



The National Association for the Employment of People who are Blind

NAEPB Board of Directors Teleconference
Monday, December 7, 2015
10:30am – 12:00pm EST
Dial-in number: 1-877-860-3058
Pass Code: 925356

AGENDA

- | | |
|---|-------------------------|
| 1. Call to Order | Steiner |
| 2. Roll Call | Garrett |
| 3. Minutes for Approval | Garrett |
| a) NAEPB Board Teleconference Minutes_10.13.15 | |
| 4. Treasurer's Report | D'Amico |
| a) NAEPB Treasurer's Report for period ending_9.30.15 | |
| 5. Consent Calendar Reports | Steiner |
| a) NAEPB Strategic Planning Report (Monteferrante) | |
| b) NAEPB Operations Report (Stueckrath) | |
| c) NAEPB Services Report (Mabry) | |
| 6. Public Policy Initiatives Update | Wells |
| 7. 2016 CEO Retreat Planning Update | Steiner & Monteferrante |
| 8. Board Elections Update | Garrett |
| 9. Annual Board Evaluation Results | Taylor |
| 10. NIB Update | Lynch |
| 11. Other Business | All |
| 12. Adjournment | Steiner |



The National Association for the Employment of People who are Blind

NAEPB Board of Directors Meeting
2015 NIB/NAEPB National Conference and Expo
Hyatt Regency Crystal City, Arlington, VA
Tuesday, October 13, 2015

Approved on 12/7/15

Call to Order

The meeting of the NAEPB Board of Directors was called to order by President Dennis Steiner on Tuesday, October 13, 2015 at 10:00am EST by NAEPB President Dennis Steiner. Secretary Garrett proceeded with the Board Roll Call, after which he announced that a quorum was reached.

NAEPB Board Roll Call

Table listing NAEPB Board members and their titles: Erika Arbogast (Assistant Vice President, Public Policy), Rudy D'Amico (Treasurer), Ken Fernald (Assistant Vice President, Operations), Reinhard Mabry (Vice President of Services), David Horton (Vice President, Base Supply Chains), Robert Garrett (Secretary), Dennis Steiner (President), Dave Wells (Vice President, Public Policy), Eric Stueckrath (Vice President, Operations), Michael Monteferrante (Vice President, Strategic Planning), Kevin Lynch (Ex-Officio Member, President and CEO, NIB), Shelly Taylor (Chair of Ethics).

NIB Staff Members Present

Table listing NIB Staff members and their titles: Angela Hartley (Executive Vice President, Chief Program Officer), Steve Brice (Chief Financial Officer), Marie-France Vareilles (Vice President, Products), Rick Webster (Vice President, Public Policy), Matthew Wieseler (Director, Strategic Intelligence), Ellen Najjar (Executive Coordinator), Carrie Laney (Executive Director, NYSPSP), John Qua (Vice President, Services), Carla Williams (NAEPB/NIB Coordinator), Carolina Williams (Contracts Manager), Anita Sutherland (Contracts Administrator / Team Lead).

Agency Representatives Present

Table listing Agency Representatives and their organizations: Buddy Sell (Envision), Shelly Sanders (VisionCorps), Patrick MacBride (Outlook Nebraska), Jimmy Walker (Mississippi Industries for the Blind), Michael Chew (Mississippi Industries for the Blind), Tom Boyer (St. Louis Lighthouse for the Blind), Nicky Ooi (South Texas Lighthouse for the Blind), Ken Edwards (Winston-Salem Industries for the Blind), Dan Kelly (Winston-Salem Industries for the Blind), CJ Lange (IB Milwaukee).

Ray Amyette	Lions Industries for the Blind
Richard Monaco	Arizona Industries for the Blind
Christina Davis	BISM
Ken Barnett	BISM
Todd Hobart	IB Milwaukee
Lou Moneymaker	Bosma Enterprises
Renee Vidrine	Lighthouse Louisiana
Stephanie Benedetti	Lighthouse Louisiana

Approval of Minutes – Bob Garrett, Secretary

Mr. Garrett presented minutes in draft form from the August 10, 2015 Board of Directors teleconference. There were no changes to the content of the minutes, thus Mr. Garrett requested a motion to approve. Mr. Mabry made the motion for approval, seconded by Ms. Taylor. Following a vote, the minutes were approved unanimously.

