

Commission

for

Rehabilitation Services

August 8, 2016 Regular Meeting

Department of Rehabilitation Services

3535 NW 58th Street, Suite 200

Oklahoma City, OK 73112

State Of Oklahoma
Commission for Rehabilitation Services
Oklahoma Department of Rehabilitative Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112
Monday, August 8, 2016, 10:30 am
Regular Meeting

Lynda Collins – Commission Chair
Jack Tucker – Commission Member
April Danahy – Commission Member
Carol Brown – Commission Assistant

- | | | |
|----|---|----------------------|
| 1. | Call to Order and Roll Call | Commission Chair |
| 2. | Statement of Compliance with Open Meeting Act | Commission Assistant |
| 3. | Introduction of Guests | Commission Chair |
| 4. | Public Comments | Public Audience |

Reports

- | | | |
|----|---|--|
| 5. | Introduction of new Oklahoma Department of Rehabilitation Services Commissioner, April Danahy. | Commission Chair |
| 6. | Director's Report with possible Commission discussion. The report includes agency updates, executive team meetings, budget strategies, program partnerships and cross-agency and/or community partnerships. | Noel Tyler, Interim Director |
| 7. | Financial Status Report as of June 30, 2016, with possible Commission discussion. | Kevin Statham, Chief Financial Officer |
| 8. | Review with possible Commission discussion of the FY 2018 Budget Request Summary and Operations Funding Changes. | Kevin Statham Chief Financial Officer |
| 9. | Personnel Activity Report as of July 22, 2016 with possible Commission discussion. The report includes current FTE status. | Goli Dunkle, MSD Administrator |

- | | | |
|-----|---|--------------------------------------|
| 10. | Annual Report on Commission Workforce and State Plan with possible Commission discussion. The report includes Workforce Initiatives, Unified State Plan (including VR Services Portion), and Business Services Annual Update. | Melinda Freundt, Project Coordinator |
| 11. | Statewide Independent Living Council Report with possible Commission discussion. This report includes activities of the Council for the past year and the FY 2017-2019 State Plan. | Sidna Madden, SILC Programs Manager |
| 12. | Review and Discussion of the 2017 Meeting Schedule for the Commission for Rehabilitation Services. To be voted on next Commission Meeting. | Commission Chair |

Action Items

- | | | |
|-----|---|---|
| 13. | Review and discussion with possible vote to approve the June 21, 2016 Commission for Rehabilitation Services Regular Meeting Minutes. | Commission Chair |
| 14. | Review and Discussion with possible vote for approval of addition to Proposed Internal Policy. DRS:10-1-8 Criminal background checks required of vendors [NEW] | Sandra Wright, PDPS Administrator |
| 15. | Review and discussion with possible vote for approval of the June and July 2016 donations to the Oklahoma School for the Blind. | Larry Hawkins, Interim OSB Superintendent |
| 16. | Election of Officers for the Commission for Rehabilitation Services | Commissioners |
| 17. | New Business (“Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311) | Commission Chair |
| 18. | Announcements Date and location of next regular meeting of the Commission for Rehabilitation Services: Monday, September 12, 2016 at 10:30 am Department of Rehabilitation Services 3535 NW 58 th Street, Suite 200 Oklahoma City, OK 73112 | Commission Chair |
| 19. | Adjournment | Commission Chair |

Introduction to Commissioner April Danahy

APRIL DANAHY, COMMISSIONER

July 1, 2016

April Danahy lives in Enid, Oklahoma. She is active in the Enid community and holds positions on numerous nonprofit boards including: United Way of Enid and Northwest Oklahoma, Loaves and Fishes, North West Oklahoma Blood Institute Board of Directors, Enid Police Civil Service Commission, and Community Development Support Association. She holds a Bachelor of Science degree in Mass Communications from Phillips University. Her current professional certificates include; PHR and SHRM-CE. She is a class XVIII alum and current member of Leadership Oklahoma. Danahy's recognitions include; Enid YWCA Woman of the Year, Enid News and Eagle Pillar of the Plains, Journal Record Woman of the Year 50 Making a Difference, Greater Enid Chamber of Commerce Business Person of the Year, Greater Enid Chamber of Commerce Volunteer of the Year. Danahy has 17 years of radio experience and is current a Vice President of Human Resources and Corporate Communications at The Security National Bank of Enid.

Director's Report

August 8, 2016 OKDRS Regular Commission Meeting
Submitted by
Noel Tyler, DRS Interim Director

Agency Updates

1. OSB Superintendent
2. OSD Superintendent
3. Three questions Under Three Minutes

Operations

1. Executive Team Meetings
2. Budget Strategic Discussions

Programs

1. DVR/DVS Policy Committee Meeting
2. iJob Celebrations

Program Partnerships

3. Governor's Council for Workforce and Economic Development
4. ORC Transition and Employment Committee Meeting
5. ORC Executive Committee Meeting
6. ABLE Tech Quarterly Advisory Council Meeting
7. NewView OWL Camp Talent Show
8. GAO Interview for Transition and SSA
9. CSAVR Membership Call
10. ODAR/DDD Summit
11. Carroll Center

Cross-Agency or Community Partnerships

12. HHS Cabinet Secretary
13. HHS Cabinet Information Technology Oversight Committee
14. Cooperative Council for Oklahoma School Administration Board Affiliated Partnerships
15. United We Ride Council Meeting
16. Oklahoma Commission on Children and Youth Commission Meeting
17. Creative Communities
18. SILC Quarterly meeting

Financial Status Report

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

All Programs Agency Summary

| | Budget | % of Total Budget | Expenditures | % Expended | Encumbrances | % Used |
|------------------------------|-----------------------|-------------------|-----------------------|--------------|----------------------|--------------|
| Personnel | 74,150,703.72 | 49.9% | 69,122,550.01 | 93.2% | 4,116,463.30 | 98.8% |
| Travel | 1,461,880.00 | 1.0% | 1,227,328.64 | 84.0% | 47,099.26 | 87.2% |
| General Operating | 21,614,363.00 | 14.5% | 16,455,038.56 | 76.1% | 4,584,225.70 | 97.3% |
| Office Furniture & Equipment | 2,804,753.00 | 1.9% | 1,238,479.96 | 44.2% | 682,311.94 | 68.5% |
| Client / General Assistance | 40,081,691.00 | 26.9% | 32,565,343.41 | 81.2% | 6,083,172.02 | 96.4% |
| Indirect Cost | 8,615,878.00 | 5.8% | 8,041,128.25 | 93.3% | 574,749.75 | 100.0% |
| Total | 148,729,268.72 | 100.0% | 128,649,868.83 | 86.5% | 16,088,021.97 | 97.3% |

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

All Programs Vocational Rehabilitation and Visual Services

| | % of Total | | % Expended | | % Used | |
|------------------------------|----------------------|---------------|----------------------|--------------|----------------------|--------------|
| | Budget | Budget | Expenditures | % Expended | Encumbrances | % Used |
| Personnel | 26,400,370.72 | 34.8% | 23,508,060.49 | 89.0% | 2,641,248.17 | 99.0% |
| Travel | 1,169,350.00 | 1.5% | 999,530.54 | 85.5% | 31,440.77 | 88.2% |
| General Operating | 10,863,825.00 | 14.3% | 7,977,309.91 | 73.4% | 2,649,877.94 | 97.8% |
| Office Furniture & Equipment | 2,152,419.00 | 2.8% | 974,899.70 | 45.3% | 607,716.38 | 73.5% |
| Client / General Assistance | 31,426,191.00 | 41.5% | 24,430,846.23 | 77.7% | 5,608,485.75 | 95.6% |
| Indirect Cost | 3,750,290.00 | 5.0% | 3,328,377.78 | 88.7% | 421,912.22 | 100.0% |
| Total | 75,762,445.72 | 100.0% | 61,219,024.65 | 80.8% | 11,960,681.23 | 96.6% |

Vocational Rehabilitation Grant

| | % of Total | | % Expended | | % Used | |
|------------------------------|----------------------|---------------|----------------------|--------------|----------------------|--------------|
| | Budget | Budget | Expenditures | % Expended | Encumbrances | % Used |
| Personnel | 23,749,860.72 | 33.3% | 21,152,269.68 | 89.1% | 2,416,106.73 | 99.2% |
| Travel | 1,144,400.00 | 1.6% | 986,400.92 | 86.2% | 31,440.77 | 88.9% |
| General Operating | 10,067,217.00 | 14.1% | 7,164,121.33 | 71.2% | 2,531,575.08 | 96.3% |
| Office Furniture & Equipment | 2,074,119.00 | 2.9% | 947,906.88 | 45.7% | 606,949.38 | 75.0% |
| Client / General Assistance | 30,741,667.00 | 43.1% | 24,103,725.91 | 78.4% | 5,378,985.46 | 95.9% |
| Indirect Cost | 3,500,000.00 | 4.9% | 3,088,795.11 | 88.3% | 411,204.89 | 100.0% |
| Total | 71,277,263.72 | 100.0% | 57,443,219.83 | 80.6% | 11,376,262.31 | 96.6% |

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

| All Programs | | | | | | |
|-------------------------------|--------------|--------|--------------|------------|--------------|--------|
| Oklahoma School for the Blind | | | | | | |
| | % of Total | | | | | |
| | Budget | Budget | Expenditures | % Expended | Encumbrances | % Used |
| Personnel | 5,391,891.00 | 68.7% | 4,971,227.30 | 92.2% | 392,945.87 | 99.5% |
| Travel | 46,291.00 | 0.6% | 33,963.34 | 73.4% | 245.00 | 73.9% |
| General Operating | 1,627,248.00 | 20.7% | 1,309,894.24 | 80.5% | 221,271.04 | 94.1% |
| Office Furniture & Equipment | 198,280.00 | 2.5% | 41,921.98 | 21.1% | 20,400.00 | 31.4% |
| Client / General Assistance | 94,000.00 | 1.2% | 78,749.01 | 83.8% | 0.00 | 83.8% |
| Indirect Cost | 490,824.00 | 6.3% | 453,934.27 | 92.5% | 36,889.73 | 100.0% |
| Total | 7,848,534.00 | 100.0% | 6,889,690.14 | 87.8% | 671,751.64 | 96.3% |

