

Idaho Commission for the Blind and Visually Impaired

Board Meeting Minutes

September 2022

Meeting was called to order at: 10:34 a.m.

Commissioners in Attendance: Britt Raubenheimer (chair), Al Schneider (vice-chair), Sue Walker, BJ Stinger, and Mark Watkins

ICBVI Staff in Attendance: Beth Cunningham, Steve Achabal, Mike Walsh, Corey Bresina, Greg Metsker, Angela Starr, Matt Queen, Alison Steven, Earl Hoover, Kevin Jernigan, Justin Fish, Jacalyn Stallings, Jeff Weeks, Rocio Gil, April Mills, Bailie Weir

Guests in attendance: Dana Ard, Heather E., Ramona Walhof

ICBVI Mission statement read by: Angela Starr

The **MOTION** to approve the agenda was made by Al Schneider and seconded by Sue Walker, all were in favor.

The **MOTION** for board members to approve the minutes for the May 24, 2022, Regular Board Meeting, was made by Sue Walker and seconded by Al Schneider, all were in favor.

Administrator's Report

Good Morning, thank you for hosting us here in Pocatello. We were able to go to dinner last night with April and Dawn and thank you to Linda for coming to Pocatello for the meeting.

It has been a quick 3 months. It was a quick and hot summer. The Management Team worked on several things this summer. Our Strategic Plan needed to be updated and turned in at the end of June. An IT plan was due to the state August 15th and we had to submit a new Performance report Sept. 1st, along with the budget and our Equal Employment (EO) survey and report. Going forward, Angela will take on the role as the new Agency EO officer and Greg will take on the role of supervising the fleet in the regions as well as evaluating the regional office buildings and the Boise building for the annual EO survey.

In August, I did a podcast giving an overview of our services for the Chamber Check In. They choose different member businesses to interview every Thursday.

Some good news is that beginning October 1st, our split with IDVR for the VR grant will go from 13.5% of the total grant to 14%. This equates to about \$94,000.00, which will be helpful. We have requested in our new budget 2 new positions.

- A new Business Analyst position to help with analyzing program data and business practices and help ICBVI to meet the performance indicators required by RSA. Program data includes over 300 new data elements which are measured every quarter.
- Instructor for the blind (Rehabilitation Teacher) position in Region 3. We had 3 teachers and in 2019 moved it down to 2.5 due to insufficient funding. Then in 2021, we took the other half position and currently only have 2 full-time positions (Marci and Deeann). The caseloads of these two instructors are 2-3 times larger than the caseloads in our regional offices. In addition, this area is growing at a rapid pace along with some other areas in the state.

If the Governor supports these positions, we will find out at the beginning of January and then will be able to make the case in front of JFAC for approval. If he does not support this request, these line items will be removed from our budget.

We have recently met with Jeff Weak the Director of ITS and we are now expected to become a part of ITS for support with computers beginning next July 1st. The state continues to move forward with IT Modernization, HR Modernization and with moving our accounting system to a new system called LUMA. We do not know the dates of when this will actually happen. Corey is our agency representative for Luma and attends trainings and creates workbooks to explain our agency's structure and needs.

Apart from these things, the monitoring team has been working on preparing for RSA monitoring, and we are assuming this will happen in 2023. I am on the Accounting Monitoring team along with Corey, Angela, Rosana, and Andrew. We are creating and or documenting current processes utilized and internal controls for all things accounting. So far, we have worked on payroll, FAS, P-card, purchasing, receipts, travel, encumbrances, and paying bills. We have a lot more to do but have made good progress in the past few months. Other monitoring teams include the program team and case management team.

All Staff Meeting by phone: On June 30th we held an all staff meeting by phone and virtually so that we could hear an update of what is going on in each region. Alison presented on the summer programs and then we had general updates from Boise, Twin Falls, Lewiston, Coeur d'Alene, Idaho Falls, Pocatello, BEP and the Store and Clinic.

In-Service: We are heading to McCall for in-service which will be September 28th and 29th. I am so excited that we are getting to do this, as we had to cancel last year. It will be a nice opportunity for all staff to be together and be out of town, so that hopefully, people can spend time together having dinners and things that don't always happen when we do it in Boise (for the folks in Boise with family and other commitments). We have a speaker coming to discuss the differences in generations and how that may impact our working with students and clients of all ages. In addition we will develop our co-worker relationships in a team building session.