Treasurer’s Report – Rudy D’Amico, Treasurer

The NAEPB financial statements ending in 8/31/15 were provided to the Board in advance. Mr. D’Amico presented the Treasurer’s Report as follows. The checking account value was \$2,005 and savings account \$187,768. Accounts receivable balance remained at \$3,000. Remaining dues for agencies as listed continue to be collected. Accrued expenses consist of 11 months of accrued accounting fees at \$1,375 and 21 months of accrued web site maintenance fees of \$7,700. Total equity at the end of August 31, 2015 was \$183,698. Total revenue for the year to date was \$30,125, all income a result of collected dues. There were no expenses paid out in August. The net income to date is \$18,386. Mr. Fernald made a motion to approve the financial report as submitted. The motion was second by Mr. Garrett, followed by a unanimous Board vote. Treasurer’s report was accepted.

Treasurer Action Items

Mr. D’Amico stated that based on the NAEPB bylaws; there are two agencies that should be terminated from the membership rolls.

1. The Lighthouse for the Blind and Visually Impaired – San Francisco. Reason: termination based on an email of withdrawal from the membership of NAEPB.
2. Visionary Media Company – New York City. Reason: termination based on non-payment of dues for the last two years.

Mr. D’Amico made a motion to accept the written termination for the withdrawal of membership to the NAEPB submitted by The Lighthouse for the Blind and Visually Impaired, San Francisco. Mr. Garrett seconded the motion. Mr. Monteferrante inquired if a conversation with Bryan Bashin (Exec. Dir./CEO, The Lighthouse for the Blind and Visually Impaired) had taken place. Mr. D’Amico stated that there had been a discussion with the agency, and it was clear that they wanted to withdraw. The motion was passed unanimously.

Mr. D’Amico made a second motion to terminate the Visionary Media Company of NYC from the NAEPB membership, based on non-payment of dues for the last two years. After discussion, it was revealed that the agency could possibly join some time at a later date. Currently they are not interested in paying dues. Mr. Mabry made the motion to terminate Visionary Media Company from the NAEPB membership. The motion was seconded by Erika Arbogast. The motion was passed unanimously.

Budget 2016

The 2016 NAEPB budget was sent to the membership. Mr. D’Amico stated that he spoke to a number of Board members concerning specific budgetary matters. On October 2, a meeting took place of the NAEPB Finance Committee, which proposed recommending Board approval of the budget as submitted. Ms. Arbogast made a motion to approve the 2016 budget as submitted. Mr. Wells seconded the motion. As there was no discussion, additions or deletions, the vote was passed unanimously, approving the 2016 NAEPB Budget. Mr. Steiner thanked Mr. D’Amico.

Consent Calendar Reports – Dennis Steiner, President

Mr. Steiner introduced the consent calendar, consisting of two reports as follows: 5a) NAEPB Public Policy Report (Wells) 5b. BSC Report (Horton). Mr. Steiner moved approval to accept the consent calendar reports as submitted. The

motion was moved by Mr. Mabry and seconded by Mr. Garrett. As there was no discussion, the Consent Calendar was approved as distributed.

2016 Winter Board and Membership Retreat – Dennis Steiner, President

Mr. Steiner stated that there were significant costs for holding the Annual retreat in Phoenix, Arizona. The cost forced the need to have the retreat at an alternate destination. Hotel room prices were over \$300 a night in addition to other significant costs that played a factor into the decision to change the location. There was a general consensus to keep the event out of cold weather due to the travel issues. As a result, the Winter Board Retreat will be held February 2 – 4, 2016 at the Westin in New Orleans. Participants will also have a chance to visit Louisiana Lighthouse. Mr. Steiner will work with Board members to begin planning for the winter meeting. Last year in Florida much was accomplished, so comparisons will be made to what was done in 2015. Therefore, the retreat will need to be modified so that issues are thoroughly vetted and strategies and tactics are developed through a higher level of engagement, stated Mr. Steiner.

Commission Letter Update – Dennis Steiner, President

Mr. Steiner spoke briefly about the letter from NAEPB to the U.S. AbilityOne Commission asking them to clarify their position on the proposal that was submitted by NIB to be the AbilityOne distributor. While the process has moved forward on issues such as ETS, a response to the NIB proposal is still pending from the Commission. Mr. Steiner stated that he would provide a more in-depth update on the letter later during the executive membership meeting.