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

| All Programs | | | | | | |
|------------------------------|----------------------|---------------|---------------------|--------------|-------------------|--------------|
| Oklahoma School for the Deaf | | | | | | |
| | % of Total | | | | | |
| | Budget | Budget | Expenditures | % Expended | Encumbrances | % Used |
| Personnel | 6,792,363.00 | 67.6% | 6,521,773.07 | 96.0% | 203,302.28 | 99.0% |
| Travel | 37,239.00 | 0.4% | 27,068.01 | 72.7% | 194.64 | 73.2% |
| General Operating | 2,035,380.00 | 20.3% | 1,640,201.85 | 80.6% | 354,237.59 | 98.0% |
| Office Furniture & Equipment | 146,654.00 | 1.5% | 67,525.28 | 46.0% | 0.00 | 46.0% |
| Client / General Assistance | 421,500.00 | 4.2% | 340,555.04 | 80.8% | 49,879.40 | 92.6% |
| Indirect Cost | 617,044.00 | 6.1% | 590,561.00 | 95.7% | 26,483.00 | 100.0% |
| Total | 10,050,180.00 | 100.0% | 9,187,684.25 | 91.4% | 634,096.91 | 97.7% |

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

| All Programs | | | | | | |
|-----------------------------------|----------------------|---------------|----------------------|--------------|---------------------|--------------|
| Disability Determination Division | | | | | | |
| | % of Total | | | | | |
| | Budget | Budget | Expenditures | % Expended | Encumbrances | % Used |
| Personnel | 29,234,237.00 | 64.1% | 28,209,921.55 | 96.5% | 459,504.06 | 98.1% |
| Travel | 89,000.00 | 0.2% | 62,333.26 | 70.0% | 15,023.36 | 86.9% |
| General Operating | 4,278,951.00 | 9.4% | 3,325,147.26 | 77.7% | 868,323.44 | 98.0% |
| Office Furniture & Equipment | 140,000.00 | 0.3% | 80,459.70 | 57.5% | 24,168.74 | 74.7% |
| Client / General Assistance | 8,140,000.00 | 17.8% | 7,715,193.13 | 94.8% | 424,806.87 | 100.0% |
| Indirect Cost | 3,755,812.00 | 8.2% | 3,667,077.26 | 97.6% | 88,734.74 | 100.0% |
| Total | 45,638,000.00 | 100.0% | 43,060,132.16 | 94.4% | 1,880,561.21 | 98.5% |

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

| All Programs | | DRS Support Services | | | | |
|------------------------------|---------------------|----------------------|---------------------|--------------|-------------------|--------------|
| | Budget | % of Total Budget | Expenditures | % Expended | Encumbrances | % Used |
| Personnel | 6,331,842.00 | 67.1% | 5,911,567.60 | 93.4% | 419,462.92 | 100.0% |
| Travel | 120,000.00 | 1.3% | 104,433.49 | 87.0% | 195.49 | 87.2% |
| General Operating | 2,808,959.00 | 29.8% | 2,202,485.30 | 78.4% | 490,515.69 | 95.9% |
| Office Furniture & Equipment | 167,400.00 | 1.8% | 73,673.30 | 44.0% | 30,026.82 | 61.9% |
| Indirect Cost | 1,908.00 | 0.0% | 1,177.93 | 61.7% | 730.07 | 100.0% |
| Total | 9,430,109.00 | 100.0% | 8,293,337.62 | 87.9% | 940,930.99 | 97.9% |

Department of Rehabilitation Services Financial Status Report FY 16

As of June 30, 2016

| |
|---|
| Personnel |
| Salary Expense |
| Insurance Premium -Health-Life, etc |
| FICA-Retirement Contributions |
| Inter/Intra Agency Payment for Personal Services |
| Travel |
| Travel - Agency Direct |
| Travel - Reimbursements |
| General Operating |
| AFP Encumbrances |
| Bond Indebtness and Expenses |
| Buildings-Purchase, Construction and Renovation |
| General Operating |
| Maintenance & Repair |
| Miscellaneous Administration Fee |
| Professional Services |
| Production, Safety, Security |
| Refunds, Indemnities, Restitution |
| Rent Expense |
| Scholarships, Tuition and Other Incentive-Type Payments |
| Shop Expense |
| Specialized Supplies & Materials |
| Office Furniture & Equipment |
| Library Equipment & Resources |
| Office Furniture & Equipment |
| Client / General Assistance |
| Social Service and Assistance Payments |
| Indirect Cost |

**Budget Request
Summary and
Request for
Operations
Funding Changes
Report**

OKLAHOMA COMMISSION FOR REHABILITATION SERVICES

EXECUTIVE SUMMARY

ISSUE:

Review of the FY 2018 Budget Request

BACKGROUND:

The DRS Interim Director and Chief Financial Officer have reviewed funding change requests and justifications for the FY 2018 Budget Request.

STAFF RECOMMENDATION:

Staff requests Commission review and recommendations for the FY 2018 Budget Request

BUDGET IMPACT:

FY 2018 Operations Funding Changes

| Description | State | Federal | Total | FTE |
|--------------------|--------------------|---------------------|---------------------|------------|
| DVR/DVS | \$2,773,393 | \$10,247,231 | \$13,020,624 | 0.0 |
| OSB | \$759,513 | \$0 | \$759,513 | 0.0 |
| OSD | \$934,409 | \$0 | \$934,409 | 0.0 |
| TOTAL | \$4,467,315 | \$10,247,231 | \$14,714,546 | 0.0 |

Department of Rehabilitation Services
FY 2018 Budget Request

| Agency Priority | Division | Funding Purpose | State | | | Requested FTE |
|----------------------|----------|---|----------------------|---------------------|---------------------|---------------|
| | | | Appropriated Funding | Federal Funding | Total Funding | |
| 1 | DVR/DVS | Restore appropriations to fully match all federal funds available | \$2,773,393 | \$10,247,231 | \$13,020,624 | 0.0 |
| 1 | OSB | Restore appropriations and allow for economic adjustments | \$759,513 | \$0 | \$759,513 | 0.0 |
| 1 | OSD | Restore appropriations and allow for economic adjustments | \$934,409 | \$0 | \$934,409 | 0.0 |
| Total Request | | | \$4,467,315 | \$10,247,231 | \$14,714,546 | 0.0 |

FY 2018 Operations Funding Changes Request

| | |
|------------------------------|---|
| Agency Priority: | 1 |
| Division Priority: | 1 |
| Program Description: | Divisions of Vocational Rehabilitation and Visual Services |
| Requested FTE: | 0.0 |
| State Appropriations: | \$2,773,393 |
| Funding Description: | Funding Request for State Appropriations |
| Purpose: | This request is to restore funding to fully match all federal funds available |

Increased funding maximizes services to Oklahomans with disabilities, enhancing their opportunity to become self-sufficient through employment and becoming independent in their homes and communities. This means more Oklahomans can terminate their dependence on state and federal programs and move towards becoming taxpayers. This funding increase will positively impact the stability of the Oklahoma economy. The ratio of funding available is \$4 federal dollars to every \$1 dollar of state matching funds. Funding this request will allow DRS to fully match all of the federal funds available to the State of Oklahoma and keeps DRS on target to put over 2,200 Oklahoman's with disabilities to work each year. The SFY-2018 appropriation increase requested is \$2,773,393. This would restore the ability to match the available federal funds and meet the maintenance of effort. Approximately \$10.2 million dollars were forfeited as a result of the 2016 revenue failures and the 2017 appropriation reduction. Not providing this funding would cause the State of Oklahoma to forfeit additional federal funds from the 2018 grant and severely reduce the services available to disabled Oklahomans that want to return to work.

DRS continues to work with other state agencies to coordinate services to common participants and to improve efficiencies. The Agency is an active participant in the Oklahoma Workforce System as well as the Governor's Council on Workforce. The goal of the partnerships is to better prepare individuals with disabilities to meet the needs of employers. Administratively, DRS is continuing to work towards improving efficiencies by participating in the IT consolidation efforts with OMES and active participation in the DISCUSS workgroup for the Health and Human Services Cabinet. This funding would allow for the expansion of services to better reach underserved populations.

| | |
|------------------------------|---|
| Agency Priority: | 1 |
| Division Priority: | 1 |
| Program Description: | Oklahoma School for the Blind |
| Requested FTE: | 0.0 |
| State Appropriations: | \$759,513 |
| Funding Description: | Funding Request for State Appropriations |
| Purpose: | This request is to restore funding and allow for economic adjustments |

The Oklahoma School for the Blind in Muskogee provides effective education options for children with all levels of blindness or visual impairments. OSB serves as a complement to the spectrum of services provided as common education for the State of Oklahoma. Communication and literacy are the two most crucial components for learning. OSB is able to tailor the education to the needs of the student. Students learn to be literate through braille and experience different levels of communication technology that establish a strong foundation for a lifetime of learning. OSB is 100% state appropriated. They do not receive funding from local ad valorem taxes or the State Department of Education funding formula. The School for the Blind has not had an appropriation increase since SFY-2010 and mandated teacher increases have not been funded since SFY-2009. The teacher's salary and retirement increases have been absorbed by the operating budget and through attrition for the last seven years. Additionally, OSB was reduced disproportionately to the rest of Oklahoma's educational system during SFY-16 and SFY-17. Operating budgets have been shifted as necessary to provide a safe and healthy learning environment. Restoration of funding lost during SFY-16 and SFY-17 to levels commensurate with other public schools is imperative. An adjustment based on the Consumer Price Index would restore funding and allow for economic adjustments to the school's funding.

As a residential facility, OSB has added budgetary challenges in regards to the rising cost of food, fuel and utilities. The Oklahoma Constitution mandates that the State provide for and support the School for the Blind. The Bureau of Labor shows that the Consumer Price Index has risen 14.5% since 2009. Between 2015 and 2016 the CPI jumped 1.0%. DRS has chosen to use the CPI as a reasonable and unbiased metric for economic growth. A maintenance appropriation adjustment based on this most recent increase would be approximately \$67,000 for the School for the Blind. Due to disproportionate reductions, the request for SFY-2018 is larger than previous requests, but is necessary to restore educational funding lost in the previous two years. The SFY-2018 request for OSB is \$759,513. This would restore funding and allow for economic adjustments to the school's funding that are not otherwise available.

| | |
|------------------------------|---|
| Agency Priority: | 1 |
| Division Priority: | 1 |
| Program Description: | Oklahoma School for the Deaf |
| Requested FTE: | 0.0 |
| State Appropriations: | \$934,409 |
| Funding Description: | Funding Request for State Appropriations |
| Purpose: | This request is to restore funding and allow for economic adjustments |

The Oklahoma School for the Deaf in Sulphur provides effective education options for children with all levels of deaf or hard of hearing impairments. OSD serves as a complement to the spectrum of services provided as common education for the State of Oklahoma. Communication and literacy are the two most crucial components for learning. OSD is able to tailor the education to the needs of the student. Students learn and communicate using sign language and experience different levels of communication technology that establish a strong foundation for a lifetime of learning. OSD is 100% state appropriated. They do not receive funding from local ad valorem taxes or the State Department of Education funding formula. The School for the Deaf has not had an appropriation increase since SFY-2010 and mandated teacher increases have not been funded since SFY-2009. The teacher's salary and retirement increases have been absorbed by the operating budget and through attrition for the last seven years. Additionally, OSD was reduced disproportionately to the rest of Oklahoma's educational system during SFY-16 and SFY-17. Operating budgets have been shifted as necessary to provide a safe and healthy learning environment. Restoration of funding lost during SFY-16 and SFY-17 to levels commensurate with other public schools is imperative. An adjustment based on the Consumer Price Index would restore funding and allow for economic adjustments to the school's funding.

