

**Commission**

**for**

**Rehabilitation Services**

**April 11, 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 Rehabilitation Services  
3535 NW 58<sup>th</sup> Street, Suite 200  
Oklahoma City, OK 73112  
Monday, April 11, 2016, 10:30 am  
Regular Meeting**

Lynda Collins – Commission Chair  
Steve Shelton – Commission Vice Chair  
Jack Tucker – 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. | Director's Report with possible Commission discussion. The report includes meetings with the Legislature, outside agencies and staff since the March Commission Meeting; State Audit Report; updates on the national search for OSB Superintendent; Executive Team Schedule; People with Disabilities Awareness Day; and WIOA/WorkForce Systems. | Noel Tyler, Interim DRS Director       |
| 6. | Financial Status Report with possible Commission discussion. The presentation includes FY16 Summaries and a brief overview of the findings from the FY-15 State Audit.   | Kevin Statham, Chief Financial Officer |
| 7. | Personnel Activity Report as of March 25, 2016 with possible Commission discussion. The report includes resignations, retirements, and separations; and current FTE status.  | Goli Dunkle, MSD Administrator         |

- |     |  |                                       |
|-----|--|---------------------------------------|
| 8.  | The Oklahoma Rehabilitation Council Report for January through March, 2016 with possible Commission discussion. The report includes success stories; meetings with state agencies, councils, and national organizations; and continued work on partnerships with state and federal programs; such as WIOA. | Renee Sansom, Program Administrator   |
| 9.  | OSB report with possible Commission discussion. The report includes reporting of student/staff activities: Visit to NSU, Academic Team, Cane Quest, 4-H Rabbit show, FCCLA, Boy Scouts, SCASB, Braille Challenge, Close-Up, Special Olympics, and jazz band competition.                                   | Larry Hawkins, Interim Superintendent |
| 10. | Legislative report with possible Commission discussion. The report includes Legislature and OKDRS Watch List updates.  | Kevin Nelson, Legislative Liaison     |

**Action Items**

- |     |  |  |
|-----|--|--|
| 11. | Review and Discussion with Possible Vote to Approve the March 14, 2016 Commission for Rehabilitation Services Regular Meeting Minutes.   | Commission Chair                             |
| 12. | Review and discussion with possible vote for approval of donations to the Oklahoma School for the Deaf for March, 2016.  | KaAnn Varner,<br>OSD Superintendent          |
| 13. | Review and discussion with possible vote for approval of donations to the Oklahoma School for the Blind for January and March, 2016.   | Larry Hawkins, Interim<br>OSB Superintendent |
| 14. | 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                             |
| 15. | Announcements<br>Date and location of next regular meeting of the Commission for Rehabilitation Services:<br>Monday, May 9, 2016 at 10:30 am<br>Department of Rehabilitation Services<br>3535 NW 58 <sup>th</sup> Street, Suite 200<br>Oklahoma City, OK 73112 | Commission Chair                             |
| 16. | Adjournment  | Commission Chair                             |

# **Interim Director's Report**

Submitted by  
Noel Tyler, DRS Interim Director

1. Meetings
  - a. Meeting with Representative Pat Owenby and Senator Kim David
  - b. HHS Cabinet Meeting
  - c. NewView Oklahoma
  - d. Oklahoma Commission on Children and Youth
  - e. Oklahoma Rehabilitation Counsel Executive Committee
  - f. School for the Blind
  - g. People with Disabilities Awareness Day 2016
  - h. Staff meetings
  - i. Transition and Employment Committee Meeting
  - j. Meeting with OCB and NFB of Oklahoma
  - k. DDD Staff Meeting
  - l. HHS/Education Joint Messaging
2. Communications
  - a. State Audit Report
3. Updates
  - a. People with Disabilities Awareness Day 2016
  - b. Executive Team Schedule
  - c. National Search for OSB Superintendent
  - d. WIOA/WorkForce Systems



*Mary Fallin*  
Governor

March 24, 2016

Chief Local Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors  
Governor's Council for Workforce and Economic Development

RE: Workforce Development Planning Regions

Dear Colleagues:

The Workforce Innovation and Opportunity Act (WIOA) represents a renewed commitment to workforce development through innovation and support for individual and national economic growth. It aims at increasing opportunities, particularly for those facing barriers to employment, and invests in the important connection between education and career preparation. WIOA looks to the prosperity of workers and employers to focus 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; and,
- 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.