Strategic Plan Revision Status – Michael Monteferrante, VP Strategic Planning

Mr. Monteferrante thanked everyone for their engagement with the strategic planning process over the past weeks. A revised draft of the plan was submitted for adoption. Consensus/comments have been incorporated into the current plan. Mr. Monteferrante solicited feedback on thoughts in terms of the intent for the plan. There will be more work behind the scenes before February. Mr. Stueckrath stated that the Operations committee was driving tactics from the strategic plan into the work being done within the committee. He stated that it makes sense to map strategies to tactics. Further, he mentioned that it is great to break down the tasks into incremental steps in order to move the needle on some of the items that are continuously on the sheet.

Mr. Horton stated that the goals were a lot to accomplish in one year, and the Board should consider extending the plan to a 2-3 year plan to ensure action items are being accomplished. Mr. Steiner stated that the plan was a great start for the retreat, and that extending the plan to 2-3 years is something that the Board would look at before getting into the center of the discussion. Mr. Steiner thanked Mr. Monteferrante for the great work on the strategic plan. Mr. Steiner stressed the importance of the February meeting, stating that the retreat sets the tone for the organization and will increase more jobs and improve on the AbilityOne program overall. There will be more discussion to come at the February Retreat in New Orleans.

NIB Update – Kevin Lynch, President and CEO, NIB

Mr. Lynch deferred the NIB Update until the Executive Membership Meeting.

Questions from the Audience

Mr. Kerlin inquired if the NAEPB Strategic plan was aligned with NIB's plan. Mr. Monteferrante stated that at the last Board meeting, Matt Wieseler served as a liaison and engaged with the committee and confirmed that it was aligned with the NIB strategic plan. Mr. Lynch added that, the NIB Board is going through the strategic plan update and will have a major discussion involving the process at the upcoming Board meeting. He added that it is a great start for an agenda item for the February meeting.

New Business – Dennis Steiner, President

Mr. Steiner stated that he would like more agencies involved in the public policy effort. He added that roughly 30-35 agencies participate in the Public Policy Forum each year. He would like to give thought on how to increase participation, and if it should involve realignment of the meetings and conferences. Public Policy will become increasingly critical as people take a look at the AbilityOne program. He urged the members to give the topic some thought moving forward. Mr. Steiner reminded the group of the closed Executive Session meeting for members only, followed by the Membership meeting, where Carl Augusto (President and CEO, AFB) and Janet LaBreck (RSA Commissioner) would speak.

Adjournment

As there was no further business to be brought before the Board, President Steiner adjourned the meeting at 10:28am EST.

NAEPB Treasurer's Report

For the period ending 9/30/2015

Please see the financial statements ending 9/30/15. The checking account value was \$2,005 and savings account \$193,787. Accounts receivable balance remained at \$3,000. Remaining dues for agencies as listed continue to be collected.

Accrued expenses consist of 12 months of accrued accounting fees at \$1,500 and 22 months of accrued web site maintenance fees of \$8,000. Total equity at the end of September 30, 2015 was \$189,293.

Total revenue for the year to date was \$30,137, most income a result of collected dues. There were no expenses paid out in September. The net income to date is \$23,981.

A year-end audit will be scheduled within the next month.

Respectfully Submitted

NAEPB Board Meeting – December 7, 2015

Rudy D'Amico, Treasurer

NAEPB
Income Statement
For the Period Ending Sept 30, 2015

REVENUE	ACTUAL YTD	BUDGET YTD	VARIANCE	Budget 2015
Investment Income	137	100	82	100
Membership Dues	30,000	30,000	0	30,000
Voluntary Donations	0	0	0	0
TOTAL REVENUE	30,137	30,100	82	30,100
EXPENSES				
Business Expenses	0	0	0	0
Accounting Fees	1,030	1,500	345	1,500
Website Maintenance	4,000	4,000	(467)	4,000
Postage	0	0	0	0
Supplies	0	0	0	0
Telephone / Communications	0	0	0	0
Awards / Honors	0	500	292	500
Insurance - Liability / D&O	1,126	1,200	(426)	1,200
Bad Debt Expense	0	3,000	1,750	3,000
Miscellaneous Other Costs	0	200	117	200
Officers Expenses	0	5,000	2,917	5,000
Meetings/Conferences	0	15,000	6,204	15,000
Conference Planning	0	0	0	0
Service Committee	0	5,000	2,917	5,000
Operations Committee	0	5,000	2,917	5,000
BSC Committee	0	5,000	2,917	5,000
Public Policy Committee	0	3,000	1,750	3,000
Communications Committee	0	2,000	1,167	2,000
G4 Committee	0	0	0	0
Medical Advisory	0	0	0	0
CMS Committee	0	0	0	0
(NIB Reimbursement)	0	0	0	0
Annual Audit Meeting	0	500	292	500
CEO Annual Training	0	500	292	500
Miscellaneous Meetings & Travel	0	4,000	2,333	4,000
NIB Reimbursement	0	(50,000)	(29,167)	(50,000)
TOTAL EXPENSES	6,156	5,400	(3,852)	5,400
SURPLUS (DEFICIT)	23,981	24,700	3,934	24,700