As a residential facility, OSD has added budgetary challenges in regards to the rising cost of food, fuel and utilities. The Oklahoma Constitution mandates that the State provide for and support the School for the Deaf. The Bureau of Labor shows that the Consumer Price Index has risen 14.5% since 2009. Between 2015 and 2016 the CPI jumped 1.0%. DRS has chosen to use the CPI as a reasonable and unbiased metric for economic growth. A maintenance appropriation adjustment based on this most recent increase would be approximately \$82,000 for the School for the Deaf. Due to disproportionate reductions, the request for SFY-2018 is larger than previous requests, but is necessary to restore educational funding lost in the previous two years. The SFY-2018 request for OSD is \$934,409. This would restore funding and allow for economic adjustments to the school's funding that are not otherwise available.

Personnel

Report

PERSONNEL ACTIVITY REPORT AS OF JULY 22, 2016

| FILLED AND VACANT POSITIONS | | | | | | | | | |
|---|---|--------------------------|----------|------------|--------------|--------|-------------------------------|-------------|--|
| Personnel Activity = 44 vacant positions filled / 33 positions in Announcement or Selection Process | | | | | | | | | |
| Division | Title/PIN | Date Vacated | Location | Begin date | End date | Ann. # | Action/Incumbent | Date Filled | |
| DDD | IS Applications Specialist / 1463,1464 | New PINs | DDD | 7/20/2016 | Until Filled | 17-005 | Currently open | | |
| OSB | Direct Care Specialist II / 0638 | 10/5/2015 | OSB | 2/9/2016 | 2/18/2016 | 16-103 | App list sent 3/2/2016 | | |
| OSB | School Superintendent / 0604 | 2/11/2016 | OSB | 2/23/2016 | Until Filled | 16-108 | App list sent 5/18/2016 | | |
| OSB | Licensed Practical Nurse II / 0483 | 4/28/2016 | OSB | | | | Teresa Young 7/11/2016 | | |
| OSD | Direct Care Specialist II / 433 | 1/4/2016 | OSD | 1/12/2016 | 1/25/2016 | 16-088 | App list sent 2/1/2016 | | |
| OSD | Direct Care specialist II / 0810,0552 | 12/18/2015 12/21/2015 | OSD | 5/26/2016 | 6/8/2016 | 16-147 | Currently open | | |
| OSD | Fire Prevention & Security Officer I / 0733 | 4/11/2016 | OSD | 6/24/2016 | 7/7/2016 | 16-151 | App list sent 7/15/2016 | | |
| OSD | Principal / 0414 | 7/15/2011 | OSD | 6/30/2016 | Until Filled | 16-156 | Currently open | | |
| OSD | Administrative Assistant II / 0700 | 8/1/2016 | OSD | 7/14/2016 | 7/27/2016 | 17-004 | Currently open | | |

32 NEW HIRES FOR DISABILITY DETERMINATION DIVISION EFFECTIVE 7/5/2016

| | | |
|-------------------------|------------------|--------------------|
| Charlotte Beatty | Brenda Berg | Melvin Carr |
| Carolyn Cole | Kimberly Edwards | Martha Fajardo |
| Leann Gillham-Lozano | Imelda goosby | DD Denise Gouldsby |
| Lindsey Harris | Ashley Hubbard | Marcella Ireland |
| Carmeshia Jefferson | DeShana Lackey | Allison Lofties |
| Shaun Maxey | William McAnally | Brian McDonald |
| Nekeasha Meals | Verteasta Moore | Damali Mumina |
| Melaine Nelson Van Leer | Glorita Parton | Rachel Peterson |
| Sheree Pettigrew | Leslie Ragland | Coleman Rankin |
| Noah Sanders | Matthew Sitton | Christopher Smith |
| Chinyere Uduzue | Tiffany Woods | |

2 NEW HIRES FOR DISABILITY DETERMINATION DIVISION EFFECTIVE 7/11/2016

Kiara Andrews

Carrie Miller

| Division | Title/PIN | Date Vacated | Location | Begin date | End date | Ann # | Action/Incumbent | Date Filled |
|----------|-----------|--------------|----------|------------|----------|-------|------------------|-------------|
|----------|-----------|--------------|----------|------------|----------|-------|------------------|-------------|

| | | | | | | | | |
|-----------------|---|--|---|--|--|--------------------------------------|---|--------------------|
| VR | VR Specialist IV / 0540 Psychological Clinician III / 0494 | 6/30/2015 | VR49 – Tulsa | 11/2/2015 | 11/23/2015 | 16-060 | App list sent 12/2/2015 | |
| VR | VR Specialist IV / 1040 VR Specialist III / 0166 Rehabilitation Technician III / 0450 | 12/1/2015 2/20/2015 8/31/2014 1/13/2016 | VR66 – Tulsa VR18 – Muskogee VR45 – Tulsa VR31 – OKC | 11/20/2015 12/23/2015 3/03/2016 3/18/2016 | 1/18/2015 1/12/2016 3/23/2016 4/12/2016 | 16-073 16-084 16-114 16-119 | Joshua Bullock App list sent 1/15/2016 Angela Jaworski Allison Marota 6/13/2016 6/20/2016 | |
| VR | Assistive Technology Specialist IV / 0281, 0568 Assistive Technology Specialist I / 1197 | 12/1/2014 3/1/2016 10/1/2012 | VR – Statewide VR – Statewide | 4/13/2016 4/13/2016 | 5/3/2016 5/3/2016 | 16-124 16-125 | App list sent 5/11/2016 App list sent 5/10/2016 | |
| VR | Rehabilitation Technician III / 1189 | 9/1/2015 | VR44 – Stillwater | 4/22/2016 | 5/5/2016 | 16-128 | Alexander Biernat 6/15/2016 | |
| VR | VR Specialist IV / 0723 Rehabilitation Technician I / 0600 | 9/1/2015 3/13/2016 | VR66 – Tulsa VR49 – OKC | 5/11/2016 5/12/2016 | 5/20/2016 5/26/2016 | 16-137 16-138 | App list sent 5/26/2016 App list sent 6/6/2016 | |
| VR | Rehabilitation Technician III / 0708 | 6/6/2016 | VR05 - Weatherford | 5/12/2016 | 6/1/2016 | 16-139 | Carla Salcido 7/15/2016 | |
| VR | Rehabilitation Tech II / 0095 Rehab Tech II / 0602 | 4/30/2016 5/20/2016 | VR47 – OKC VR86 – Ada | 5/12/2016 5/18/2016 | 5/25/2016 5/31/2016 | 16-140 16-143 | Monica Stanfield Waiting for E-list | |
| VR | Programs Field Rep / 0624 | 3/21/2016 | VR09 – OKC | 5/26/2016 | 6/15/2016 | 16-146 | App list sent 6/22/2016 | |
| VR | VR Specialist IV / 0021 | 5/27/2016 | VR67 – Tulsa | 6/16/2016 | 6/29/2016 | 16-148 | App list sent 7/6/2016 | |
| VR | VR Specialist II / 0228 | 9/1/2015 | VR67 – Tulsa | 6/24/2016 | 7/7/2016 | 16-150 | App list sent 7/15/2016 | |
| VR | VR Specialist IV / 0351 Rehabilitation Technician III / 0699 | 6/30/2016 6/30/2016 | VR35 – Manitou VR63 – Alva | 6/29/2016 6/30/2016 | 7/12/2016 7/13/2016 | 16-155 16-157 | App list sent 7/21/2016 App list sent 7/22/2016 | |
| VR | Rehabilitation Technician III / 0756 | 3/1/2016 | VR75 – Lawton | 6/30/2016 | 7/20/2016 | 16-158 | Waiting for E-list | |
| VR | VR Specialist III / 1078 | 11/15/2012 | VR86 – Ada | 7/12/2016 | 7/25/2016 | 17-001 | Waiting for E-list | |
| VR | VR Specialist II / 0936 | 6/17/2016 | VR67 – Tulsa | 7/14/2016 | 7/27/2016 | 17-003 | Currently open | |
| Division | Title/PIN | Date Vacated | Location | Begin Date | End Date | Ann. # | Action/Incumbent | Date Filled |

| | | | | | | | |
|----|---|------------|------------------|-----------|-----------|--------|--|
| VS | Assistive Technology Specialist IV / 1112 | 3/1/2016 | VS58 – Ada | 3/10/2016 | 3/24/2016 | 16-117 | App list sent 4/4/2016 |
| VS | Rehabilitation of the Blind Specialist III / 0311 | 3/1/2015 | VS84 – McAlester | 4/14/2016 | 4/27/2016 | 16-127 | Anna Myers 6/10/2016 App list sent 6/3/2014 |
| VS | Material Management Officer I / 0062 | 10/28/2015 | VS33 – OKC | 5/11/2016 | 5/24/2016 | 16-134 | |
| VS | Vending Facility Business Consultant II / 0473 | 2/15/2016 | VS33 – OKC | 5/11/2016 | 5/24/2016 | 16-136 | Joshua Wilson 7/12/2016 |
| VS | Job Placement Specialist II / 0167 | 12/18/2015 | VS64 - Tulsa | 5/13/2016 | 5/23/2016 | 16-142 | Christopher Brannaman 7/11/2016 |
| VS | Rehabilitation Technician III / 0577 | 3/1/2016 | VS59 – Enid | 6/16/2016 | 6/27/2016 | 16-149 | App list sent 7/6/2016 |
| VS | Rehabilitation of the Blind Specialist III / 0052 | 6/26/2015 | VS58 – Ada | 6/24/2016 | 7/7/2016 | 16-152 | App list sent 7/15/2016 |
| VS | Rehabilitation Technician III / 0123 | 6/9/2016 | VS84 – McAlester | 6/29/2016 | 7/13/2016 | 16-153 | App list sent 7/22/2016 |
| VS | Training Specialist III / 0201 | 7/11/2015 | VS33 – OKC | 6/29/2016 | 7/13/2016 | 16-154 | App list sent 7/21/2016 |
| VS | VR Specialist III / 0942 | 5/31/2016 | VS73 – OKC | 7/14/2016 | 8/2/2016 | 17-002 | Currently open |

Waiting for HCM-9 = Waiting for HCM to return HCM-9's to inform if applicant meets minimum qualifications for position.

Waiting for E-List = Waiting to receive electronic applicant log from HCM.