Angela and Colleen have come up with a fun activity to further promote team building during our lunch together. Other sessions include implicit and explicit bias, a session on integrity and fidelity and Earl will wrap up our previous Windmills training regarding employers working with individuals with disabilities.

Meetings out of town resume:

We have a busy time beginning with this Board meeting in Pocatello and then In-service in McCall followed by a region X meeting in Portland and then CSAVR at the end of October in San Antonio. It is kind of exciting to be meeting in person again. I am getting pretty tired of big conferences being held virtually.

This week, CSAVR is thrilled to announce the launch of its new DEI&A website, <http://www.vrdeia.com>.

***Articles, resources, books, podcasts, and training videos—great selection and worth checking out**

The Council of State Administrators of Vocational Rehabilitation (CSAVR) is a national organization comprised of Directors of State Vocational Rehabilitation (VR) Agencies. These agencies are the state partners in the State-Federal program of rehabilitation services provided under the Rehabilitation Act of 1973, as Amended. The public VR program engages with nearly 2 million individuals with disabilities every year.

CSAVR's statement of Diversity, Equity, Inclusion and Accessibility:

CSAVR is committed to working toward a world free of institutional bias and injustice. Racism is a civil and human rights issue, and as such, a disability rights issue. CSAVR condemns and rejects racism and inequities in all forms and the systemic manner in which it is used to oppress minorities, including those who are individuals with disabilities. Disability and poverty continue to exacerbate the challenges that many individuals face. CSAVR will work tirelessly to assist individuals with disabilities, with whom we work, to have full access to opportunities that increase independence and employment, and to provide them with the services and supports they need to achieve the American dream.

This Statement on Diversity, Equity, Inclusion, and Accessibility (DEI&A) leads to a commitment on the part of the leadership of CSAVR to assertively establish strategies and definable actions to foster equality of opportunity in the workplace by supporting initiatives to include underrepresented populations in our own ranks, at all levels. CSAVR and our member organization will promote initiatives that focus on the recruitment, hiring, training, and upward mobility of staff from minority communities. In order to serve our diverse customer base, it is essential to reflect that diversity in our own staff to address the cultural and access issues that

individuals with disabilities face in their goal of competitive integrated employment and independence.

The money we've received from IDVR is SS reimbursement money, but our appropriation for that fund is only \$47k. We've requested that be increased to \$50k so we can accept money from IDVR.

Vocational Rehabilitation Program: Mike Walsh

Federal Reporting:

The RSA 911 Q4 report was submitted on August 12, 2022.

Number of participants continues to increase. Thanks to the efforts of the staff for finding those students across the state.

Program Statistics

VR Program Statistics – PY 2020						
Quarter	Total VR Clients	New Referrals ¹	Pre-ETS	# MSG	MSG Rate	Employment Outcomes
Q1	297	8	67	3	2.3%	6
Q2	313	21	73	7	5.1%	4
Q3	312	19	73	10	6.9%	7
Q4	342	40	73	11	8.3%	5

VR Program Statistics – PY 2021						
Quarter	Participants ¹	Students ²	Enrolled in training	Service Provision ³	MSG Rate	Employment Outcomes
Q1	333	82	41.6%	54.7%	1.5%	9
Q2	342	82	42.8%	49.8%	19.4%	7
Q3	369	90	43.2%	50.3%	13.7%	6
Q4	377	99				

¹ Participants are those individuals who have an approved IPE

² Students who are eligible for Pre-ETS

³ Total number of participants who received a career or training service

WIOA PY2021 State Report

The WIOA Idaho report (ETA-9169) is almost completed and will be ready for an on-time submission.

Performance Indicator	PY21 Target	Actual	PY22 Target
Employment 2 nd Quarter	Baseline	63.1%	59.5%
Employment 4 th Quarter	Baseline	57.2%	57.8%
Median Earnings (2 nd Quarter)	Baseline	\$4,523.04	\$4,400 (= \$9 per hour)
Credential Attainment	Baseline	55.2%	42.8%
Measurable Skills Gain	41%	58.3%	55.1%

Britt asked - Why was the employment percent lower in the 4th versus 2nd quarter? Mike answered - These numbers are combined with IDVR.

Our folks have average wages. Numbers from our previous fiscal year performance reports are FY2020 \$15.85 and FY21 are \$16.09.

WIOA State Plan

The PY 2022-23 (mod) was approved and published on July 15th. Our website will be updated to include the link to the plan, as well as a copy of our program portion of the plan.

