

**Nebraska Commission for the Deaf and Hard of Hearing
Full Commission Board Meeting – September 9, 2011- Approved 12/9/2011
Lincoln Medical Education Partnership
4600 Valley Road, Room 4A, Lincoln, NE**

Chairperson Mr. Dillard Delts called the meeting to order at 8:35 a.m.

B. Roll Call

Members present were Mr. Dillard Delts, Ms. Amy Kasch, Dr. Carol Lomicky, Mr. Steven Manning, Dr. Ray Meester, Ms. Diane Muelleman. Absent were Mr. Clifford Carlson, Ms. Susan Petersen and Dr. Jan Moore. Staff attending was Dr. Peter Seiler, Executive Director and Ms. Lori Burrage, Business Manager. Interpreters were Ms. Margie Propp and Mr. Lorelei Waldron.

C. Acceptance of the Agenda

Mr. Delts asked for acceptance of the agenda. Dr. Seiler asked to add election of officers and travel for staff to New York under New Business. **Mr. Manning made a motion to accept the agenda as amended to include election of officers and travel for two staff members to attend out of state training. Seconded by Ms. Muelleman. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, absent. Vote was unanimous in favor of the motion.**

D. Acceptance of the Minutes

1. Full Commission Meeting – 6/10/2011

Dr. Seiler distributed revisions to the minutes. **Dr. Lomicky made a motion to accept the revisions to the minutes. Mr. Manning seconded the motion. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, absent. Vote was unanimous in favor of the motion.**

Audience Comments

Mr. Don Crouch, State Rehabilitation Council

Mr. Crouch stated he was asked to provide an explanation of the council and how new members are selected. Several members of the commission board have expressed interest in serving on the council. The State Rehabilitation Council is an advisory council providing input and recommendations to the State Rehabilitation agency. Meetings are held four times a year, generally from 10 a.m. to 2 p.m. in Lincoln. The council has around 20 members. Anybody can apply to serve on the council. The terms are for three years. A person can serve two consecutive terms and must have a disability. The executive committee reviews the applications and the applications are sent to the head of the Department of Education. There are three subcommittees, employment, schools and client services. Approximately 30% of the clients served are in the mental health category, second is learning disabilities and the remaining disabilities are pretty even. In the past there has been one hard of hearing member but no deaf members. Dr. Seiler asked if a person is selected to serve on the council, it is an individual, not a member of

an organization. Mr. Crouch responded yes. Mr. Manning asked how the deaf community is being served and what topics have been addressed if the council doesn't have a deaf member. Mr. Crouch stated he cannot remember any specific issues that have been addressed.

Ms. Petersen arrived at 8:56 a.m.

Dr. Seiler stated when he sent out the agenda it was unknown if Ms. Lynda Roesler would have a report ready. Ms. Roesler is in attendance and prepared to give her report. **Ms. Petersen made a motion to amend the agenda and move F.8., Internal Control Review Findings after audience comments. Dr. Lomicky seconded the motion.** Ms. Muelleman asked to clarify that Dr. Seiler would not discuss this subject later when Ms. Roesler is not in the room. Dr. Seiler assured her that there would be no further discussion. **Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

Ms. Roesler introduced Mr. Ken Rouch who assisted her with the agency review. She stated she had individual meetings and two group meetings with staff. The staff was cooperative and some were very eager to talk with her. Ms. Roesler stated the second page of her handout is the statutory authority for AS Accounting to conduct the review. They do this for all agencies as they have time and as agency needs arise. State Accounting has had a couple meetings with Dr. Seiler in the past but they had not been out to conduct a review in a very long time. Several agencies such as State Accounting and State Purchasing set policies that all state agencies must follow. Ms. Roesler shared her comments and recommendations as outlined in her handout.

1. **Information and communication needs to be improved.** Ms. Roesler feels this is common in all agencies, including her own. She feels timely and accurate information is very important. The Commission has unique obstacles to overcome with the hearing and deaf and hard of hearing staff which causes additional challenges. There were concerns about staff not signing. The office staff does not know where the Field Rep staff is or how to get ahold of them. The Field Rep staff needs to improve on keeping the office staff informed as they answer the phones and assist walk in consumers seeking services.