One purpose of the planning regions is to foster partnerships necessary to reduce costs and meet training needs of our workforce. Additionally, planning regions 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 discuss the process for determining planning regions as proposed under WIOA. Consideration was made to properly 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. Please see the attached map of planning regions for the State of Oklahoma at the conclusion of this letter.

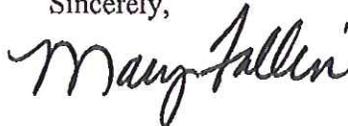
Local boards and chief elected officials in each planning region shall be required to engage in a regional planning process for program year 2016 that includes:

- 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; and,
- 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.

Governor Fallin has identified planning regions within Oklahoma and has submitted these regions 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 toward training individuals for the state's most in-demand occupations, thereby enhancing our efforts enhancing wealth-creation for all Oklahomans and providing the qualified workforce our businesses need to prosper.

Sincerely,



Mary Fallin  
Governor



# Financial Status Report

## Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

### All Programs Agency Summary

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	75,853,684.00	51.0%	46,213,001.29	60.9%	29,170,320.31	99.4%
Travel	1,661,880.00	1.1%	899,281.75	54.1%	46,073.31	56.9%
General Operating	20,589,230.00	13.8%	11,123,615.05	54.0%	9,205,412.07	98.7%
Office Furniture & Equipment	3,000,753.00	2.0%	1,081,520.34	36.0%	626,561.45	56.9%
Client / General Assistance	39,800,672.00	26.7%	21,449,277.42	53.9%	16,358,188.59	95.0%
Indirect Cost	7,936,191.00	5.3%	5,433,950.51	68.5%	2,502,240.49	100.0%
<b>Total</b>	<b>148,842,410.00</b>	<b>100.0%</b>	<b>86,200,646.36</b>	<b>57.9%</b>	<b>57,908,796.22</b>	<b>96.8%</b>

# Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

All Programs						
Vocational Rehabilitation and Visual Services						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	27,073,648.00	35.7%	15,780,606.12	58.3%	11,121,455.91	99.4%
Travel	1,369,350.00	1.8%	726,818.59	53.1%	20,478.27	54.6%
General Operating	10,187,692.00	13.4%	5,392,173.22	52.9%	4,753,085.39	99.6%
Office Furniture & Equipment	2,152,419.00	2.8%	909,345.62	42.2%	520,898.37	66.4%
Client / General Assistance	31,305,172.00	41.3%	16,018,669.95	51.2%	13,410,900.76	94.0%
Indirect Cost	3,736,603.00	4.9%	2,273,702.08	60.8%	1,462,900.92	100.0%
<b>Total</b>	<b>75,824,884.00</b>	<b>100.0%</b>	<b>41,101,315.58</b>	<b>54.2%</b>	<b>31,289,719.62</b>	<b>95.5%</b>

Vocational Rehabilitation Grant						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	24,398,611.00	34.1%	14,194,232.70	58.2%	10,077,608.21	99.5%
Travel	1,344,400.00	1.9%	719,571.07	53.5%	20,478.27	55.0%
General Operating	9,417,217.00	13.2%	4,832,613.28	51.3%	4,481,617.25	98.9%
Office Furniture & Equipment	2,074,119.00	2.9%	882,460.34	42.5%	520,131.37	67.6%
Client / General Assistance	30,741,667.00	43.0%	15,806,892.25	51.4%	13,219,809.29	94.4%
Indirect Cost	3,500,000.00	4.9%	2,114,251.54	60.4%	1,385,748.46	100.0%
<b>Total</b>	<b>71,476,014.00</b>	<b>100.0%</b>	<b>38,550,021.18</b>	<b>53.9%</b>	<b>29,705,392.85</b>	<b>95.5%</b>

# Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

All Programs		Oklahoma School for the Blind				
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	5,391,891.00	68.8%	3,319,926.71	61.6%	2,050,440.17	99.6%
Travel	46,291.00	0.6%	28,328.62	61.2%	245.00	61.7%
General Operating	1,687,248.00	21.5%	894,691.17	53.0%	653,845.63	91.8%
Office Furniture & Equipment	198,280.00	2.5%	28,795.13	14.5%	21,005.00	25.1%
Client / General Assistance	84,000.00	1.1%	54,252.73	64.6%	0.00	64.6%
Indirect Cost	430,824.00	5.5%	306,874.98	71.2%	123,949.02	100.0%
<b>Total</b>	<b>7,838,534.00</b>	<b>100.0%</b>	<b>4,632,869.34</b>	<b>59.1%</b>	<b>2,849,484.82</b>	<b>95.5%</b>

# Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

All Programs		Oklahoma School for the Deaf				
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	6,937,363.00	69.3%	4,398,746.58	63.4%	2,475,157.72	99.1%
Travel	37,239.00	0.4%	21,443.01	57.6%	194.64	58.1%
General Operating	1,813,380.00	18.1%	1,107,826.78	61.1%	796,585.46	105.0%
Office Furniture & Equipment	239,654.00	2.4%	53,606.01	22.4%	2,545.00	23.4%
Client / General Assistance	421,500.00	4.2%	256,995.17	61.0%	76,647.40	79.2%
Indirect Cost	557,044.00	5.6%	404,219.72	72.6%	152,824.28	100.0%
<b>Total</b>	<b>10,006,180.00</b>	<b>100.0%</b>	<b>6,242,837.27</b>	<b>62.4%</b>	<b>3,503,954.50</b>	<b>97.4%</b>

# Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

All Programs						
Disability Determination Division						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	29,834,237.00	65.4%	18,746,363.78	62.8%	10,990,403.94	99.7%
Travel	89,000.00	0.2%	33,678.19	37.8%	24,979.91	65.9%
General Operating	4,378,951.00	9.6%	2,224,335.46	50.8%	1,856,971.45	93.2%
Office Furniture & Equipment	140,000.00	0.3%	27,389.77	19.6%	48,636.08	54.3%
Client / General Assistance	7,990,000.00	17.5%	5,119,359.57	64.1%	2,870,640.43	100.0%
Indirect Cost	3,205,812.00	7.0%	2,448,562.52	76.4%	757,249.48	100.0%
<b>Total</b>	<b>45,638,000.00</b>	<b>100.0%</b>	<b>28,599,689.29</b>	<b>62.7%</b>	<b>16,548,881.29</b>	<b>98.9%</b>

# Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

All Programs		DRS Support Services				
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	6,616,545.00	69.4%	3,967,358.10	60.0%	2,532,862.57	98.2%
Travel	120,000.00	1.3%	89,013.34	74.2%	175.49	74.3%
General Operating	2,521,959.00	26.5%	1,504,588.42	59.7%	1,144,924.14	105.1%
Office Furniture & Equipment	270,400.00	2.8%	62,383.81	23.1%	33,477.00	35.5%
Indirect Cost	5,908.00	0.1%	591.22	10.0%	5,316.78	100.0%
<b>Total</b>	<b>9,534,812.00</b>	<b>100.0%</b>	<b>5,623,934.89</b>	<b>59.0%</b>	<b>3,716,755.98</b>	<b>98.0%</b>

# Department of Rehabilitation Services Financial Status Report FY 16

As of February 29, 2016

<b>Personnel</b>
Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
Inter/Intra Agency Payment for Personal Services
<b>Travel</b>
Travel - Agency Direct
Travel - Reimbursements
<b>General Operating</b>
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
<b>Office Furniture &amp; Equipment</b>
Library Equipment & Resources
Office Furniture & Equipment
<b>Client / General Assistance</b>
Social Service and Assistance Payments
<b>Indirect Cost</b>