NAEPB
Balance Sheet
As of Sept 30, 2015

ASSETS

Current Assets

Cash Checking	2,005
Cash Savings	193,787
Accounts Receivable	3,000
NIB Reimbursement Receivable	0

Total Current Assets 198,793

TOTAL ASSETS 198,793

LIABILITIES & EQUITY

Current Liabilities

Accounts Payable	0
Accrued Expenses	9,500

Total Current Liabilities 9,500

Equity

Opening Equity Balance	165,312
Net Income/ (Loss)	23,981

Total Equity 189,293

TOTAL LIABILITIES & EQUITY 198,793



The National Association for the Employment of People who are Blind

Strategic Planning Report

Submitted by: Michael Monteferrante, VP Strategic Planning

The Strategic Plan was adopted by the NAEPB board at the Annual Meeting as a product to work with and vet in more detail at the CEO Retreat In February. The expectation will be to review as a group and potentially make some adjustments based on the desire of the CEO's. It is also anticipated that the plan will be a 2 year duration of focus and execution.

The CEO Retreat Planning Committee (Reinhard, Eric, Dennis) have met 2 times since the last board meeting to discuss and plan the Retreat. It has been decided to be a CEO only retreat. The Retreat will be facilitated by Ron Morey www.profoundresults.com Ron has worked with Seattle Lighthouse on their Strategic Plan and will do a terrific job of keeping us focused to achieve our goals at the Retreat.

I wish to thank all the members of the board for sharing 3 potential threats to our business. We are compiling those responses and will select the top 3-5 threats and discuss them at length and create action plans to help solve them. The agenda will be created in the coming weeks and Dennis will distribute accordingly. The Committee is optimistic that this Retreat will be well planned, have an enthusiastic and engaged Facilitator, and will address key issues that we are facing and will result in action plans going forward. Looking forward to having an outstanding session with everyone.



The National Association for the Employment of People who are Blind

OPS Report

Submitted by: Eric Stueckrath, VP Operations

ETS

- Discussions are being had among GSA, NIB, and NAEPB re the use of the UPC for ETS scrubbing.
- Eric asks that we look into how this might work and what benefits it will bring.
- Early discussion points to this as being a very positive step toward a better level of ETS policing.

Dealers increased requests for drop shipping

- Certain FSSI dealers are making such requests as a means to reduce their costs
- NIB has expressed to Commission and GSA that these requests could be detrimental to many NPAs. Also pointed to Commission policy for how drop shipping may be handled currently (additional fees).
- Some NPAs are able to handle increased levels of drop shipping; others cannot
 - Eric asked that we gather info on how NPAs are responding to the requests, i.e, are they agreeing to drop ship?
 - Next actions
 - **UPDATE since Nov 17 meeting: A meeting at NIB to discuss this issue has been scheduled**

Inter-Subcomm Collaboration

- Many of the activities and reporting are done across a handful of subcomms.
- 3 areas of interest and could serve as early targets for collaboration: Sales reporting, ETS issues/monitoring, and Marketing best practices
- Collaboration could save NIB and NPAs time.
- Purpose of Inter-Subcomm is not to replace the individual subcomm meetings. However, it was discussed that the inter-subcomm group get together twice a year.

AbilityOne Industry Day

- Industry Days, which have occurred over past years, are essentially a form of inter-subcomm collaboration
- All agreed that an industry day, similar to the one that took place last year that involved FSSI dealers, is something that should be replicated.

- NIB has been discussing, but no details have been made firm.
- If Industry Day is added onto another event (such as the NIB/NAEPB annual conference) NPAs need to recognize its value and invest in the extra day of travel
- Question arose re whether the NAEPB has budget for subcomm meetings, and how this meeting may qualify for funding. Amanda took action item to find out.
- If the decision is made to hold the industry day at next NIB/NAEPB conference (Oct 2016), request needs to be made soon.
- Next actions:
 - Shawn and Amanda will pursue this with NIB leadership.