Comprehensive Statewide Needs Assessment (CSNA)

A statutory requirement of the VR program is to conduct a CSNA every 3 years....and the Idaho VR program is due 2023. This year, we are working collaboratively with IDVR in having San Diego State University (WINTAC-QM) do both of our CSNA's together. We are currently working out the details of the contracts (the AG's of Idaho and SDSU are battling out the language). There are many benefits to this partnership (including saving a tremendous amount of money

for ICBVI). The result will be two distinct reports, one for each agency. Our goal is to begin working on this October / November of this year.

Normally we pay \$35k but because we are combining with IDVR it will cost us \$7k.

Rulemaking Activity

Our remaining requirement under EO 2020-01 Zero Based Regulation is a review (and reduction) of the BEP chapter. This is due for the 2024 Legislative Session. Which means we must have everything ready to begin the rule making process no later than July 1, 2023. With that, we must commit to the following deadlines:

December 1, 2022 – BMC input and edits completed.

June 1, 2023 – RSA review completed

With that, a couple of things to understand:

- I know that DFM made a bunch of red line recommendations for edits. Remember, they are just that: recommendations.
- As far as I am aware, there is no statutory requirement for RSA approval to change state level rules for the BEP program (anyone feel free to correct me if I am wrong). I do know this is not required for the VR program. If it is not in writing, it does not exist. Of course, we need to give RSA the opportunity to comment, but we must stick to the deadline.

Britt - If it does not meet RSA approval, do we have to change it? Mike – Yes. State should not conflict with federal requirements.

Monitoring Preparation

We have made decent progress on our monitoring preparation. We have split the work into 3 teams: Fiscal, Program, and Case Management System. Since RSA is unfamiliar with our case management system, they will want an understanding of how it works. With that, Steve and a couple of VR staff are working diligently on updating the Orion user guide. They will also be keenly interested in the Internal Controls built in our system. I will be working with Tom to review what we have in place and identify where additional IC's are needed.

Beth, Angela, and our fiscal team have been working hard on our fiscal policies and internal controls.

I have been working solely on Pre-employment transition services since this is a critical and substantial component of our federal monitoring. I have been working closely with the WINTAC at George Washington University around our policies and procedures. During this time, there

have been some policy changes with Pre-ETS at the federal level which threw a curve ball into my work. In late August, I pushed out a substantial revision to the Pre-ETS manual, and trained field staff on the changes. I am now working on assessments and general program structure around Pre-ETS. I hope to be finished with this in November, so that I can move on to the rest of the VR program.

Greg and Alison are working on developing a manual for our summer programs; something we currently do not have and will need this for our monitoring.

We expect a formal announcement of our monitoring at the Fall CSAVR Conference.

Assistive Technologist and Business Engagement (Reported by Earl Hoover)

Assistive Technology

During this quarter of PY 2022, I traveled to CDA to support AT needs and provide assessments as needed. I was also invited to present at North Idaho College's A11y (Accessibility) Camp 2022. This symposium focuses on providing training and information to instructors in the field of assistive technology. I presented on creating accessible documents in Word using screen readers. I also presented on accessibility features of Apple IOS, in addition to providing AT support as needed. I have continued to provide Assistive Technology Assessments to counselors, and I have also been working with some of the instructors to provide them with remote hardware and software training to update or refine AT skills. I have participated in regional AT and ICBVI staff meetings via Zoom and Microsoft Teams. Additionally, I provided AT support to participants and community partners of our VISTA Summer Programs.

Business Engagement

During this Quarter, I participated in regional meetings remotely using Zoom. I have participated in Business spotlight virtual sessions which highlight a particular business each time. In efforts to continue our partnership with local community businesses and other VR partner agencies. I worked with local Community Partners to create and support work-based learning experiences for our Pre-ETS VISTA Summer Program participants. This year, I was able to develop partnerships specifically tailored to participant interests. During the program, this year, I maintained regular contact with these community partners to ensure partners and participants both had a valuable and meaningful experience. After the summer programs concluded, I followed up with each Community Partner and obtained feedback.