# **Personnel**

# **Report**

# PERSONNEL ACTIVITY REPORT AS OF MARCH 25, 2016

FILLED AND VACANT POSITIONS										
Personnel Activity = 14 vacant positions filled / 37 positions in Announcement or Selection Process										
Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled		
FSD	Administrative Technician SWIP / 1171	3/23/2016	FSD				<b>Carolyn Webster</b>	<b>3/1/2016</b>		
DDD	HRM Specialist III / 0864	8/3/2015	DDD	8/28/2015	9/3/2015	16-032	App list sent 9/9/2015			
OSB	Nursing Service Supervisor / 0851	6/5/2015	OSB	7/16/2015	7/29/2015	16-005	Applicant list sent 8/3/2015			
OSB	Direct Care Specialist II / 0235	9/2/2015	OSB	11/19/2015	11/30/2015	16-071	<b>Miles Beverage</b>	<b>3/8/2016</b>		
OSB	Recreational Activities Specialist II / 0419	12/1/2015	OSB	1/15/2016	1/25/2016	16-092	<b>Belinda Thomas</b>	<b>3/1/2016</b>		
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	Currently open			
OSB	School Superintendent / 604	2/11/2016	OSB				<b>Larry Hawkins</b>	<b>3/1/2016</b>		
OSD	Principal / 0414	7/15/2011	OSD	12/31/2014	Until Filled	15-062	App list sent 4/8/2015			
OSD	Food service Specialist II / 1044	12/31/2015	OSD	1/5/2016	1/18/2016	16-085	<b>Gaynell Dixon</b>	<b>3/7/2016</b>		
OSD	Direct Care Specialist II / 113	12/27/2015	OSD	1/12/2016	1/25/2016	16-088	<b>Donna Saaty</b>	<b>3/2/2016</b>		
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	Construction/Maintenance Technician II / 0154	1/5/2016	OSD	2/3/2016	2/16/2016	16-101	<b>Michael Gordon</b>	<b>3/22/2016</b>		
OSD	Direct Care Specialist II / 0299	1/6/2016	OSD	2/3/2016	2/16/2016	16-102	App list sent 2/24/2016			
OSD	Direct Care Specialist II / 0810,0552	12/18/2015 12/21/2015	OSD	3/18/2016	3/31/2016	16-120	Currently open			
OSD	Licensed Practical Nurse II / 0549	1/15/2016	OSD				<b>Teresa Mann</b>	<b>3/7/2016</b>		

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann #	Action/Incumbent	Date Filled
VR	VR Specialist III / 0024	3/10/2015	VR56 – Woodward	11/2/2015	11/16/2015	16-059	App list sent 11/23/2015	
VR	VR Specialist IV / 0540	6/30/2015	VR49 – Tulsa	11/2/2015	11/23/2015	16-060	App list sent 12/2/2015	
VR	Rehabilitation Technician III / 0435	9/1/2015	VR95 – OKC	11/9/2015	11/23/2015	16-064	Colette Lamont	3/14/2016
VR	Psychological Clinician III / 0494	12/1/2015	VR66 – Tulsa	11/20/2015	1/18/2015	16-073	App list sent 1/29/2016	
VR	VR Specialist IV / 0058	10/29/2015	VR25 – Tecumseh	12/8/2015	12/21/2015	16-079	Dan Shepherd	3/1/2016
VR	VR Specialist IV / 1040	2/20/2015	VR18 – Muskogee	12/23/2015	1/12/2016	16-084	App list sent 1/15/2016	
VR	VR Specialist IV / 0391	12/14/2015	VR13 – McAlester	1/21/2016	2/19/2016	16-093	App list sent 2/23/2016	
VR	Rehabilitation Technician III / 0469	12/7/2015	VR67 – Tulsa	1/21/2016	2/3/2016	16-094	Brittany Steinkirchner	3/24/2016
VR	Rehabilitation Technician III / 0011	12/31/2015	VR07 – Durant	1/26/2016	2/8/2016	16-098	App list sent 2/18/2016	
VR	VR Specialist II / 1078	11/15/2012	VR07 – Durant	2/9/2016	2/22/2016	16-104	App list sent 3/2/2016	
VR	Rehabilitation Technician III / 0278	1/15/2016	VR47 – OKC	2/12/2016	2/26/2016	16-106	App list sent 3/3/2016	
VR	VR Specialist III / 0166	8/31/2014	VR45 – Tulsa	3/03/2016	3/23/2016	16-114	Waiting for E-list	
VR	Rehabilitation Technician III / 0756	3/1/2016	VR75 – Tulsa	3/18/2016	4/07/2016	16-118	Currently open	
VR	Rehabilitation Technician III / 0450	1/13/2016	VR31 – OKC	3/18/2016	4/12/2016	16-119	Currently open	
VR	VR Specialist IV / 0750	12/27/2015	VR12 – Lawton	3/25/2016	4/04/2016	16-121	Currently open	
VR	VR Specialist IV / 0723	9/1/2015	VR66 – Tulsa	3/25/2016	4/04/2016	16-122	Currently open	