Pending Approval= Waiting for unclassified appointments to be approved by director and cabinet secretary to establish an effective date

NOTE:

RESIGNATIONS/RETIREMENTS/SEPARATIONS = 12

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

Phillips, Sharon – Accountant II – Financial Services Division, Retired 7/1/2016 (23 years 6 months)

DIVISION OF VOCATIONAL REHABILITATION

Hill, Kaci – Rehabilitation Technician I – VR03-Ardmore, Resigned 7/7/2016 (1 year 6 months)
Kruger, Troy – VR Specialist II – VR86 -Ada, Resigned 6/30/2016 (11 years 7 months)
Leist, Lee Ann – Rehabilitation Technician III - VR63-Alva, Resigned 6/30/2016 (6 years 9 months)
Posey, Christine – Rehabilitation Technician III – VR05-Weatherford, Resigned 6/3/2016 (19 years 3 months)
Rolerat, Michael – VR Specialist III – VR35-Manitou, Resigned 6/30/2016 (4 years 2 months)
Turner, Kamara – VR Specialist II – VR67-Tulsa, Resigned 6/20/2016 (4 years 8 months)

VISUAL SERVICES DIVISION

Brewer, Cathlene – Rehabilitation Technician SWIP – VS58-Ada, Resigned 7/8/2016 (1 month)

OKLAHOMA SCHOOL FOR THE BLIND

NONE

OKLAHOMA SCHOOL FOR THE DEAF

NONE

DISABILITY DETERMINATION DIVISION

Khan, Shujath – Disability Medical Consultant, Resigned 7/21/2016 (9 months)
Lay, Patricia – Disability Determination Specialist I, Resigned 7/5/2016 (9 months)
Nixon, Jillian – Disability Determination Specialist I, Resigned 7/5/2016 (9 months)
Dean, Wanda – Disability Determination Specialist IV, Retired 7/1/2016 (17 years 8 months)

CURRENT FTE STATUS FY 2017

FTE as of July 22, 2016

| <u>DIVISION</u> | <u>BUDGETED FTE</u> | <u>FILLED</u> | <u>PENDING</u> | <u>EXEMPT FTE</u> | <u>TOTAL FILLED PLUS PENDING MINUS EXEMPT FTE</u> |
|--|---------------------|---------------|----------------|-------------------|---|
| Support Services (Executive/MSD/FSD) | 76.50 | 71.50 | 0.00 | (1.00) | 70.50 |
| Vocational Rehabilitation | 249.50 | 240.00 | 16.00 | (4.00) | 252.00 |
| Visual Services | 126.50 | 115.00 | 7.00 | (2.00) | 120.00 |
| VR/VS-DP | 2.00 | 1.00 | 0.00 | (0.00) | 1.00 |
| Oklahoma School for the Blind | 88.50 | 86.50 | 2.00 | 0.00 | 88.50 |
| Oklahoma School for the Deaf | 121.50 | 113.00 | 6.00 | 0.00 | 119.00 |
| Total (NON-EXEMPT) | 664.50 | 627.00 | 31.00 | (7.00) | 651.00 |
| Disability Determination Division (EXEMPT) | 370.00 | 349.50 | 2.00 | 0.00 | 351.50 |
| TOTAL NON-EXEMPT & EXEMPT | 1034.50 | 976.50 | 33.00 | (7.00) | 1002.50 |

FY 16 Budgetary FTE Limit = 1255

*** Authorized agency FTE limit does not include Executive Fellow and SWIP appointments**

ROUTING TO: Noel Tyler, Director
 Cheryl Gray, Chief of Staff
 Kevin Statham, Chief Financial Officer
 Goli Dunkle, Division Administrator
 Tom Patt, Human Resources Program Director
 Dana Tallon, Public Information Manager II
 Carol Brown, Executive Assistant
 Rosemarie Chitwood, Secretary V
 Paul Adams, Division Administrator

Commission Workforce and State Plan Report



Workforce Initiatives, Unified State Plan, Business Services

Annual Update - August 8, 2016

By: Melinda Fruendt, Project Coordinator, Executive Division

Workforce Innovation and Opportunity Act (WIOA)

WIOA – Core Programs

Six (6) core programs that form the backbone of the local workforce development system:

(1) - (3) The adult, dislocated worker, and youth programs authorized under subtitle B of title I of WIOA and administered by the U.S. Department of Labor;

(4) The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA and administered by the U.S. Department of Education;

(5) The Wagner-Peyser Act Employment Services programs amended by title III of WIOA and administered by the U.S. Department of Labor; and

(6) The State Vocational Rehabilitation program amended by title IV of WIOA and administered by the U.S. Department of Education.

In Oklahoma the core programs are administered through:

(1) – (3) OSU-OKC under the direction of Cabinet Secretary Natalie Shirley through the Office of Workforce Development, Mike Widell, Deputy Secretary and Erin Risley-Baird, Director of Office.

(4) Career Tech – Stillwater – under the direction of Marcie Mack through the GED program.

(5) Oklahoma Employment Security Commission (OESC) – under the direction of Richard McPherson.

(6) Department of Rehabilitation Services (DRS) – under the direction of Interim Executive Director, Noel Tyler through the Divisions of Vocational Rehabilitation, Administrator, Mark Kinnison and Visual Services, Interim Administrator, Paul Adams.

The Oklahoma Office of Workforce Development is the fiscal agent for federal funding that comes to Oklahoma for Title I of WIOA. Further, this office will be support for WIOA Compliance operations and has the primary responsibility for fiscal issues under Title I, WIOA.

Governor's Council on Workforce and Economic Development – The State Workforce Development Board

The Governor's Council on Workforce and Economic Development reconstituted themselves. The council met on November 6, 2015. The new members were provided a brief orientation to the state workforce development board purpose. The purpose of the Council is to:

- Guide the development of a comprehensive and coordinated workforce development system for the state and monitor its operation; and
- Review and make recommendations that will align the workforce system, including education, with the economic development goals of the state for the purpose of creating workforce and economic development systems that are integrated and shall provide Oklahoma a competitive advantage in a global economy.

The Governor's Council is playing a key role as the vehicle to establish the state vision for workforce and economic development integration. Integration of workforce and economic development objectives will result in a competitive advantage for Oklahoma by achieving wealth-creation for business, individuals, and communities throughout Oklahoma.

The Council is led by a private sector majority and is made up of state business leaders, political leaders, state agency directors, labor representatives, local elected officials, community-based organizations, economic development entities and all levels of education. Steve Hendrickson, The Boeing Company, remains the chairperson.

- Oklahoma Works organizational chart tier indicates:
 - o First Tier: Oklahoma Works – Governor Fallin
 - o Second Tier: Governor's Council, Key Economic Networks (KENS), Workforce Partners
 - o Third Tier: WIOA Oversight, Healthcare, Workforce System, Regional Support

Core Partner Programs – Cheryl Gray, DRS, serves as agency director designee.

System Oversight Subcommittee (SOS) – Melinda Freundt, DRS, serves as co-lead of subcommittee.

State Youth Committee – Kim Osmani, Vocational Rehabilitation and Tracy Brigham, Visual Services, serve as agency representatives.

Eight (8) Local Workforce Development Board Representatives – DRS Representatives on local boards:

Central – Mike Goza, VR

Eastern – Terry Goodson, VR

Northeast – Robbin Rogers, VR

Northwestern – Ali Bolz, VR

South Central – Wendy Bohanan, VR

Southern – Alisa Estes, VR

Southwest – Tammie Jones, VS

Tulsa – Thaddaeus Babb, VR

Chair – Disability Employment Advisory Committee – Tulsa Workforce

Eight (8) Local Workforce Development Board – Youth Committees – DRS

Representatives on local youth committees:

Central – Ashley Bryant, VR

Eastern – Shirley Hunt, VS

Northeast – Terri Schrader, VR

Northwestern – Stephanie Rusky, VS

South Central – Jerod Gleason, VS

Southern – Gladys Monroe, VS

Southwest – Heather McKinney, VS

Tulsa – Melinda Lucas, VR

Four (4) Planning Regions - The Workforce Innovation and Opportunity Act (WIOA) represents a renewed commitment to workforce development with an eye to the future through innovation and support for individual and national economic growth. It is aimed at increasing opportunities, particularly for those facing barriers to employment, and invests in the important connection between education and career preparation. It looks to the prosperity of workers and employers and focuses on the economic growth of communities, regions, and states to enhance our global competitiveness as a country.

In order for a state to receive Title I monies under WIOA, and as part of the process for developing the state plan, a state shall identify regions consistent with:

- State labor market areas;
- Regional economic development areas; and,
- Whether the area will have sufficient federal/non-federal funds and appropriate education and training providers, including institutions of higher education and career and technical education schools to effectively administer activities for this law.

Regions shall be comprised of:

- One local area that is aligned with the region
- Two or more local areas that are collectively aligned with the region
- Interstate areas contained within two or more states and consist of labor market areas, economic development areas, or other appropriate contiguous subareas of those states

To view the Oklahoma Planning Region map visit the following link:

One of the purposes of the planning regions is to foster partnerships necessary to reduce costs and meet the training needs of our workforce and will allow WIOA resources to be more effectively and efficiently managed. In order to receive input from valued workforce partners, local elected officials and other stakeholders, the state held nine public meetings statewide in 2015 to gather comments and to discuss the process for determining planning regions as proposed under WIOA. Consideration was made to ensure partner participation as required for WIOA data reporting. Contributions during the development process and in the comment period were incorporated, resulting in the creation of four planning regions.

The local boards and chief elected officials in each planning region shall be required to engage in a regional planning process for program year 16 that includes:

- Prepare a regional plan
- Establish regional service strategies
- Develop and implement sector strategies
- Collect and analyze regional labor market data
- Establish administrative cost arrangements
- Coordinate transportation and other supportive services
- Coordinate services with regional economic development services
- Establish an agreement concerning how the planning region will collectively negotiate and reach agreement on local levels of performance and report on performance accountability measures

The Governor's office has identified planning regions within Oklahoma and has submitted them to the U.S. Department of Labor in accordance with Section 106 of WIOA. Guidance for the framework of the regional plan will be issued in the near future from the Oklahoma Office of Workforce Development.

As the state implements WIOA to align with Oklahoma Works, it is vital that more dollars are available and used for direct training.

By creating planning regions that share administrative costs among local areas, more resources can be prioritized towards training individuals for the state's most in-demand occupations, thereby enhancing our efforts in building wealth-creation for all Oklahomans and providing the qualified workforce businesses need to meet current demand.

Implementation Milestones

Milestone 1

- September 1, 2016
- Regional Planning Agreements
- Includes roles and responsibilities

Considerations for Milestone 1:

The local elected officials (LEOs) for local workforce development areas/regional planning areas are required to enter into an agreement to establish a unified workforce

Milestone 2

- December 1, 2016
- Self-Assessment and SWOT Analysis

Milestone 3

- February 1, 2017
- Establish Administrative Cost Agreements

Milestone 4

- March 1, 2017
- Develop Sector Strategies Framework

Milestone 5

- April 1, 2017
- Establish regional agreements or MOU necessary to:
 - Collectively negotiate and reach agreement on local levels of performance and;
 - Establish performance accountability measures.