Pre-Employment Transition Services (Reported by Alison Steven)

What a delight it has been to be able to run our in-person programs again at ICBVI. After two summers of providing virtual work readiness and college readiness programming, June 2022 saw the return of three foundational youth programs. The IESDB Work Readiness Camp “Ready, Set, Go to Work!” supported and funded by ICBVI, ran for 3 full days with 15 students. Activities ranged from scuba diving and rock climbing to CPR training with a day at the ATC sandwiched in between! Students and staff worked and played hard and went home satisfied with a bunch of new experiences and skills under their belt.

For "College Days" 6 students spent a week taking college prep classes from three professional blind individuals from around the states. Tyler Merren, Kathy Nimmer and Amber Kierra taught self-advocacy, executive functioning, and fitness respectively. The students had a thoroughly enriching time in which they connected strongly with peers, peer mentors and adults. Once this week was complete, five of the College Days students remained in Boise to take part in the Summer Work Experience Program (SWEP) and take a College class at BSU. These five students completed Sociology 101 to get a head start on their college degrees, and practice college skills at the same time.

We had a total of 12 students participating in SWEP and 21 staff hired to help supervise and support daily life at the dorms and on the job. Each of the 12 students went to a job placement each day including Life’s Kitchen, Boise Urban Garden School, the Talking Book Library Service, Boise Public Radio, Guru Donuts, Riverside Hotel, Social Eyes Marketing, Computers for Kids, Children’s Therapy Place, and Parks and Rec. Thanks to Earl Hoover for setting up and supporting these job placements. Some students worked six-hour days plus their public transport travel time, some students worked 3-hour days and then spent 3 hours taking the Sociology 101 class. All have played hard and worked hard, expanding their soft skills and their independent living skills into the bargain. They have participated in a weekly drama/improvisation class as well as participating in such extra-curricular events as scuba diving, paddleboarding, pottery, tie-dyeing, zip lining and white-water rafting. It all adds up to one marvelous, memorable learning experience.

We finished the program two days early due to a couple of staff testing positive for covid 19. The students only missed two days of work and parents were able to adjust their plans to get the students home quickly and safely.

The VISTA Leadership Program was canceled for this year for a variety of reasons, including low applicant rate. We have already reserved Pilgrim Cove Camp up in McCall for August of 2023 to get the 2023-24 program kicked off with the annual retreat.

It has been wonderful to have had the assistance of Bailie Weir to help work on Pre-ETS programming. She truly made a huge difference to the success of the program, jumping in with enthusiasm to this big adventure that is Pre-ETS!

The summer programming finished up with the return of the NFB BELL Academy. This year saw two big changes in this camp. It was residential, or “sleep-away”, and the age range was extended to incorporate students aged 7 through 17. The program was named “BELL and

Beyond” to reflect this! 17 students participated, 9 of whom are Pre-ETS clients, and we had 13 staff, 9 of whom were blind or visually impaired. ICBVI supported the camp with a grant, and also provided three staff. This was a phenomenal end to the summer with students learning from each other and from blind role models that blind individuals can do whatever they want without fear. 6 students and 3 adults flew up from southern Idaho to be at the camp located just outside Rathdrum. The rest came from closer to the area. Jackie did a tremendous job as the camp director and Alison worked alongside her as program director. It was really a life changing opportunity for kids and adults alike.

All these programs take a tremendous amount of work and wouldn't be possible if many people didn't take a hand in them. The ATC staff each played a part as well as rehab teachers, counselors and not forgetting Kris at the front desk who received and distributed mail and packages for SWEP students. It takes a whole village to raise a child – and that is what we have at ICBVI.

Additional notes from Alison - College students stayed on to do their class along with working. 4 out of 5 passed the class. 7-week timeframe with a 12-week curriculum. Portland State University sent us a student. She worked on O&M and in the ATC. RT's came and worked with students which was very helpful. Bell and Beyond Program brought in the older kids this year. One of the staff decided to follow a path to become an O&M. Received a text from one of the students that said he got so much from the program and reported that he had walked independently to a doctor's appointment.

Britt asked about VISTA – fewer applicants – any ideas on why? Can we focus more on advertising? Comments and reviews on the website?

Alison - Advertising was definitely the issue with VISTA. Should be an easy fix by communicating through out the year.

Consumer Input:

Dana Ard – Meetings need to be more widely broadcast to let people know. We used to be notified with an email. Dana put it out on the listserv. Someone can send Angela an email list or we can notify Dana and she can send it out.

Scholarship program – don't know who the students or parents are so we can't send info to them. Any benefit in offering a virtual seminar for parents?