2. **Employee Handbook.** There is no updated employee handbook, but it is currently being worked on by the director and it is time consuming.

3. **Expense reimbursements.** Ms. Roesler and her staff provided about four hours of training on expense reimbursements. This issue is very important to staff since they have used their money and they would like their money back. Some of the problems are staff feels they aren't getting their questions answered completely. The expense reimbursements are sent back time and time again because it is not completed correctly and the staff doesn't know what is wrong. The Business Manager stated she has trained the staff including providing them with State Accounting guidelines and samples of documents. The expense document, requirements and guidelines for completing the documents are from State Accounting. Therefore, State Accounting will review the expense reimbursements for a short time to help train staff. The form is complicated and some staff are waiting for two months to fill it out. The Field Rep staff puts off filling

out the documents until the last minute even though they want their money. Ms. Roesler has given each staff member the accounting check list. The agency can add more guidelines. Dr. Meester asked how long it takes for the employee to get the money into their accounts. Ms. Roesler stated generally three days to a week but she doesn't know the process for this agency. Ms. Burrage stated it depends on when Dr. Seiler is available to review and sign off on the documents. It also depends on the availability of three other staff members that enter the documents into the EDGE system, pre-audit and final approval the documents.

4. **Payroll time sheets.** Ms. Roesler recommended the agency use the EDGE global leave and time entry system. Each employee will enter their requests for leave and their own time worked online. This will eliminate the need for a third person to be involved in payroll processing. Dr. Seiler stated if he is not able to certify payroll, Ms. Roesler could be his backup. Dr. Seiler said a pilot program that will begin on Monday. Four staff members will be involved with the pilot, Dr. Seiler, Ms. Burrage, Ms. Peggy Williams and Ms. Beth Ellsworth. The board will need to decide who will approve the director's leave and there are some options to consider. The director could enter his leave into the system. Upon receiving email approval from the board chairperson, the business manager could approve the leave. Another option is that the board chairperson could be set up in the system and approve the director's leave. Mr. Manning asked if other agencies are using this system. Ms. Roesler stated yes. Ms. Roesler suggested if time sheets are not done electronically, that the agency should change the time line for submitting paper documents to noon on Monday due to some weekend work. Ms. Roesler stated federal law requires more than 40 hours worked in one week is compensated at time and one half. The work week is Monday through Sunday. Staff working on Saturday or Sunday have to estimate their time to be taken off earlier in the week which can be difficult to do. A review of time sheets showed two or more staff members off at the same time. One pay period there was only one Field Rep to cover all the offices during the week. Consideration should be given to how it affects other staff and the people we are serving. Ms. Roesler suggested the agency consider allowing comp time to be accrued rather than have several staff members off at the same time. Mr. Delts asked if there is a limit on the amount of comp time that can accrue. Ms. Roesler stated there isn't a limit but the agency can set a limit. State Accounting has a limit of 20 hours which she feels is low. Ms. Burrage responded that there is a limit in the NAPE contract on the number of hours an employee can accrue. The agency also has an internal policy requiring employees to use their comp time in a three month period. Ms. Roesler stated she isn't that familiar with the NAPE contract and Personnel Rules. Ms. Roesler stated to keep in mind that comp time is a liability to the agency because, if the employee leaves the agency, the agency has to pay the employee for the time which affects the budget and personal service limit. Dr. Meester asked if the director has to get approval to flex his time if he is working on a weekend. Ms. Roesler stated it is strongly recommended to protect the director. Every state employee, including the Governor, is required to account for 40 hours, regardless if they are exempt or not. Staff starts to notice if the director is gone repeatedly and it goes back to good communication with the staff. Dr. Seiler stated, in the staff meeting, that the staff asked if they could get paid overtime instead of receiving comp time. Ms. Roesler stated they can request to get paid but warned against allowing that because it affects the budget and personal service

limitation. Ms. Roesler stated any time earned must be used by June 30 of each fiscal year. Ms. Burrage stated there is language in the NAPE contract regarding this issue. Ms. Muelleman asked if the board had access to the NAPE contract and Personnel Rules. Ms. Burrage responded that both are online and there are hard copies in the office. Ms. Roesler stated that Dr. Seiler and the board can develop their own internal policies.