May & June 2017 Planning Regions Presentations

Governor's Council Workforce System Oversight Committee and System Oversight

Sub-Committee

Implement

July 1, 2017

Oklahoma Works (www.oklahomaworks.gov)

Building Oklahoma's Workforce - Oklahoma Works brings all of our state's workforce resources together, connecting employers, employees and job-seekers to information and programs that help build Oklahoma's workforce.

Oklahoma Works is an initiative to increase the wealth of all Oklahomans through facilitating quality employment for workers and ready availability of highly skilled talent for business and industry. The initiative is a coalition of state agencies, educational institutions, businesses and other partners.

Together, we:

- Align education outcomes and workforce and economic development policy
- Create efficiency and collaboration among partner agencies
- Ensure consistency across the state while encouraging local adaptation
- Create the expectation of stellar customer focus for all

Vision - Gov. Fallin's vision is to implement wealth-generating policies so all Oklahomans can achieve the American dream. To accomplish this, the Governor's Council for Workforce and Economic

Development will coordinate strategic priorities and plans across education, training and economic agencies, increasing alignment of the entire education and training pipeline.

Addressing the Skills Gap - Oklahoma has a substantial skills gap in its workforce. As we look to the year 2020, the state's greatest challenge will be increasing the number of students with workforce credentials or associate degrees, as well as increasing the number of college graduates. Current estimates show a 23-point gap between our current workforce and the skilled workforce we will need by 2020.

For Oklahoma businesses to meet labor demands, and for Oklahoma citizens to maintain wealth-building occupations, we must understand that the new minimum for success requires a post-secondary degree or credential. Gov. Fallin created Oklahoma Works to address this crisis.

Workforce Innovation and Opportunity Act (WIOA) – Accessibility

How the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), regarding the physical and programmatic accessibility of facilities, programs, services, technology, and materials, for individuals with disabilities, including complying through providing staff training and support for addressing the needs of individuals with disabilities

Addressing the Accessibility of the One-Stop Delivery System for Individuals with Disabilities

Oklahoma is focused upon accessibility for all job seekers and businesses and employer's work sites throughout all levels of Oklahoma Works. Working with the Governor's Council for Workforce and Economic Development (GCWED), system partners bring sharper focus on developing and employing more Oklahoman's with disabilities.

The Oklahoma Department of Rehabilitation Services is leading Oklahoma's Workforce System towards enhanced accessibility. The objective is to provide equitable services to individuals with disabilities and to ensure that all Workforce System partners comply with the Americans with Disabilities Act (ADA).

Access for All Initiative

The Access for All initiative within Oklahoma Works places a focus on recruitment, hiring, and promotion of individuals with disabilities in the state of Oklahoma's workforce. Access for All focuses on the Oklahoma Works system partners as well as employers in the state. This initiative provides training, consulting, and resources to ensure that individuals with disabilities are intentionally included in efforts to achieve greater household wealth for Oklahomans. Access for All equips Oklahoma's Workforce System with knowledge and resources to make it more accessible to individuals with disabilities that utilize one-stop system programs in person, on the phone, or through the web. Access for All is brought to Oklahoma Works through a partnership between the Oklahoma Department of Rehabilitation Services (Oklahoma's Vocational Rehabilitation Program) and Oklahoma ABLE Tech (Oklahoma's Assistive Technology Act Program).

Within the last year, the Oklahoma Department of Rehabilitation Services (OKDRS) and Oklahoma ABLE Tech (OKABT), partnered to provide regional Access for All academies, webinars, newsletters, and weekly tips statewide. The one-day seminars focused on accessibility in the built environment

and in technology, as well as some of the legal drivers to create accessible points of contact between workforce system partners and job seekers in Oklahoma.

These academies are critical training components to help staff close the gaps in workforce utilization, income, and poverty among people with disabilities. To best prepare job seekers to gain employment, workforce system staff must be aware of the benefits and requirements for ensuring accessible workforce services and environments. The academies help workforce system staff focus on the requirements for better employer engagement and promoting physical and programmatic accessibility to employment and training services for individuals with disabilities.

The Access for All webinar series brings focus on accessibility, legal, policy, and technology as they relate to job seekers with disabilities. Topics included: An Overview of the Access for All Initiative in Oklahoma; Technology Accessibility 101: An Introduction to Accessibility in the Web; Accessibility Basics in Microsoft Word 2010; Basic Technology Accessibility Testing; An Overview of the Workforce Innovation and Opportunity Act; and Workforce Center Structural Accessibility Toolkit Update.

The Access for All weekly tips and newsletters are scheduled emails to workforce system partners that will provide continued coverage and the most current accessibility information regarding physical and programmatic accessibility, including assistive technology.

Oklahoma Employment Security Commission – Modeling the way to “Thinking Accessibility”

The Oklahoma Employment Security Commission (OESC), through the Oklahoma Works centers, strive to expand capacity, enhance partnerships, and improve service delivery to improve training and employment opportunities and outcomes for youth and adults with disabilities who are unemployed, underemployed, and/or receiving Social Security disability benefits. Staff work daily with a variety of partners locally and across the state that provide services to individuals with disabilities and the general population either directly at the Oklahoma Works centers or through referrals to partner facilities.

OESC works to develop and support increased employment opportunities for individuals with disabilities. Oklahoma Works center staff routinely refer individuals with disabilities to the OKDRS for more intensive training and job placement opportunities. OKDRS has three certified Social Security Administration (SSA) Work Incentive Counselors working and co-located within Workforce Centers and another three rotating between the remainder of the Workforce Centers and OKDRS offices.

Workforce Center staff and OKDRS Benefits Planners collaborate to assist job seekers receiving SSA benefits. Specifically, when referred by center staff, an OKDRS Benefits Planner will explain the importance of working at the highest possible level and above SSA's Substantial Gainful Activity benchmark. Job seekers are provided general information concerning the impact of work on SSA disability benefits. Upon applying for VR services, these individuals would then also receive detailed reports illustrating the impact of work on other benefits and services the individual may be receiving, such as TANF, SNAP, UI compensation, Veteran's benefits, etc. OKDRS Benefits Planners address concerns of individuals with disabilities about the possibility of losing benefits and help them understand and maximize their work incentives.

OESC began a two-phase project focusing upon physical and programmatic accessibility entitled “Thinking Accessibility” within the Workforce Centers, UI Service Centers, UI Adjudication Centers and the Appeal Tribunal. This partnership brings OKDRS and OKABT together to provide the

resources and tools to assist OESC on continuing their commitment in serving individuals with disabilities.

Phase 1 – “Thinking Accessibility”

The Oklahoma Department of Rehabilitation Services, Division of Vocational Rehabilitation, Assistive Technology Specialists, conducted physical accessibility reviews of all Workforce Centers statewide. The physical site accessibility review instrument included an assessment of parking area(s) and pathway(s), entrance(s), bathroom(s), water fountain(s), public telephones, and fire alarm systems. Final assessment reports were provided to each OESC Program Manager III and the center director of the Workforce Centers for final discussions and understanding of findings.

The OKABT program created individual Accessibility Toolkits for each Workforce Center in the state along with the UI Service Centers, UI Adjudication Centers and the Appeal Tribunal. The Accessibility Toolkit abstracted findings from the physical accessibility reviews conducted by OKDRS, and added suggested remedies and, where feasible, possible expected costs associated with the suggested remedies. Each Toolkit includes the full itemized set of findings and suggested remedies as well as a summary report for each area. The Toolkits will serve as the foundation for an ongoing effort to make the state’s Workforce Centers and OESC offices more accessible to job seekers with disabilities.

As OESC reviews the Accessibility Toolkits, both OKDRS and OKABT will be available to provide additional guidance and technical assistance. This will help OESC finalize budgets, coordinate efforts, and create timelines for remediation where suggested in the Accessibility Toolkit.

Phase 2 – “Thinking Accessibility”

The OKDRS and OKABT will provide a focused effort to work with OESC to identify ways to improve accessibility of technology resources that it provides to job seekers in the state. OKABT will first work to analyze information and communication technology procurement and development within OESC, then identify and help to narrow gaps identified in this analysis. Over time, OKABT will help OESC to create and maintain a technology accessibility program that ensures the continuing delivery of accessible technology solutions to Oklahoma’s job seekers.

OKABT will assist OESC to assure accessibility of a new website through assessment, consultation, or other means, and to assure that accessibility is part of their technology procurement process by utilizing the Technology Accessibility Program Review. This review is performed to identify key technology tools and resources for job seekers and internal audiences using the Technology Accessibility Integration Plan which will identify and prioritize technology tools such as web applications, website, documents, and/or multimedia, identify owners and managers of identified tools, formulate basis for technology accessibility training and technical assistance, identify relevant practitioners and leadership for focused training, assess tools for accessibility, and assist in technology barrier removal.

Business and Employer Outreach

Oklahoma’s Workforce System recognizes opportunities to reach Oklahoma’s businesses and employers with a powerful message of Access for All. Through relationships old and new, OKDRS and OKABT will lead the workforce partners in working to arrange and deliver training to businesses and employers that will reduce their hesitation to hire job seekers with disabilities and to identify ways to educate about the benefits of directly recruiting and hiring job seekers with disabilities. The

creation of fact sheets and other concise deliverables will help businesses and employers to understand not only their obligations, but also the importance of hiring and promoting job seekers with disabilities.

OKDRS utilizes its ADA Coordinator as a resource to provide consultation, technical assistance, and site reviews to identify accessibility issues to all workforce system partners and other agencies, entities, and businesses and employers. The OKDRS ADA Coordinator provides training in various aspects of the Americans with Disability Act and the 2010 ADA Standards for Accessible Design to staff and supervisors of these entities as well. These services are available in order to advance the promotion of equal access for individuals with disabilities in programs, services, and buildings statewide.

OKDRS delivers assistive technology for job seekers in their journey to employment. Assistive technology specialists complete a variety of different assistive technology assessments and evaluations for job seekers, business work sites, and system partners. The types of evaluations are home modifications, vehicle modifications, personal mobility needs, computer access, worksite modifications, activities of daily living, communication school accommodations, and accessibility reviews. Assistive technology specialists focus on the reported obstacle, rather than the disability diagnosis. A big part of an assistive technology evaluation is to identify what the real problem or obstacle is for the individual job seeker or business work site.

One-stop system certification policy standards for accessibility

Oklahoma's Workforce System commitment on enhanced accessibility will continue by 'Thinking Accessibility' while serving individuals with disabilities. The "Accessibility = Access for All" within the Oklahoma Works workforce system, is a standard that has been set to springboard success for Oklahoma's business and employers and job seekers in reaching Oklahoma's Goal of Wealth Generation.