Cycle for Independence was great. College Days and SWEP activities were fun. Beth facilitated wonderful volunteers.

White cane laws were updated in 2019 to reflect all people with disabilities. We are working on scheduling a meeting/community event via Zoom. Also considering possibility of a legislative luncheon. 10/10/22 virtual NRB meeting. NFB picnic at Borah park coming up.

Heather E. – “I have retinitis pigmentosa since 2012. I recently started using services a few months ago. It’s going well. Different from what I expected but it’s been really helpful.”

Ramona W. – After I got my basic training, I thought I wouldn’t need training again. I’ve been struggling with the computer. I’ve been working with Deeann for a few years. Transportation gets in the way, but it means a blind person is dependent on another person. Seems like the commission is having trouble getting drivers. I’m not sure if the regulations are up to date as far as making transportation available. There doesn’t seem to get much back up. The teachers seem to be sharing a driver. I understand that commission staff are not allowed to use Uber and Lift. The staff does their best to do their job efficiently. What does it take to bring the regs up to date so the current driving methods could be used.

Beth and other managers shared concerns with using outside transportation such as Uber due to safety concerns, financial concerns, and confidentiality. Beth indicated that we are currently trying to hire more drivers to be able to meet the needs of our staff and clients.

Ramona – we are in the beginning stages of putting together a museum of the blind. This will take several years. We will have displays regarding the civil rights of the blind. There will be a traveling aspect; some of the displays will be mobile to move around the country.

Independent Living Programs, Sight Restoration, Low Vision Clinic, and ICBVI Stores:
Steve Achabal

IL/ILOB Programs:

As I write up this quarter’s Board Report and compare it to last year’s, I am pleased to say that we have had a year of some amazing accomplishments. Most of which is that we have been fully staffed and RT’s have been able to work with clients, in person, in their homes, their places of business and other community locations for over a year now.

These are important accomplishments for it has not been the case with many other states throughout the nation. Labor issues have affected almost every type of business imaginable, and some states are still limited in the nature and scope of assistance they are willing to provide IL and OB clients.

During the last year our Rehabilitation Teachers have done an excellent job working with VR, IL and ILOB clients throughout the state. During SFY 2022, RT’s served 580 OB clients, and 62 IL clients, for a combined total of 642 clients. They also provided services for 153 “one-time referrals.” These one-time referrals are for individuals who have contacted our agency for some assistance, but not needing the level of support to warrant opening an IL or OB case.

Overall numbers are down from last year which was expected as RT's continued closing cases that have been open for extended periods of time and services are no longer needed as well as lower than average referrals especially in the IL area.

During the last quarter 6 out of 7 of the RT's were able to attend the A11Y conference, in Coeur d'Alene. The conference looked at accessibility issues for individuals with disabilities but focused mostly on digital accessibility. This was a great opportunity for the RT's to learn but also to meet other ICBVI RT's in person. This was exciting since majority of the RT's have been hired within the last three years, and we have not had an in-person staff meeting/in service, etc. for staff in our regional offices to get together and meet since our last in-service in 2019.

During this segment of the IL/OB report April Mills, Pocatello RT, will be addressing the Board and sharing a few clients' success stories over the last quarter.

Sight Restoration:

During SFY 2022 we served 48 SR clients. This number was down from previous State Fiscal Years. SFY2021 ICBVI served 53 SR clients and 63 SR clients were served in SFY2020. The biggest issue for the decline was referrals.

We did not see the regular number of referrals as in years past, which have been on a decline since COVID, and with the addition of the Affordable Care Act.

This last spring and summer, VRA's have increased their outreach toward both physicians and facilities they have worked with in the past, as well as new physicians and facilities in their regional areas. We have started to see a slight increase in some regional referrals, such as in the Treasure Valley, and VRA's will continue to do so over the course of this next fiscal year.

The ACA has not ensured all clients get assistance. Many times, individuals have insurance, but the deductibles are too high.

Low Vision Clinic:

The Low Vision Clinic has continued to serve patients throughout all of SFY 2022. During this last quarter ICBVI was able to provide a regional clinic in Lewiston seeing ICBVI clients and providing low vision evaluations.

Dr. Hansen and Collene were instrumental in this endeavor as well as the Lewiston staff. This was a great service to be able to provide to the region since we have not been able to have any regional clinics since COVID started.

The Clinic's numbers increased over last state fiscal year. SFY2022, we served 492 patients, compared to 380 patients in SFY2021

This year we will most likely have additional clinics in field offices.

