

Division for the Visually Impaired  
Business Enterprise Program (BEP)  
Blind Vendors Committee (BVC) Meeting Minutes  
DVI Conference Room #203  
1901 N DuPont Hwy., Biggs Bldg.  
New Castle, DE 19720  
February 28, 2019

**Roll Call:** Wayne Marsh, Blind Vendors Chairperson; Anthony Paolini, Blind Vendors Committee Member; Andy Kloepfer, Division for the Visually Impaired; Romy Mikhail, Division for the Visually Impaired; Bill DeGraffenreid, Division for the Visually Impaired; Debra Mills-Joe, Division for the Visually Impaired; Mark Ridenour, Division for the Visually Impaired; Rob Schmidlkofer, Business Enterprise Program Director; Elisha Jenkins, Division for the Visually Impaired; Gary Pizzolo, Co-Chair Blind Vendors Committee; Jill Morrison, Division for the Visually Impaired; Sandi Miller, Division for the Visually Impaired.

**The Meeting was called to order by:** Wayne Marsh

**Rules of Engagement:** The Rules of Engagement were reviewed by Rob Schmidlkofer.

**Approval of Minutes:** The Minutes from the January 24<sup>th</sup>, 2019 BVC meeting were reviewed. Gary Pizzolo made a motion to approve the January meeting minutes. Anthony Paolini seconded the motion. The minutes were approved.

**Old Business:**

Mark Ridenour gave a report on the BEP Program Finances:

The Del Tech final P&L will be finalized by the end of March 2019 and Mark Ridenour provided an update on his research of Quick Books for BEP finances. Mark will look into inviting a sales rep from the company to come and conduct a demonstration.

**New Business:**

**DIRECTOR'S REPORT:** The Division for the Visually Impaired's Joint Finance Committee Hearing was held on February 19, 2019. The Division requested \$365,000 for Educational Instructional Materials, Assistive Technology and expanded Core Curriculum activities.

There has not been any additional update on DVI's Sunset process.

Due to the mounting interest of BEP marketing materials will be helpful to ensure accurate information about the program is disseminated. A video and other marketing materials are forthcoming.

Consumer Satisfaction Surveys for all DVI programs are now in place. Feedback is used to make necessary adjustment.

The Division for the Visually Impaired has two new initiatives: Trauma Sensitivity and the Lt. Governor's Challenge.

BEP would like to participate in the Expanded Core Curriculum activities planned.

**Upward Mobility:** Rob Schmidkofer reported he is seeking suggestions for Upward Mobility training. Suggested topics are: The Beacon, The Cantaloupe and the NIAX.

**Policies:**

A discussion occurred regarding BEP policies and a timeline for feedback. This topic will be tabled.

**Public Comment:**

There was not any public comment

**Adjournment:**

The meeting was adjourned @ 11:48 AM

*Respectfully submitted by Debra Mills-Joe  
Division for the Visually Impaired  
Administrative Specialist I*