5. **Quality control sheets for home visits.** Ms. Roesler recommended the agency develop a quality control sheet for staff going on home visits. Currently there is no documentation to show that people are working with clients or what they are doing. If an employee writes down that they went to a client's home, there is no proof the employee went there. Ms. Roesler stated this documentation also protects the employee. Ms. Muelleman asked if the client will sign off on the document. Ms. Roesler strongly recommended it to show the employee was there. Ms. Roesler stated some employees were writing the names of clients on their online calendars or expense documents, however, she feels this is confidential information. Ms. Muelleman stated there is difficulty in communication in the agency due to different modes to communication. One Field Rep does not have a cell phone and cannot be reached when she is out of the office. Ms. Roesler encouraged finding grants to pay for cell phones for staff. Ms. Burrage stated other agencies provide cell phones for their staff that travel and the state has several cell phone plans through the office of the CIO. The agency had a cell phone and calling cards for staff that traveled in the past. The plans are more expensive than if the agency went directly to the service provider but the agency is required to go through the OCIO. Dr. Seiler stated that he would look into this and make arrangements for staff to have access.

6. **Division of work duties in the Omaha office.** Ms. Roesler stated this is causing difficulties between the two employees in that office. During a review of expense documents, it appears that one employee is taking the brunt of the work. It was a very hot topic for the person that is doing all the travel. One deaf employee feels she is saving the state money because she has to request an interpreter to travel with her. Ms. Roesler feels that is not justification and she should be sharing the workload. Dr. Seiler stated there is money set aside for interpreters and he has been working on this issue for two years but it has been a slow process. Dr. Seiler stated there have been several complaints from hard of hearing people that the phones are not being answered and nobody is in the Omaha office. Dr. Seiler is considering moving one of the staff assistants back to Omaha to answer the phone and help with walk in consumers. Mr. Delts stated he thought all the phone calls were centralized to the Lincoln office. Dr. Seiler agreed.

7. **Define and identify what is confidential information.** Ms. Roesler feels the agency needs to develop an agency policy for handling confidential information. Currently there are applications lying around the office with names, addresses and other personal information. Ms. Roesler recommended working with other agencies to develop these policies. Could ask for statute changes but at a minimum have an agency policy.

Additional comments regarding issues which may be affecting employee productivity. Ms. Roesler stated State Accounting has no responsibility or training to directly address these issues but she felt they needed to be reported to the board. Lack of respect for other staff. Ms. Roesler feels sensitivity training is needed. Ms. Roesler stated an example was provided to her that a deaf person walked into the office and

turned on the lights before the office was open. A hearing person turned the lights off stating the office doesn't open until 8:00. It was explained to her that the Deaf people are visual and need the light. Ms. Roesler stated she has no proof this actually happened but her feelings would be hurt if that happened to her. She stated deaf and hard of hearing staff feels left out because hearing people are not signing when they walk into a room. She would like to see a requirement for everyone to always be signing even though all the staff does not know sign language. She feels the agency should make it a requirement for all staff to know or learn sign language. There is an invisible line between hearing and the deaf and hard of hearing staff. Mr. Manning asked what level of sign language skills should be required. Ms. Roesler clarified it works both ways, if the deaf staff is signing but not speaking, hearing or hard of hearing persons that don't know sign language feel left out as well. Ms. Burrage stated sign language, or the willingness to learn sign language, has been listed as a preference on all job postings. It has not been a requirement because if it is required it eliminates a high number of applicants that meet the essential job requirements. The agency has required completion of two sign language classes for staff hired that do not know sign language and the agency has paid for the classes. Dr. Seiler thanked Ms. Roesler for coming and providing the information to the board.