ICBVI Store:

Our ICBVI Store also remained opened, serving clients and the public, during all of SFY2022, and was very busy. 1601 combined sales transactions occurred over SFY2022 (Transactions per region: Boise – 1033; Coeur d'Alene – 208; Twin Falls – 120; Lewiston – 112; Idaho Falls – 66; Pocatello 62). This is up from SFY2021 where there were 1468 transactions.

Assessment and Training Center: Greg Metsker

Since the last board meeting, the ATC Spring term ended, the ATC team assisted with SWEP, College Days, and the Work Readiness Camp to varying degrees, and the summer ATC term is nearly over. The last day of the summer term is Friday September 16th. I would like to report that the ATC was much busier these last 3 months, but I cannot. We helped with the SWEP staff training for a couple of days the first week of June and Scott helped with preparations for College Days and Kevin did the same for the Work Readiness Camp. The ATC summer term began on June 28th, with 8 clients on the schedule. Unfortunately, by the end of July we were down to just 4 clients who were regularly attending classes. The reasons for the drop in students were all legit and understandable; knee surgery, COVID, diabetes related health problems and so forth, but the result was another slow term for the staff. The 4 students who faithfully attended classes all summer have been the beneficiaries of much more one on one instruction than would have been normal prior to the pandemic, and that is certainly good for them. We have 12 clients on the roster for the fall term and I am hopeful that they will all be able to attend. If not, I do have one or two other clients who would like to be added later in the term if possible. We have our fingers crossed that the fall term will be the long-awaited return to "normal" in the ATC, whatever that is.

In state fiscal year 2022, the ATC provided 3,641 hours of direct instruction to clients. The total instructional hours for the spring term was 620 hours and so far the ATC team has provided 900 hours during the summer term as of September 7th. Just for some context, if we had 10 students in the ATC, with the normal mix of full time to part time, we would be providing at least 2,000 hours of instruction during a term. I hope we reach that number this fall.

Shortly after the board meeting last May, we hired Mr. Ed Paoli as our new Computer and Assistive Technology Instructor. Ed started the job on June 6th. He is a former ATC student, who had a great deal of teaching experience throughout his career, mostly in the law enforcement field. He had great references from people who knew his teaching abilities as well

as his technology knowledge. It has been great to have Ed on the team this summer. Our low student numbers have been a good thing in terms of giving Ed a chance to get his feet under him and learn the ins and outs of being an AT/Computer Instructor in the ATC. Scott has done a great job of working with Ed to help him come up to speed and Larry has even been around a few times to give some Ed pointers. Kevin has also been very supportive as well, when Ed needs input about time sheets, progress reports and other general job-related tasks. As usual, the ATC team just steps in and gets the job done, whatever the task may be. I'm sure Ed has had help from all of the team at one point or another these last 3 months.

Finally, the 4 students who have been able to attend classes the whole term, had a total of 21 personal goals for this term. So far, they have met, or exceeded 12 of those goals. Some of the goals are: "To do an independent bus lesson by the end of the term", "to take an Uber ride after learning the app", "to finish a phone and watch charging rack in Shop class", "to complete the Home Maintenance curriculum in Shop" and to "memorize the layout of the keyboard by the end of the term." We have a great group of students currently. Kudos to our Vocational Rehab Counselors for referring such committed, goal-oriented clients to the ATC.

We will be travelling to Lewiston to do a blind ambition seminar. Working with teachers and school district. It might be a good idea to go out to the regions since it seems like more and more people are hesitant to travel.

Fiscal Report: Corey Bresina

SFY23 appropriation and expenditures: As of 8/31/2022

			<i>Appropriation</i>	<i>Expenditures</i>	<i>Yr. Elapsed</i>	<i>Expended %</i>
Federal - 34800	PC	4000	\$2,417,000.00	\$404,307.37	16.71%	16.73%
	OE	5000	\$593,900.00	\$239,806.03	16.71%	40.38%
	T/B	7000	\$470,300.00	\$90,172.70	16.71%	19.17%
General - 10000	PC	4000	\$911,100.00	\$111,891.41	16.71%	12.28%
	OE	5000	\$71,700.00	\$5,559.20	16.71%	7.75%
	T/B	7000	\$599,200.00	\$38,539.41	16.71%	6.43%
Aids & Appl - 42600	PC	4000	\$23,600.00	\$3,837.66	16.71%	16.26%
	OE	5000	\$62,900.00	\$19,065.09	16.71%	30.31%
BEP - 21000	OE	5000	\$27,600.00	\$0.00	16.71%	0.00%
	T/B	7000	\$100,100.00	\$2,865.28	16.71%	2.86%