The one-stop system standards and certification criteria policy will be designed utilizing the Americans with Disability Act (ADA) for physical accessibility. The Oklahoma Electronic and Information Technology Accessibility Law and Standards will be applied for accessibility of digital services. The Web Content Accessibility Guidelines (WCAG) 2.0, Levels A and AA, will be utilized for websites, web applications, and digital documents certification criteria and standards.

Ensuring opportunities for all is critical to meet the goal in creating an environment where people with disabilities have the same opportunities to participate in the workforce as do people without disabilities. As businesses and employers find that the labor pool is tightening, following through on these criteria and standards will ensure businesses and employers have access to more qualified people to fill needed positions.

Unified State Plan for State of Oklahoma

Program specific requirements for the Core Programs within the Workforce Innovation and Opportunity Act (WIOA).

Current Status: The Oklahoma Unified State Plan is being revised by 3 core partner program areas. These second round of revisions must be completed by September 1, 2016.

A final copy of plan will be provided following final revisions.

VR Portion of WIOA State Plan for State of Oklahoma

The Vocational Rehabilitation (VR) Services portion of the Unified State Plan, as required by section 101 (a) of the Rehabilitation Act of 1973, as amended by WIOA.

Current Status: The VR Portion of the Oklahoma Unified State Plan was revised in June 2016 and now has been marked as “Approved”. No further revisions are anticipated.

(See attachment with revisions)

DRS Business Services Team

On May 25, 2016, Melinda Fruendt began coordinating and leading the VR/VS Business Services Team.

The team is in the process of getting reorganized to connect and align with workforce system planning regions, local areas and Key Economic Networks (KENS) to deliver a talent pipeline of qualified, skilled and work ready jobseekers.

All team members that formerly held such titles as job placement or job developers will now be more consistent with the title of Business Services Representatives.

Brett Jones, Communications, is working with the team on a marketing strategy to include a general brochure and regional brochures for team members. Marketing and planning will also include Dana Tallon, Communications, on developing a new approach to Business Services for outreach to Businesses and Jobseekers on the DRS website. Further, Casey Williamson, Information Services, will assist in the new Compass site Business Services.

A revised presentation for new employee academy was just completed to educate staff on the focus of Business Services and how they are here to help staff and jobseekers.

A Business Services plan will be developed early August to begin rolling out future initiatives.

VR Services Portion of Unified State Plan for State of Oklahoma

(Revision sections only)

Completed revisions May 23, 2016

h. Interagency Cooperation

Describe how the designated State unit will collaborate with the State agency responsible for administering each of the following programs to develop opportunities for competitive integrated employment, to the greatest extent practicable:

1. the State Medicaid plan under title XIX of the Social Security Act;

The Oklahoma Health Care Authority (OHCA) serves as the Medicaid Agency for provisions of title XIX of the Social Security Act. The OHCA and Department of Human Services (DHS) maintain an MOA for provision of services. The DHS administers waiver programs which include extended services as a part of the waiver. The DHS and DSU MOA outline the provisions and responsibilities for extended services utilized in Medicaid funded programs.

j. Statewide Assessment

1. Provide an assessment of the rehabilitation needs of individuals with disabilities residing within the State, particularly the VR services needs of those:

A. with the most significant disabilities, including their need for supported employment services;

In collaboration with the Oklahoma Rehabilitation Council (SRC), the DSU divisions of vocational rehabilitation and visual services will follow the Model Comprehensive Statewide Needs Assessment (CSNA) methodology developed by *InfoUse*, Berkeley CA to conduct the needs assessment.

The model CSNA addresses rehabilitation needs of individuals with disabilities, particularly the vocational rehabilitation services needs of: individuals with most significant disabilities, including their need for supported employment services; minorities; individuals with disabilities who have been unserved or underserved by VR; individuals with disabilities served through other components of the statewide workforce development system (other than the vocational rehabilitation program); youth with disabilities, and students with disabilities; and the need to establish, develop, or improve community rehabilitation programs within the state.

The model CSNA process includes six steps:

1. Defining and establishing CSNA goals; 2. Developing CSNA plan for information and dissemination; 3. Gathering the information; 4. Analyzing the results and developing findings; 5. Developing the conclusions: Potential action strategies; and, 6. Informing state plan goals, priorities, and strategies.

The plan for the next three-year statewide assessment is as follows:

Year 1 - The DSU and SRC will complete steps one and two, and initiate step three.

Step 1: Defining and establishing CSNA goals. During this phase DSU staff will review available disability data and reports to establish the nature of the potential VR population within the state as well as identify other agencies and organizations that are resources for information collection. Tables and summaries of relevant report findings will be assembled as a briefing book for use in establishing study goals.

Step 2: Developing CSNA plan for information and dissemination. During this phase DSU staff will develop a plan for collecting information, analyzing findings, disseminating results, and informing the state plan. The plan will include the identification of specific data, sources, and methods; data analysis; costs and timeline; and staffing or technical assistance needs.

Step 3: Gathering the information. During this phase DSU staff will initiate the collection of data from identified sources and provide a description of the information collection process.

Accomplishments:

- Work and advisory teams were established. Goals were defined.
- A work plan, timeline and dissemination plan were developed. Possible sources of data were identified including census data, state population estimates; labor and economic data; VR agency data.
- Work team initiated data gathering.

Year 2 - The DSU and SRC will complete step three.

Step 3 continued as described above.

Accomplishments:

- Work team began collection of data from identified sources. Multiple surveys were distributed to stakeholders. Public meetings were held to identify needs of partners such as schools, workforce, CRPs; consumers and the public.

Changes to be added to Step 3 due to WIOA:

- Additional plans were developed to include needs of youth and students with disabilities and clients of workforce. These plans include gathering existing data from IDEA/504 reports, existing data from external transition needs studies, data from the workforce development system, and including these topics in the public hearings.

Year 3 - The DSU and SRC will complete steps four, five and six.

Step 4: Analyzing the results and developing findings. Once all the data is collected it will be analyzed and organized by information goal and topic.

Step 5: Developing the conclusions: Potential action strategies. During this phase conclusions from work will be developed and potential action strategies generated for each need expressed in findings.

Step 6: Informing state plan goals, priorities, and strategies. DSU staff will develop recommendations from the CSNA to inform the State Plan.

Status:

- Additional changes to Step 3 due to the WIOA, data collection is still ongoing but nearly complete. Analysis will begin upon completion. Estimated completion date and distribution for the report will be September 30, 2016.

The DSU client base and DSU counselors will be surveyed to identify the clients' needs. An assessment will be conducted to obtain data regarding the rehabilitation needs of individuals with the most significant disabilities, including their need for supported employment services.

B. who are minorities;

The DSU client base will be analyzed and compared to the American Community Survey (ACS) state disability demographics to determine Oklahoma's largest minority populations with disabilities and if any minority groups are disproportionately underserved. Specific needs of certain minority groups will be analyzed using DSU client outcomes and ACS employment data.

C. who have been unserved or underserved by the VR program;

Research has determined there are no minority groups disproportionately underserved in Oklahoma, rather the DSU has identified geographical areas that have underserved populations by the VR program. Based on this, town hall meetings will be conducted to reach out and identify unserved and underserved populations to address vocational rehabilitation needs.

D. who have been served through other components of the statewide workforce development system; and

The DSU will obtain data from Workforce partners statewide and match it with DSU client data from the case management system (AWARE), to address the rehabilitation needs of individuals with disabilities, of those who have been served through other components of the statewide workforce development system.

E. who are youth with disabilities and students with disabilities, including, as appropriate, their need for pre-employment transition services or other transition services.

The DSU currently has limited data addressing youth with disabilities and students with disabilities, therefore, the DSU will be exploring partnership opportunities with the State Department of Education and other Workforce partners statewide to identify and collect appropriate data regarding the vocational rehabilitation services needs of those who are youth with disabilities and students with disabilities, including their need for pre-employment transition services or other transition services. Additional literature research reviews will be conducted into these groups.

2. Identify the need to establish, develop, or improve community rehabilitation programs within the State; and

The DSU VR staff will be surveyed to identify the client need for Community Rehabilitation Program (CRP) services to determine if the current level of services statewide is sufficient and of high quality. CRP locations will be mapped using GIS software to identify possible geographical areas that may have insufficient CRP services. The DSU will continue outreach and development efforts to increase the community presence and quality of CRP services.

3. Include an assessment of the needs of individuals with disabilities for transition career services and pre-employment transition services, and the extent to which such services are coordinated with transition services provided under the Individuals with Disabilities Education Act.

Discussions are under way to form a collaboration between the DSU, Oklahoma Rehabilitation Council - Transition and Employment Committee, State Department of Education, and workforce partners to conduct a needs assessment of individuals with disabilities for transition career services and pre-employment transition services, including services coordinated with transition services provided under IDEA.

m. Order of Selection

E. How individuals with the most significant disabilities are selected for services before all other individuals with disabilities; and

The DSU serves eligible individuals with the most significant disabilities and barriers to employment first. When all priority groups are open and it is determined there is a need to implement Order of Selection, the first group to close is priority group 3, then priority group 2, and last priority group 1. If all three groups are closed, the first one to open is priority group 1, then priority group 2, and last priority group 3.

2. If the designated State unit has elected to serve eligible individuals, regardless of any established order of selection, who require specific services or equipment to maintain employment.

The DSU offers job retention, post-employment services, and information and referral services to eligible individuals who require specific services and/or equipment to maintain employment. Any individual with an IPE that existed prior to the date all or part of that individual's priority group was closed will continue to receive services as planned. Such an IPE may be amended if the changes are necessary for the individual to continue progress toward achieving an appropriate employment outcome, or are otherwise necessary within policy. Persons requiring post-employment services will also be provided the necessary services regardless of priority group assignment. Information and referral services will remain available to eligible individuals who are not in an open priority group. These individuals will be given information and guidance, using appropriate modes of communication, to assist such individuals in preparing for, securing, retaining or regaining employment, and will be appropriately referred to Federal and State programs (other than the vocational rehabilitation program) including other components of the statewide workforce development system in the state. No IPE will be written to provide such services to these individuals.

n. Goals and Plans for Distribution of title VI Funds.

2. Describe the activities to be conducted, with funds reserved pursuant to section 603(d), for youth with the most significant disabilities, including:

A. the provision of extended services for a period not to exceed 4 years; and

The DSU is developing an extended services intensive supported employment contract for youth with the most significant disabilities for FY 2017. This model allows for 18 months of intensive on-site supports and training prior to the initiation of up to 48 months of extended services if needed.

B. how the State will leverage other public and private funds to increase resources for extended services and expanded supported employment opportunities for youth with the most significant disabilities.