Division	Title/PIN	Date Vacated	Location	Begin Date	End Date	Ann. #	Action/Incumbent	Date Filled
VS	Assistive Technology Coordinator / 1133	6/12/2012	VS90 – OKC	5/13/2015	Until Filled	15-102	Lesli Lennier	3/1/2016
VS	Training Specialist III / 0201	7/10/2015	VS33 – OKC	8/27/2015	9/9/2015	16-030	App list sent 9/21/2015	
VS	Rehabilitation Technician III / 0361, 0789	5/7/201	VS73 – OKC	1/5/2016	1/19/2016	16-087	App list sent 1/27/2016	
VS	Vending Machine Technician I / 1027	10/7/2014	VS33 – OKC	1/12/2016	1/25/2016	16-089	App list sent 1/29/2016	
VS	Material Management Officer I / 0062	10/28/2015	VS33 – OKC	1/15/2016	1/28/2016	16-090	App list sent 2/9/2016	
VS	Rehabilitation Technician III / 0766	12/31/2015	VS60 – Lawton	1/15/2016	1/29/2016	16-091	Mary Richards	3/1/2016
VS	Vending Facility Business Consultant II / 0170	4/1/2014	VS33 – OKC	1/21/2016	2/3/2016	16-095	Mark Roberson	3/23/2016
VS	Business Manager II / 0785	11/23/2015	VS33 – OKC	1/26/2016	2/8/2016	16-096	App list sent 2/18/2016	
VS	Rehabilitation of the Blind Specialist III / 0311	3/1/2015	VS84 – McAlester	1/26/2016	2/8/2016	16-097	App list sent 2/18/2016	
VS	Rehabilitation of the Blind Specialist III / 0052	6/26/2015	VS58 – Ada	2/3/2016	3/3/2016	16-100	App list sent 3/10/2016	
VS	Rehabilitation of the Blind specialist IV / 0289	3/1/2016	VS91 – Tulsa	2/12/2016	2/22/2016	16-105	App log sent 3/1/2016	
VS	Rehabilitation Technician III / 0407	2/1/2016	VS90 – OKC	2/12/2016	2/25/2016	16-107	App list sent 3/4/2016	
VS	Vending Facility Business Consultant II / 0473	2/15/2016	VS33 – OKC	3/2/2016	3/15/2016	16-112	App list sent 3/22/2016	
VS	Programs Manager II / 0260	2/8/2016	VS64 – Tulsa	2/26/2016	3/28/2016	16-110	Waiting for E-list	
VS	Programs Manager II / 0193	2/17/2016	VS91 – Tulsa	3/10/2016	3/24/2016	16-115	Waiting for E-list	
VS	Rehabilitation Technician II / 0046	2/16/2016	VS58 – Ada	3/10/2016	3/24/2016	16-116	Waiting for E-list	
VS	Assistive Technology Specialist IV / 1112	3/1/2016	VS58 – Ada	3/10/2016	3/24/2016	16-117	Waiting for E-list	