Dr. Seiler introduced Mr. Albert Sparks, a Deaf leader from Lincoln.

E. Business Manager's Report

1. General Ledger Report

2. Carryover Funds

Ms. Burrage reminded the board that the proposal for using carryover funds was sent to them in July. However, only one member responded. State statute requires budget status information to be entered into the EDGE system by the end of July. Ms. Muelleman stated she would like to make some suggestions. She has been approached by several hard of hearing persons that feel they are not getting served. She would like to see a person hired to assist with answering phones and covering the Omaha office. The agency is to serve both deaf and hard of hearing consumers and the hard of hearing people feel left out. She is getting reports of the phones not being answered or having to wait for several days to get a return call. Ms. Burrage responded all the phone calls were consolidated to the Lincoln office when the Scottsbluff office was closed over a year ago. The local numbers had a recorded message instructing callers to call the toll free number in Lincoln for assistance. The toll free numbers were assigned to the Lincoln office and there is phone coverage from 8:00 a.m. to 5:00 p.m. Messages are given to Field Rep staff utilizing an online call tracking system. On rare occasions, voice mail may be utilized during the lunch hour. Ms. Muelleman requested cell phones with texting capability for staff when they are out of the office. Dr. Meester agreed that cell phones are needed. Ms. Muelleman would also like to see more loop system equipment and pockettalkers purchased for the loan program. Ms. Burrage stated the agency has funding available for cell phones and filling the part time administrative assistant position in Omaha if the board wants to pursue those options. The agency has several pockettalkers available for loan currently. Dr. Seiler stated when he talked with Ms. Muelleman previously he thought there was only one pockettalker available but found out there are

plenty. Dr. Seiler stated he would like to explore moving staff to Omaha rather than filling the position. He would like to save money for other things. Mr. Manning asked about getting a video phone for the front desk. Dr. Seiler stated the FCC will not allow companies to give free equipment and a ten digit number for the front desk. The agency can purchase a video phone but an IP address would be required or connect through Skype.

Ms. Muelleman made a motion to investigate and proceed to acquire effective communication devices for employees to use while out of the office for business purposes. Motion was seconded by Ms. Amy Kasch. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.

Ms. Muelleman made a motion to fill the administrative assistant position at least part time. Mr. Manning seconded the motion. Dr. Seiler requested to leave the motion open to investigate either filling a vacant position or move support positions around. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.

F. Executive Director's Report

1. Executive Director Time and Leave

Dr. Seiler stated he developed two leave policies. A staff member was concerned with who was approving the director's leave and the executive committee met with Dr. Seiler on the issue. Dr. Seiler stated he checked with the Commission for the Blind and Visually Impaired on their policy. They indicated their policy was taken from this agency. Mr. Delts stated he developed another policy for the board to review which is an extension of Dr. Seiler's policy. Mr. Delts spoke with Mr. Andy Russell from State Personnel on handling abuse of the leave policy which is included in his proposal. Dr. Meester stated the proposal Dr. Seiler provided is sufficient. He stated he appreciated the work Mr. Delts put into his proposed policy but it wasn't needed. **Mr. Manning made a motion to approve F.1. the Executive Director time and leave policy. Dr. Lomicky seconded the motion. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, absent; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

2. Meal Time Policy: Affirmation of Executive Committee Decision

Dr. Seiler reported a staff member was concerned that the meal time policy was not handled appropriately. Employee Relations felt the policy was too restrictive and it was changed. This is already in effect but the board needs to reaffirm the policy. It is not common that staff will not be able to eat a meal between 11:00 a.m. and 2:00 p.m. but it can be allowed if the director and staff agree. The union has approved the proposed policy. **Ms. Petersen made a motion to accept the policy. Ms. Muelleman asked how time is being tracked and recorded. Dr. Seiler responded it is a paper form but with the electronic system that will change. Ms. Muelleman seconded the motion. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