Sales reporting

- Sales reporting is done at OP, WIG, and Jan/San/MRO meetings. Not sure if reporting is done at MAG.
- If one standard report was developed and distributed to members of all sub-comms, it would save time and energy at NIB and could be less confusing for NPAs.
- Report could be sent ahead of meetings so that the causes of any trends could be discussed, as opposed to the trends only being introduced at the meeting.
- A more detailed sales report, inclusive of channel type (Wholesaler, FSSI, BSC, etc.) may be distributed along with the other dashboard reports.
- Warwick XSB data can also be used to build a report. (Amanda A. and Ken Edwards of WSIFB have been in discussion re the possible value of Warwick reporting.
- NIB is working diligently to get GSA Global Supply sales reports. NIB has not received a report from GGS since October 2014. GGS sales reports could be helpful in determining if the FSSI dealers are absorbing the GGS demand. Jack indicated that requests have been made to GSA for GGS sales data
- Rich W asked if we can get high level data on sales by FSSI dealer from NIB.
- Next Actions:
 - Amanda is rolling out a potential new report by Dec 14 to be shared at the next OP committee meeting on Jan 5.
 - Jack G will continue to ask GSA GGS sales data. Will also pursue whether NIB can receive high level FSSI data by dealer

ETS

- Remains the #1 concern among NPAs
- NIB/NAEPB has initiatives in place, most notably the ETS scrubbing via UPC ((Reference Eric S opening comments above).
- All agreed that ETS scrubbing via UPC would be a good step forward.
- Action: Eric S will report to groups on status of UPC initiative.

Alignment of NAEPB Operations objectives

- Subcomm chairs need to approach Eric S to discuss the current reporting format.
- Action: Stephanie B will discuss reporting format with Eric Stueckrath.

NPA participation in Subcomms

- **NPA participation during subcomm meetings is lacking. Some NPAs are not engaged at all. Others have personnel who call into the meetings but are not chiming in.**
- **Meetings are not supposed to be just a 'read out' from NIB to the NPAs. Need more NPA discussion during calls**
- **Was mentioned that Mike Gilliam of the NAEPB Commercial Diversification Subcommittee assigns topics to individual NPA staff participants to spur discussion.**
- **Action: NPA Subcomm chairs need to actively recruit better participation. May employ the Commercial subcomm method of assigning topics.**

Medical Advisory Group (MAG)

- **Chris Kosiorek (Alphapointe, NAEPB/MAG) and Tom Black (NIB/MAG) were invited, but could not attend meeting.**
- **It remains TBD as to whether this group (made up of OP, JanSan/MRO, and WIG) would be of value to the MAG participation.**
- **While MAG has distributor concerns (and the ETS associated with their distributors), their distributors may not overlap with the distributors in the other three sub-comms. Need to discuss with Chris Kosiorek and Tom Black**
- **Action: Dan C to connect with Chris K and Tom B to discuss the meeting outcome and to see if they want to participate in upcoming discussions.**



The National Association for the Employment of People who are Blind

Services Committee Report

Submitted by: Reinhard Mabry, VP Services

The work groups of the committee have been busy since the NAEPB conference.

Recently, the Teleservices work group and the Marketing work group have merged and Heather Quigley-Allen of BOSMA has agreed to serve as chair. Many thanks to Jassen Tawil of the Cleveland Sight Center for chairing the teleservices work group since its inception. He did a tremendous job and was pleased to pass the torch to Heather. It would be very appropriate for the NAEPB Board of Directors to convey our appreciation to Jassen for his work for our field, which was considerable.

The Strategic Initiatives Committee, chaired by Steve Fredwell of BOSMA, has been working on expanding capabilities of the agencies and their workforce. Specifically, the work group has been tasked with selecting candidates for the ProMOTE pilot. There will be a total of eight candidates selected for the pilot and the areas represented will be:

- (2) from NPA's
- (2) from Voc Rehab
- (1) from NIB
- (1) from the Boston area
- (2) from the CMS program

The Strategic Initiatives Committee is responsible for selecting a total of four candidates from a group provided by NIB and have made the recommendations known to NIB. Announcements are expected in short order.

The CMS work group has been monitoring the CMS program closely. The new IDIQ contract is signed and the new DoD ordering processes (for DoD funded task orders) are being implemented. The work group held a site supervisors conference in October; the meeting focused on the new IDIQ, training and best practices. Presently, a number of the CMS sites are not operational due to delays in the transition to the new contract. NIB is focused on getting them working and operational again quickly. A work group meeting will be held in January.