**NOTE:** 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

**RESIGNATIONS/RETIREMENTS/SEPARATIONS = 6**

**SUPPORT SERVICES DIVISION (Executive/MSD/FSD)**

Hall, Andrea – Administrator – Executive Division, Discharged 3/21/2016 (22 years 5 months)

Jones, Melissa – Programs Field Representative – Executive Division, Discharged 3/21/2016 (12 years 8 months)

**DIVISION OF VOCATIONAL REHABILITATION**

Ragoss, Verna – Rehabilitation Technician III – VR08-Enid, Retired 3/1/2016 (30 years 7 months)

Carolina, Marquette – Rehabilitation Technician I – VR49-OKC, Discharged 3/11/2016 (3 years 1 month)

**VISUAL SERVICES DIVISION**

Fore, Jane – Rehabilitation of the Blind Specialist IV– VS91-Tulsa, Retired 3/1/2016 (27 years 7 months)

**OKLAHOMA SCHOOL FOR THE BLIND**

NONE

**OKLAHOMA SCHOOL FOR THE DEAF**

NONE

**DISABILITY DETERMINATION DIVISION**

Angelo, Jerome – Deputy Administrator, Retired 3/1/2016 (34 years 5 months)

# CURRENT FTE STATUS FY 2016

*FTE as of March 25, 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)	79.20	72.50	0.00	(1.00)	71.50
Vocational Rehabilitation	267.00	236.00	13.00	(1.00)	248.00
Visual Services	139.00	110.00	15.00	(2.00)	123.00
VR/VS-DP	2.00	1.00	0.00	(0.00)	1.00
Oklahoma School for the Blind	92.50	87.50	3.00	0.00	90.50
Oklahoma School for the Deaf	124.00	116.00	5.00	0.00	121.00
<b>Total (NON-EXEMPT)</b>	<b>703.70</b>	<b>623.00</b>	<b>36.00</b>	<b>(4.00)</b>	<b>655.00</b>
Disability Determination Division (EXEMPT)	328.30	326.50	1.00	0.00	327.50
<b>TOTAL NON-EXEMPT &amp; EXEMPT</b>	<b>1032.00</b>	<b>949.50</b>	<b>37.00</b>	<b>(4.00)</b>	<b>982.50</b>

**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, Project Coordinator

**Oklahoma  
Rehabilitation  
Council  
Program Manager's Report**



## **Oklahoma Rehabilitation Council**

Renee Sansom, Program Manager

January - March, 2016 Quarterly Report

### **Activities**

#### **January**

1. ORC website is now up and ready for public use. The website is [orc.okstate.edu](http://orc.okstate.edu). The old site is no longer available.
2. Program Manager met with the Policy and Legislative Committee, the Programming and Planning Committee, the Transition and Employment Committee as well as the Executive Committee to follow up with goals and activities set for the New Year for the Strategic Plan. It seems that all committees are on track to meet all of their goals and activities for FY 2016.
3. Program Manager met with 7 job seekers to conduct their success stories
4. Program Manager attended the Governor's Council on Workforce and Economic Development held at OSU-OKC.
5. Program Manager attended the ABLE Tech Advisory Council Meeting

#### **February**

1. Program Manager met with Jean Jones and Mark Kinnison to begin work for the CSAVR Conference coming up in April. Discussed attendees as well as packet information. Tina Calloway provided ORC with the stats that are needed for the CSAVR packets for the Hill visits.
2. Program Manager met with 4 job seekers to conduct their success stories
3. Program Manager attended the VR/VS FC/PM meeting in Oklahoma City where information was disseminated to Program Managers regarding success stories and to get the word out to staff. Doug and Mark are very supportive of this effort.
4. Program Manager attended the Department of Labor WIOA Technical Assistance Meeting that was held at Francis Tuttle to learn more about the changes in WIOA. We had detailed discussion about agencies working for the same common goal together and cost sharing.