3. Mileage policy

Dr. Seiler stated there were complaints with the mileage policy when using personal cars. Web based maps were being used but not actual mileage. State Accounting felt it should be the other way around and so will the State Auditors. There are two policies to vote on, one for mileage and one for travel. **Dr. Lomicky made a motion to accept the new mileage policy to use actual mileage supported by web based maps for the fiscal year. Mr. Manning seconded the motion. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.** Dr. Seiler stated the travel policy needs to say travel, not mileage, for Nebraska and Council Bluffs, IA for the fiscal year. The travel policy preapproves instate travel. Out of state travel will require full board approval for all staff. **Ms. Muelleman made a motion to approve the new travel policy for the fiscal year. Motion was seconded by Ms. Kasch. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

4. NCDHH Handbook: Approval of Outline and Preliminary Draft

Dr. Seiler stated he and Mr. Delts developed the proposed board member handbook. Ms. Muelleman stated the goals and benchmarks are similar to the Hearing Loss Association of America (HLAA). She would like the Commission and HLAA to work together on meeting these and be sure we are not repeating something another organization already does. For example, E. Educate parents of deaf and hard of hearing children about opportunities available to their children. Early detection is done by Health and Human Services and they are a good resource. Ms. Muelleman asked for a definition of 2.B., design and develop social activities and transportation programs for deaf and hard of hearing senior citizens. She feels the staff does not need to work on developing social activities. She asked for a definition on collaborating and working with hospitals and agencies. Is the staff waiting for the hospitals and agencies to contact us or is the staff going out and contacting them? She requested details on when and how often. Dr. Seiler stated we are contacting the agencies and offering assistance. Dr. Lomicky asked why 5.J. Seek legislation approving the QAST (Quality Assurance Screening Test) system is included if QAST is going away. Dr. Seiler stated we already have approval so it can be deleted. Ms. Muelleman requested to change 2.B. to assist transportation programs to better serve deaf and hard of hearing senior citizens. Dr. Lomicky asked to remove senior citizens; people can be rude to anybody with a hearing loss not just senior citizens. Dr. Meester stated the page numbers do not match. Dr. Seiler stated work is being done on that. Dr. Lomicky identified minor grammatical and typos and will provide those to Dr. Seiler. Dr. Seiler stated this will become the official board handbook so they will need to approve it. He stated one part needs clarification and that is the duties of the Education Committee. He is not sure what Mr. Carlson had in mind when he requested to establish that committee. Dr. Lomicky stated her understanding was connected with issues in with the public schools but the handbook version looks like something completely different. Dr. Seiler stated he hoped Mr. Carlson would come to the meeting and address this but he had a family emergency. Dr. Meester stated more discussion needs to happen because deaf education is suffering. If the Nebraska

Department of Education is not doing their jobs then we need to step in. Ms. Muelleman and Dr. Lomicky do not like the information on page 15 and asked if a vote to accept the handbook should be postponed until it contains accurate information. Ms. Muelleman requested to meet with the Education Committee before accepting the handbook. Mr. Delts said the subcommittees don't want to meet outside of the board meetings. Ms. Muelleman asked for suggestions on how the committees can meet. Mr. Delts responded there are options including video conferencing, email or longer board meetings. Dr. Seiler will look into using a bulletin board to conduct committee meetings. Dr. Seiler will send out two possibilities for a handbook cover. Mr. Delts suggested one cover with a theme "What Can We Do for You?". **Mr. Manning made a motion to accept the NCDHH board member handbook with two amendments; change 2.B. to assist transportation programs to better serve deaf and hard of hearing citizens and delete 5. J., along with the minor grammatical and typo corrections. Motion was seconded by Ms. Muelleman. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

5. Letter Requesting Change in Late Fees for Interpreter License: Limited Practice License: Interpreter Issues Committee

Dr. Seiler reported this issue belongs to the Interpreter Issues Committee and a letter from the interpreter is in the packet. Dr. Seiler feels that the renewal fee is too high. He discussed this with the Interpreter Review Board (IRB) but the Board needs to approve this request. Dr. Meester stated he feels that the fees should be removed and asked if the Board can approve that. Dr. Seiler stated he consulted with Mr. David Montgomery; he stated the Board can waive the fee for an individual but cannot change the fee schedule without going through the rules change process. **Ms. Petersen made a motion to waive the penalty for Ms. Suzie Pauley obtaining a limited license. Ms. Kasch seconded the motion. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

6. LB 39 Update

Dr. Seiler met with Senator Campbell who is the chair of the committee. She is supportive but feels we cannot proceed without the support of NDE. Dr. Seiler has requested for Senator Haar to set up a meeting with NDE. Senator Haar has agreed to do this.