In an effort to increase services, DSU is initiating a customized employment program in FY 2017. The DSU has also developed a pilot project with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) to provide a more intensive supported employment program for youth with serious mental illness. DSU has MOAs with ODMHSAS and Developmental Disability Services (DDS) of the Oklahoma Department of Human Services to assist with the expansion of supported employment services and funding for extended services. DSU is pursuing technical assistance and training from the Office of Disability Employment Policy's (ODEP) Employment First State Leadership Mentoring Program in an effort to develop braided funding resources for expanded services. In addition, DSU assists youth with the most significant disabilities to access SSA work incentives, employment networks, natural supports and private pay options for extended services.

o. State's Strategies

8. How the agency's strategies will be used to:

A. achieve goals and priorities by the State, consistent with the comprehensive needs assessment;

The DSU includes required strategies and will use these strategies to achieve its goals and priorities while utilizing the comprehensive needs assessment findings.

B. support innovation and expansion activities; and

The DSU will support all innovation and expansion activities, in collaboration with the SRC. The activities will include:

- Executive Committee: Outreach to businesses and disability organizations to educate on DSU programs, services, and activities and role of SRC; Participation with DSU Workforce System Activities.
- Program and Planning Committee: Data and Findings of Consumer Satisfaction Surveys; Performance Data and Activities of the DSU.
- Policy and Legislative Committee: DSU disability related legislation on disability insignia to support the new ADA icon project; Establish OK ABLE savings account for individuals with disabilities, 26 years of age and above; Policy public hearings; Promotion of client success stories; Meet the Legislative Candidates forum; Collaboration on legislative packets for state and federal legislative visits and Oklahoma Disability Awareness Day at State Capitol.

- Transition and Employment Committee: Participation on Oklahoma Transition Institute; Partner on live website links to host demand occupation information from external sources; Annually update the Transition Planning Folder and tools for disability support organizations; Collaborate on Statewide Assessment on needs assessments of individuals with disabilities for transition career services and pre-employment transition services, including services under IDEA.

C. overcome identified barriers relating to equitable access to and participation of individuals with disabilities in the State VR Services Program and the State Supported Employment Services Program.

The DSU will utilize the following strategies to overcome any barriers to accessing the vocational rehabilitation and supported employment programs.

1. Inadequate transportation and lack of information about existing transportation are identified barriers to individuals with disabilities traveling to and from VR Services, and accessing training, education, and employment through Supported Employment Services.
 - The Governor’s Oklahoma United We Ride (UWR) Council will continue to maintain the MyRide—Statewide website to remove the “lack of information” obstacle to employment.
 - UWR will partner with other state programs, regions, and the Council for Workforce and Economic Development—Align and Connect to resolve the “inadequate transportation” barrier with strategies to improve quality, efficiency, and availability of transportation services to help individuals find and keep employment.
2. Oklahoma is focused upon accessibility for all job seekers and businesses and employer’s work sites throughout all levels of Oklahoma Works. Working with the Governor’s Council for Workforce and Economic Development (GCWED), system partners bring sharper focus on developing and employing more Oklahoman’s with disabilities.

The Oklahoma Department of Rehabilitation Services is leading Oklahoma’s Workforce System towards enhanced accessibility. The objective is to provide equitable services to individuals with disabilities and to ensure that all Workforce System partners comply with the Americans with Disabilities Act (ADA).

Access for All Initiative

The Access for All initiative within Oklahoma Works places a focus on recruitment, hiring, and promotion of individuals with disabilities in the state of Oklahoma’s workforce. Access for All focuses on the Oklahoma Works system partners as well as employers in the state. This initiative provides training, consulting, and resources to ensure that individuals with disabilities are intentionally included in efforts to achieve greater household wealth for Oklahomans. Access for All equips Oklahoma’s Workforce System with

knowledge and resources to make it more accessible to individuals with disabilities that utilize one-stop system programs in person, on the phone, or through the web. Access for All is brought to Oklahoma Works through a partnership between the Oklahoma Department of Rehabilitation Services (Oklahoma's Vocational Rehabilitation Program) and Oklahoma ABLE Tech (Oklahoma's Assistive Technology Act Program).

Oklahoma Employment Security Commission - Modeling the way to "Thinking Accessibility"

The Oklahoma Employment Security Commission (OESC), through the Oklahoma Works centers, strive to expand capacity, enhance partnerships, and improve service delivery to improve training and employment opportunities and outcomes for youth and adults with disabilities who are unemployed, underemployed, and/or receiving Social Security disability benefits. Staff work daily with a variety of partners locally and across the state that provide services to individuals with disabilities and the general population either directly at the Oklahoma Works centers or through referrals to partner facilities.

OESC began a two-phase project focusing upon physical and programmatic accessibility entitled "Thinking Accessibility" within the Workforce Centers, UI Service Centers, UI Adjudication Centers and the Appeal Tribunal. This partnership brings OKDRS and OKABT together to provide the resources and tools to assist OESC on continuing their commitment in serving individuals with disabilities.

One-stop system certification policy standards for accessibility

Oklahoma's Workforce System commitment on enhanced accessibility will continue by 'Thinking Accessibility' while serving individuals with disabilities. The "Accessibility = Access for All" within the Oklahoma Works workforce system, is a standard that has been set to springboard success for Oklahoma's business and employers and job seekers in reaching Oklahoma's Goal of Wealth Generation.

The one-stop system standards and certification criteria policy will be designed utilizing the Americans with Disability Act (ADA) for physical accessibility. The Oklahoma Electronic and Information Technology Accessibility Law and Standards will be applied for accessibility of digital services. The Web Content Accessibility Guidelines (WCAG) 2.0, Levels A and AA, will be utilized for websites, web applications, and digital documents certification criteria and standards.

Ensuring opportunities for all is critical to meet the goal in creating an environment where people with disabilities have the same opportunities to participate in the workforce as do people without disabilities. As businesses and employers find that the labor pool is tightening, following through on these criteria

and standards will ensure businesses and employers have access to more qualified people to fill needed positions.

p. Evaluation and Reports of Progress: VR and Supported Employment Goals

Describe:

1. An evaluation of the extent to which the VR program goals described in the approved VR services portion of the Unified or Combined State Plan for the most recently completed program year were achieved. The evaluation must:

A. Identify the strategies that contributed to the achievement of the goals.

The DSU Divisions of Vocational Rehabilitation and Visual Services outcomes, goals and indicators which pertain to the agency's management of the vocational rehabilitation and supported employment programs and is outlined as follows.

For Federal Fiscal Years 2014 and 2015, the DSU did not meet Primary Indicator 1.2, *of the closed cases that received services, the percentage with an employment outcome*, under title I of the Rehabilitation Act of 1973. In addressing the failure of Indicator 1.2, the DSU will focus upon the case process upfront to work with job seekers and provide employment information during the planning process, before writing a plan for employment; engaging job seekers in their employment goals. The DSU will target success by focusing upon comprehensive assessments as the core part of the employment plan. The DSU is setting higher expectations through the work with Coaching for VR Quality Outcomes, utilizing more resources statewide, and connecting with more national initiatives and programs such as the Talent Acquisition Portal (TAP). The DSU will also focus on the new statewide increase in the Basic Living Requirement, and intensive technical assistance through apprenticeships, internships, and on-the-job work experiences.

The DSU data reporting system indicated a problem with the Tulsa office not being strategically located in a good geographical area that assures services to individuals with disabilities. The application to eligibility and eligibility to planning rates are significantly lower. Due to budget constraints, the DSU is unable to relocate. A pilot project in this area is currently under way to implement a referral module through the case management system. This module will allow counselors time initially to work with jobseekers to assure individual plans reach successful employment outcomes.

For analysis and tracking towards meeting goals and priorities of the VR and the Supported Employment programs, the Program Standards Section, Programs Managers, and Field Service Coordinators conduct regular case reviews. The VR Case Management Liaison works with the Program Standards Section on meeting federal

regulations issues, unit staff in group or individual trainings as needed, and new employee training of new counselors.

The Program Standards Section case review process assesses for federal regulation requirements of case management ensuring counselors are following regulations to meet ninety percentile. The DSU Administration and the VR Case Management Liaison review results to determine if training is necessary to enhance understanding and knowledge of federal regulations.

The Performance Management Process (PMP) counselor annual performance, case review instrument initiated in 2015 includes:

- Eligibility validated
- Counselor discussion with jobseeker - disability barriers, education or other factors, and labor market information
- IPE completion - timely manner
- Documentation
- Informed Choice decision making
- Comparable Benefit(s) identified
- Authorization procedures
- Comprehensive assessment matching employment goal
- Service(s) provision

The DSU Supported Employment program conducts annual audits of vendors to review compliance of programs to meet quality standards and case documentation requirements. Contracted vendors must submit a mid-year and end of year report that details their progress towards meeting standards. Consumers are given the opportunity to evaluate providers at time of case closure. The DSU Employment Support Services unit will begin initiating a report card that provides a snapshot of vendor's performance allowing for consumer informed choice. The Performance Standards Section will also begin to include an evaluation of vendors on the closed cases survey.

The DSU evaluates on a quarterly and annual basis for the VR and the Supported Employment programs. At quarterly State Rehabilitation Council meetings, a discussion of specific data elements, programs, services and activities are held between and among DSU staff and SRC members.

Strategies that contributed to the achievement of meeting goals and priorities include;

- Job Seekers successful closures increased
- Job Seekers wages increased upon employment
- DSU focuses monthly upon data and budgetary case management processes to assure priority group wait lists are limited or non-existent

B. Describe the factors that impeded the achievement of the goals and priorities.

Factors that impeded the achievement of meeting goals and priorities include;

- DSU business services model underdeveloped in focusing VR program goals and priorities
- DSU job placement specialists do not have defined, clear roles
- DSU job seekers employability and skill deficiencies

2. An evaluation of the extent to which the Supported Employment program goals described in the Supported Employment Supplement for the most recent program year were achieved. The evaluation must:

A. Identify the strategies that contributed to the achievement of the goals.

Strategies that contributed to the achievement of meeting goals and priorities include;

- Increased number of contracted CRPs with DSU to assist individuals with significant barriers to employment achieve a successful employment outcome
- DSU's partnership with DDS and State Employment Leadership Network (SELN)
- DSU's partnership with ODMHSAS, including the pilot employment services contract, to assist individuals with serious mental illness achieve a successful employment outcome

B. Describe the factors that impeded the achievement of the goals and priorities.

Factors that impeded the achievement of meeting goals and priorities include;

- Lack of DSU contracted CRPs in rural areas of the state
- Lack of options for DSU employment contracts to meet the needs of all individuals with significant barriers to employment (i.e. Customized Employment; Intensive SE Services)
- Lack of joint contracted DSU/DDS CRPs

q. Quality, Scope, and Extent of Supported Employment Services.