**Please visit the ORC web site: [orc.okstate.edu](http://orc.okstate.edu)**



5. Program Manager attended the DRS Workforce Representative Meeting with all DRS Workforce board members to discuss WIOA.
6. Program Manger attended a marketing meeting with OSU staff to discuss ideas for Disability Awareness Day. ORC will have posters and flyers of job seeker success stories to have for April 5<sup>th</sup> as well as CSAVR in DC.
7. Program Manager attended an Oklahoma Transition Council Meeting to start planning for the next Oklahoma Transition Institute.
8. The ORC Quarterly meeting was held on February 18, 2016. The meeting was well attended.
9. Program Manager met with Melinda Fruendt, Mark Kinnison and various other FC's and PM's to discuss the one stop delivery of service meeting. DRS would like to lead the way and prepare a basic model for other agencies/states to follow.
10. Program Manager attended the DD Council Planning meeting regarding a training that will be taking place in the summer. Supporting Parents with Disabilities Practical Training for Health and Human Service Professionals.
11. Program Manager met with Linda Jaco and Noel Tyler to educate Noel about ORC and its purpose and how the partnership can grow between DRS and ORC.
12. Program Manager assisted with and attended the Policy Public Hearings in Oklahoma City, Tulsa and Lawton.

## **March**

1. Program Manager attended the DRS VR/VS Policy Meeting.
2. Program Manager met with Jean Jones regarding congressional visits in DC in April. A spreadsheet was developed and assignments were made.
3. Program Manager met with 2 different vendors of DRS to educate them about ORC and how ORC is involved with DRS. Both organizations would like to be involved with ORC.
4. Program Manager, Jean Jones and Vicky Golightly started pre-planning the Candidate Forum for mid-summer. We discussed sponsors, dates, times, partnerships and location. Sponsors were set by March 25<sup>th</sup>, 2016.

**Please visit the ORC web site: [orc.okstate.edu](http://orc.okstate.edu)**



5. Program Manager presented to DRS VR/VS Academy participants regarding ORC.
6. Program Manager attended the National Association of Workforce Boards Conference from March 11<sup>th</sup> – March 15<sup>th</sup>.
7. Program Manager met with \_\_\_\_5\_\_\_\_ job seekers for success stories.
8. Program Manager has attended the conference calls for the Rehab Net Meetings
9. Continue to be a partner on the DRS Policy team
10. ORC has confirmed 1 new appointment from the Governor's office. One position is still awaiting to be filled for the Workforce Development Board position on the council, which will be an individual chosen from the Governor's Council for Workforce and Economic Development by the Governor.
11. All Committees met with their prospective group to discuss the State Plan and to follow-up with goals and activities set for the year. All committees seem to be on track for meeting their goals and activities.
12. ORC committees are continuing to work on their projects outlined in the strategic plan. Meetings will be scheduled for early summer to meet with each committee in between the 3 quarter.

Regular Meetings Attended:

- SILC Meeting
- ORC Committee Meetings
- VR/VS Policy Committee
- Candidate Forum meetings
- ABLE Tech Advisory Council Meeting
- Oklahoma Transition Council Meetings
- PM/FC Quarterly Meetings with DRS
- Oklahoma Works Partners Meetings
- Governor's Council for Workforce and Economic Development

Next ORC meeting will be held May 19<sup>th</sup>, 2016 at State Office;  
2<sup>nd</sup> Floor from 9:30 – 12:00

**Please visit the ORC web site: [orc.okstate.edu](http://orc.okstate.edu)**

**OSB**

**Report**

OSB Quarterly Commission Report  
April 2016

The middle school visited Northeastern State University. They taught some of the 3<sup>rd</sup> –year optometry students some braille through body braille.

Two OSB students made the All-Conference team in the "Oginali" academic conference.

Twenty-six students demonstrated their cane travel skills in the Third Annual Oklahoma Regional Cane Quest. Cane Quest is one of Braille Institute's national programs for students in 3<sup>rd</sup> to 12<sup>th</sup> grades. Ten OSB students placed gold, silver, or bronze.

OSB students held a "4-H Rabbit Show." Students and rabbits both received numerous awards.