7. LB 223 Update

Dr. Seiler stated he contacted Senator Karpinsky for an update on this bill but did not receive a response.

9. Report on Great Plains Regional Sertoma Conference

Dr. Seiler stated five states were represented at the conference. He and Peggy Williams gave a keynote presentation to this conference focusing on the television show "Hearing Loss in the Military". Approximately 160 people attended the conference.

G. Chairpersons Report

1. Executive Director Personnel Issue

Dr. Meester made a motion to close the session at 1:04 p.m. to discuss a personnel issue. Mr. Manning seconded the motion. Roll call vote: Mr. Carlson,

absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.

Ms. Muelleman made a motion to open the session at 2:05 p.m. Ms. Petersen seconded the motion. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.

Mr. Delts reported there was an inquiry as to whether the Executive Director has caused a conflict of interest with regards to decisions or actions on his part. The board has reviewed the matter and is satisfied that there is no evidence of any conflict of interest.

3. Recognition Award

Mr. Delts stated Mr. Arthur Nelson passed away about a month ago. Mr. Nelson was a long term member of TRS Committee and a past Commission board member. His wife is still on the TRS Committee and IRB Board. Mr. Delts would like to do something in recognition of Mr. Nelson's contributions to the Deaf community. **Dr. Lomicky made a motion to present an award to Mr. Nelson's wife for his service to the Deaf community. Motion was seconded by Ms. Muelleman.** Dr. Meester suggested presenting the award at the December board meeting in Omaha. **Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

J. New Business

1. Staff travel for out of state training.

Dr. Seiler requested approval for two staff members to travel to the Helen Keller National Center in New York for training on technology for deaf blind clients. Ms. Cindy Woldt and Ms. Janet Killam have expressed an interest in the training. Ms. Woldt is the agency IT person and Ms. Killam would go out and work the deaf blind clients. Total cost is estimated at \$2,000.00. **Mr. Manning made a motion to approve the two staff members to attend the training at Helen Keller National Center in New York. Motion was seconded by Ms. Kasch.** Ms. Muelleman stated one person is not fulfilling Field Rep travel now and she wants a guarantee that employee will be made to go out of the office if the money is spent on the training. The employee's history reflects that she sits in the office and Ms. Muelleman wants the board to be aware of that. Dr. Seiler stated he has met with the employee and has a written agreement that the employee is to increase her travel by December. Ms. Muelleman wants a guarantee that she will be held accountable if that does not happen. **Mr. Manning made a motion that Ms. Woldt and Ms. Killam will sign an agreement to reimburse the agency if they leave within one year of completing the training. Motion seconded by Ms. Kasch. Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes. Vote was unanimous in favor of the motion.**

2. Election of new officers

A. Chairperson

Ms. Petersen nominated Mr. Delts for Chairperson. Ms. Muelleman seconded the nomination. **Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes.**

B. Vice Chairperson

Ms. Kasch nominated Ms. Muelleman for Vice Chairperson. Ms. Petersen seconded the nomination. **Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes.**

C. Secretary

Dr. Meester nominated Ms. Kasch for Secretary. Ms. Muelleman seconded the nomination. **Roll call vote: Mr. Carlson, absent; Ms. Kasch, yes; Dr. Lomicky, yes; Mr. Manning, yes; Dr. Meester, yes; Dr. Moore, absent; Ms. Muelleman, yes; Ms. Petersen, yes.**

K. Next meeting – December 9, 2011 from 8:30 a.m. to 12:30 p.m. in Omaha

Meeting adjourned at 2:35 p.m.