the Order. NIB will be submitting brief written comments on the proposed rule to show that NIB associated agencies pay competitive wages to employees on service contracts. The DoL is expected to issue guidance by October 1, 2014.

Tony Stephens reported that Congress passed the Workforce Innovation and Opportunity Act (formerly known as the Workforce Investment Act), which seeks to improve federal workforce development programs and to provide support to people with disabilities to enter and remain in competitive, integrated job settings.

Tony Stephens added that the Office of Federal Contract Compliance Programs issued final rules updating requirements under Section 503 of the Rehabilitation Act of 1973, requiring federal contractors to conduct quantitative analysis regarding the number of applicants and hiring of persons with disabilities. NIB remains concerned that such a requirement will force employers to ignore people with more significant disabilities, such as blindness, in order to meet the goals.

John Mitchell requested Rick Webster to draft a follow up letter to be signed by the NAEPB President and Public Policy Chairperson to encourage associated agency CEOs to support the Grassroots Forum. Rick Webster agreed to do so.

The next joint NIB/NAEPB public policy committee meeting will be held via telephone conference call in September.

Adjournment

There being no further business, the meeting was adjourned at 10:50 am.

Mary Jane Surrago
Assistant Secretary

NAEPB Services Committee Report

The Subcommittees have been meeting regularly since our plenary session late May.

The Strategic Initiatives Working Group has focused on Personnel/Pipeline/Training (tools to utilize), Branding Services, Accessible Technology and Business intelligence tools/licensing review/recommendations. Decision was made to prioritize its efforts on 'Branding Services' and provide a course of action to NIB/NAEPB. The group believes this to be of paramount importance. Absent a brand, services are confused with offerings from SourceAmerica. The Committee believes that we are losing out on opportunities as the enterprise lacks a brand identity. During a meeting of the chairs of the subcommittees held last week, we agreed that a significant portion of the meeting to be held in conjunction with the Fall conference would be devoted to this topic.

CMS Working Group is monitoring the new contract with members of the group providing assistance in implementation. The CMS Program is at risk since this is the last year for DPAP funding. There seems to be some willingness on the part of federal agencies to entertain funding since a large amount of de-obligated funds returns to the treasury. CMS participating affiliates may be asked to send an employee to attend key meetings with customers to reinforce the importance of the program to the blindness community.

Supply Chain Management Working Group is looking at ways to establish a more coordinated enterprise. It first looked at opportunities to consolidate technology; the group discovered that affiliates bought different systems, with unique licensing agreements. This limits the ability of the enterprise to secure national contracts, unless it has local flexibility for individual systems. Creating a capabilities survey will assist in showing these unique characteristics. The group also addressed personnel. All job descriptions for key positions in the enterprise are located on Sharepoint. The final area of attention is marketing. The group, like the strategic initiatives group described above believes that we must create a marketing strategy to show existing and future capabilities along with a brand identity.

Call Center Working Group has focused attention on recruitment, as this is a critical need. There was a significant brainstorming effort to identify ways affiliates are recruiting and ways the enterprise could tap into this resource. It is believed that without a comprehensive recruitment program, many contracts of significant scale are unattainable as the ramp up times are short and recruitment for large numbers is a long process.

The Committee will meet at the annual conference in October. An agenda will be forthcoming in the next few weeks.