2. The timing of transition to extended services.

Timing

Extended services are a continuation of ongoing support services provided to individuals with the most significant disabilities. After 18 months of onsite training and supports, the team identifies the individual's needs and develops a plan for the transition to extended services.

Statewide Independent Living Council Report

SILC report to DRS Commissioners:

SILC wrote the State Plan for FY2017-2019 and got it submitted to ACL with 2 hours to spare before the deadline. There are 4 major areas we are focusing on: Legislative Advocacy, Social Media, Youth, and Emergency Management. Our budget is being gradually reduced. The first year we will see a \$20,000 reduction, then an additional \$10,000 for year two, and another \$10,000 for the third year.

SILC participated in the PWD Day at the Capitol, and was a sponsor for the Candidate Forum, the ACE (Agriculture Career-Pathways Experience) Youth Conference in Tulsa and Dining in the Dark.

Last July SILC sent a couple of Council member to the NCIL (National Council on Independent Living) conference in Washington, DC and elected not to participate this year. We will also not be renewing our membership for the coming year.

The APIL (Association of Programs for Rural Independent Living) conference is in October and SILC will send several members to that. The conference will be in Reno, NV. We will also send several members to the SILC Congress conference in Phoenix in January.

July 22, 2016 SILC held their election of officers, and the new officers for FY2017 are:

Vikki Walls – Chair
Perry Sanders – Vice Chair
Rachel Allen – Secretary
Elizabeth Reeve – At Large
Sandi Webster – At Large
Jeanne Self – At Large

Due to changes in the budget, we have elected to hold at least every other quarterly meeting via teleconference. That will save on travel costs and refreshments. We are also changing our October meeting to mid-November.

Our meeting dates for FY2017 are: (locations are yet to be determined)

November 18, 2016
January 27, 2017
April 28, 2017
July 28, 2017
September 29, 2017

SILC has elected to change our By Laws for membership and reduce the membership from 17 to 11 members through attrition. We hope to have 2 youth appointed to the Council within the next year or two as well. Only one member 'terms out' in September and 2 others will need to 'renew'. Noel Tyler serves as the Ex-Officio.

SILC Executive Director completes the WINGS training in August, and is looking for a similar platform of training for the SILC Council.

2017

Commission

Meeting

Schedule

SUGGESTED REPORTING DATES FOR 2017

| COMMISSION MEETING DATE | REPORT DUE DATE |
|--------------------------------|------------------------|
| January 9 | December 29 |
| February 13 | February 3 |
| March 13 | March 2 |
| April 10 | March 30 |
| May 8 | April 27 |
| June 12 | June 1 |
| July – No meeting | |
| August 14 | August 3 |
| September 11 | August 31 |
| October 9 | September 28 |
| November 13 | November 2 |
| December 11 | November 30 |

Commission

Minutes

State of Oklahoma
Commission for Rehabilitation Services
Department of Rehabilitative Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112
Regular Meeting Minutes
June 21, 2016

PRESENT

Lynda Collins, Commission Chair
Steve Shelton, Commission Vice-Chair
Jack Tucker, Commission Member
Carol A. Brown, Commission Assistant

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:30 am by Commission Chair Collins. Commissioner Collins and Commissioner Tucker were present. Commissioner Shelton was absent. A quorum was declared. Commissioner Collins recognized Interim Director Noel Tyler who read a statement by Commissioner Shelton in his absence. The Agency has received notification the House of Representatives has made a selection on a Commissioner for the Oklahoma Commission for Rehabilitation Services for a three year term beginning July 1, 2016. Commissioner Shelton asked Interim Director Tyler to communicate to the Commission and the members present, he has completed his third term on the DRS Commission. It has been an honor to serve and help improve the quality of services to disabled clients, and he wanted to express his appreciation for the support he has received from the DRS staff. Acknowledgement was given to Commissioner Shelton for his hard work and dedication to the Department of Rehabilitative Services.

STATEMENT OF COMPLIANCE

Commission Assistant Brown confirmed the Commission for Rehabilitation Services is in compliance with the Open Meetings Act.

INTRODUCTION OF GUESTS

Commissioner Collins acknowledged Jeannie Massay, Donna Fine and Brent Denham.

REPORTS

INTERIM DIRECTOR REPORT

Commissioner Collins recognized Noel Tyler, Interim Director. Interim Director Tyler gave an overview of her activities within the last month; e.g., attendance at the Oklahoma School for the Blind and the Oklahoma School for the Deaf graduations; and

Executive Team meetings who are currently revisiting the mission and vision statements and branding for the Agency.

LEGISLATIVE

Commissioner Collins recognized Kevin Nelson, DRS Legislative Liaison. DRS was given a 4.61% decrease to our budget, on top of the 7% already cut, making an overall decrease of 11.29%.

FINANCIAL STATUS REPORT

Commissioner Collins recognized Kevin Statham, Chief Financial Officer, who gave the Financial Status Report as of April 30, 2016. With the proposed budget cuts, Finance is still keeping client and student services at a priority.

PERSONNEL ACTIVITY

Commissioner Collins recognized Goli Dunkle, Management Services Administrator, who gave the personnel activity report as of June 1, 2016. Current jobs posted deal with direct client services.

REPORT OF ATTORNEY GENERAL OPINION 2016-5

Commissioner Collins recognized Rick Olderbak, Legal Counsel. The official opinion of the Attorney General is "Article XIII, Section 2 of the Oklahoma Constitution requires the Legislature to establish and support institutions for the care and education of the deaf, deaf and mute, and blind children of the State distinct from the public schools". DRS staff and Commissioners were all pleased with this opinion.

ACTION ITEMS

COMMISSION MEETING MINUTES FOR MAY 9, 2016

Commissioner Collins asked for review and discussion with possible vote to approve May 9, 2016 Commission for Rehabilitation Services Regular Meeting Minutes.

Motion was made to approve the minutes. Both Commissioners voted in the affirmative. Motion passed.

FY 2018- FY 2025 CAPITAL OUTLAY REQUEST

Commissioner Collins recognized Kevin Statham, Chief Financial Officer to present the FY 2018-FY 2025 Capital Outlay Request for review and discussion with possible vote for approval.

Motion was made to approve the Capital Outlay Request. Both Commissioners voted in the affirmative. Motion passed.

FY 2017 EXPENDITURE LIMITS AND FTE BUDGETARY LIMIT

Commissioner Collins recognized Kevin Statham, Chief Financial Officer to present the FY 2017 Expenditure Limits and FTE Budgetary Limit for review and discussion with possible vote for approval.

Motion was made to approve the FY 2017 Expenditure Limits and FTE Budgetary Limit. Both Commissioners voted in the affirmative. Motion passed.

OKLAHOMA SCHOOL FOR THE BLIND

Commissioner Collins recognized Larry Hawkins, Interim Superintendent of the Oklahoma School for the Blind to give the May, 2016 donation report for review and discussion with possible vote for approval.

Motion was made to approve the May, 2016 donations. Both Commissioners voted in the affirmative. Motion passed.

OKLAHOMA SCHOOL FOR THE DEAF

Commissioner Collins recognized Larry Hawkins, Interim Superintendent of the Oklahoma School for the Deaf to give the May, 2016 donation report for review and discussion with possible vote for approval.

Motion was made to approve the May, 2016 donations. Both Commissioners voted in the affirmative. Motion passed.

Announcements

Date and location of next regular meeting of the Commission for Rehabilitation Services:

Monday, August 8, 2016 at 10:30 am
Department of Rehabilitative Services
3535 NW 58th Street, Suite 200
Oklahoma City, Oklahoma 73112

Vote to Convene into Executive Session

Commissioner Collins asked for a vote to convene into Executive Session at 11.11 am.

Motion was made to convene into Executive Session. Both Commissioners voted in the affirmative. Motion passed.

Vote to reconvene into Regular Session

Commissioner Collins asked for a vote to reconvene into Regular Session.

Motion was made to reconvene into Regular Session. Both Commissioners voted in the affirmative. Motion passed.

Adjournment

Meeting was declared adjourned by Commission Chair Collins.

Proposed Internal Policy Report

1 **DRS:10-1-8. Criminal background checks required of vendors [NEW]**
2

3 (a) Purpose. To protect the safety of individuals while receiving DRS services, the agency
4 requires Employment Contractors to obtain national criminal background checks for any
5 employees, supervisors, independent contractors or agents working under a contract with
6 DRS. The agency further requires Employment Contractors to ensure that any of their
7 employees, supervisors, independent contractors or agents who have criminal convictions
8 that suggest they could pose a threat to the health and safety of DRS clients will not be
9 assigned to work under a DRS contract if such assignment would involve access to or
10 interaction with DRS clients.

11
12 (b) Application. The contract provision established by this rule shall apply to DRS
13 Employment Support Services (ESS) Unit contracts with Employment Contractors who
14 provide pre-employment and employment services directly to clients.
15

16 (c) Authority. DRS has determined that prudent exercise of its powers, duties and
17 responsibilities under 74 OS 166.1 et seq shall include responsible steps to protect client
18 safety and safeguard clients from abuse or exploitation while receiving DRS employment
19 services. As demonstrated by other state programs serving disabled children, youth and
20 adults, such steps may include the requirement of criminal background checks for
21 personnel engaged in direct care and services to this population.
22

23 (d) Criteria for criminal background checks. The criminal background checks required
24 by this rule shall be national in scope.
25

26 (e) Contract monitoring. DRS contracts with Employment Contractors shall require the
27 Contractor to assure that the criminal background checks required by paragraph (a) may be
28 viewed by authorized DRS personnel in the contract monitoring process or upon request.

OSB

Report

OSB Donation Report June / July 2016 Donations

Donations under \$500

| Date | Name | Cash | Fund | Property | Value |
|-------------|----------------------------------|-------------|-------------------------|-----------------|--------------|
| 6.16.16 | Tracy Brigham | \$200.00 | 701 / Summer Camp | | |
| 7.11.16 | United Way of Southwest Oklahoma | \$16.02 | 701 / Education | | |
| 7.18.16 | Chuculate Baptist Church | \$355.92 | 701 / Education | | |
| 7.26.16 | Chelsea Lions Club | \$250.00 | 701 / Braille Challenge | | |

Subtotal of Cash (under \$500) donated June/July 2016 **\$821.94** **Subtotal of Value** **\$0.00**
Donations \$500 and over

| | | | | | |
|---------|--------------------------|------------|-----------------|--|--|
| 6.16.16 | Muskogee Noon Lions Club | \$2,500.00 | 701 / Education | | |
|---------|--------------------------|------------|-----------------|--|--|

Subtotal of Cash (\$500 and over) donated in **\$2,500.00** **Subtotal of Value** **\$0**
June/July 2016
Total Donation Amts.-Cash and Property June/July 2016 **\$3,321.94**