VR Svc Misc. Rev - 34900	OE	5000	\$28,100.00		\$8,707.61	16.71%	30.99%
	T/B	7000	\$56,300.00		\$241.00	16.71%	0.43%
Rehab Rev & Refund - 28800	OE	5000	\$34,300.00		\$0.00	16.71%	0.00%
	T/B	7000	\$13,000.00		\$0.00	16.71%	0.00%
			\$5,409,100.00		\$924,992.76		17.10%
		FFY21	FFY22				
Pre-ETS obligation		\$430,511.10	\$443,109.15			4000 - PC	15.52%
Pre-ETS draws		\$430,511.10	(\$315,387.15)			5000 -	33.37%
100%		\$0.00	\$127,722.00			O/E	10.64%
Balance of FFY21						7000 - T/B	
15%							

The entire FFY21 15% reserve requirement has now been met. The Summer programs did take care of these expenditures and got us into the FFY22 reserve. The remaining balance sits at \$127,722.

Currently we are still on track to meet the MOE requirement of \$835,255 for BS22.

State Fiscal Year 2022 ended on June 30th. We encumbered \$57,450 for client services in Federal and General funds, we reverted \$401,710 in appropriation across all funds, and we transferred \$3,150 within the General fund for client services.

We did get our budget for the new state fiscal year submitted.

BEP Report (Reported by Justin Fish)

April-June 3rd Quarter FFY 2022

Overall sales are holding steady with small uptick in sales from last quarter. One thing to note is that the Gross income is less the north Idaho route income. The north Idaho route is not calculated in the Gross sales figure. The commission paid from the contractor goes into machine

income and paid out in vendor benefits. So, you could argue that income has increased per vendor due to the gross income is within 8 locations not 9.

Financial Snapshot

FFY 2022	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)	Total
Total Sales	\$379,040.06	\$472,618.07	\$499,564.80		\$1,351,312.90
Total Net Income	\$51,318.22	\$125,208.08	\$128,690.93		\$305,217.23
Set Aside Collected	\$5,318.22	\$12,735.20	\$12,869.09		\$30,922.51
Average income %	29.48%	32.19%	33.82%		31.83%

FFY 2021	OCT-DEC (Q1)	JAN-MAR (Q2)	APRIL-JUNE (Q3)	JULY- SEPT (Q4)	Total
Total Sales	\$374,811.62	\$469,947.55	\$697,513.35	\$744,224.43	\$2,286,496.96
Total Net Income	\$67,863.19	\$151,487.49	\$275,159.23	\$292,685.52	\$787,195.43
Set Aside Collected	\$7,872.60	\$15,440.23	\$27,633.00	\$29,268.55	\$80,214.38
Average income %	21.50%	25.74%	29.17%	32.03%	23.62%

BEP UPDATES

BEP has met with potential new sites to discuss potential vending service. The State Chinden campus has been our primary focus lately due to the occupancy is growing so fast. We are looking at the possibility of partnering up with cafeteria provider for the Chinden Campus to secure the priority of the cafeteria. We are also working with Daniel a BEP vendor and Roosters catering to create a partnership at the Idaho State Police cafeteria. We are in negotiations on this project and hoping we can come to an agreement with all parties.

Vending equipment has since been installed at Fish and Game Boise, Chinden campus building 8 and 4 serving several hundred State employees.

The Idaho Corrections department will be a micro-market and will be installed as soon as their facility construction is complete.

We have officially completed our warehouse move into the State Chinden campus. We have closed the various storage units around the State and consolidated everything into one location. This has shown to be an asset to our ability to manage our equipment in a much better way.

We have been looking for a service technician to contract the repair of the equipment around the State. We have contracted with a technician that is able to do cover the entire State for service. We are now working out the details of what that logistically looks like.

NEW BUSINESS

The next ICBVI Regular Board Meeting will be held in Boise Idaho on Dec 14, 2022. Information on how to participate in this meeting will be shared with the staff and public 2 weeks prior to the meeting date.

MEETING CONCLUDED AT

Al Schneider moved to end the board meeting at 3:00 p.m.