Three students participated in FCCLA Star events in Fort Gibson and brought home two 3<sup>rd</sup> places certificates.

Boy Scouts made a \$678.00 profit on their popcorn sales and the Girl Scouts have begun their cookie sales. They have been on several camping trips.

The OSB wrestlers and cheerleaders traveled to Talladega, Alabama to the SCASB tournament. One wrestler placed 1<sup>st</sup> individually. The team placed 2<sup>nd</sup> overall.

Twenty-four OSB contestants competed in the Braille challenge, a national program sponsored by the Braille Institute. The top 60 students in the nation will be invited to the National Competition in Los Angeles. Fourteen OSB students won gold, silver, or bronze medals. Last year we had the first place winner in the U.S. and Canada.

Three students represented OSB in the Close Up Program. One student shadowed Joy Hofmeister and two students shadowed Rep. Cannaday.

Ten (10) students attended the Kiamichi Area Athletics Special Olympics competition. The students brought back ten 1<sup>st</sup> place medals.

Jazz band competed at the Green County Jazz Festival. The band received ones from all three judges and received a "superior" rating. They finished 1<sup>st</sup> in class 2A and had the second highest score among all the bands. Only Tulsa Union, class 5A, scored higher. One OSB student was selected an "outstanding soloist and receive a \$1,000 scholarship.

# Legislative Report

## April legislative report

### **Budget:**

No real news on the budget. The Speaker announced that they intend to hold education cuts to 5% this year. The Senate has indicated that they are in the same ballpark. Assuming this is the case, cuts to agencies will likely be around 14-17%, unless the legislature passes some revenue raising measures. At this point, both the House and Senate are waiting until after election filing to decide what to do. When next we talk, we should have a budget. May god have mercy on our souls.

### **Legislation:**

We have passed the deadline for floor action, and the deadline for reporting bills out of the committee is this week. SB 1209, the commission awards bill, has passed out of Appropriations and is on its way to the floor. SB 1541, by Sen. Griffin, that consolidates the Office of Disability Concerns into DRS, less the CAP program, has not been heard yet and is likely dead. HB 3023 by Rep. Hickman and Pfeiffer, that would remove our BEP priority to the capitol grounds, passed out of Senate general government and is heading to the floor. Finally, HB 1512, Rep. Kern's deaf interpreter bill from last year, is still waiting on the Senate floor. The parties are fairly close to an agreement and the bill may move soon. Otherwise, our watch list is primarily bills on administrative rules or ABLE bills

The next deadline is April 21<sup>st</sup> to report bills from the opposite body off the floor.

## WATCH LIST

**HB2254 Paraphrase:** HB2254, by Rep. George Faught, R-Muskogee and Sen. Dan Newberry, R-Tulsa, amends to the Administrative Procedures Act. It modifies definition and changes the expiration date of emergency rules from September to July 15. It modifies the governor approves or disapproves rules. It allows the governor 45 calendar days from receipt of a rule to approve or disapprove it and directs him or her to notify the corresponding agency in writing of the approval; if disapproved, the governor must also notify the agency with reasons in writing for the disapproval. The bill requires the governor to notify the Speaker of the House and President Pro Tempore of the Senate as well. It adds that failure of the governor to approve a rule within the specified period shall constitute disapproval of the rule. The bill states that a transmission of a rule for legislative review on or before April 1 of each year will result in the approval of such rule by the Legislature if it is in regular session and it has failed to disapprove such rule before the last day of session unless such rule establishes or increases a fee or fees or is a rule by an agency, board of commission created by or receives its authority from Title 59 of the Oklahoma Statutes. It requires those agencies or rules imposing a fee increase or establishing a new fee to be approved by the Legislature by joint resolution but if the Legislature fails to approve the rule on or before the last day of the legislative session, the rule will be deemed disapproved. The bill allows the Office of the Secretary of State to promulgate rules to establish separate filing deadlines and review periods for finally adopted rules and to carry out the provisions of this bill. It also repeals statutory language related to the omnibus joint resolution for rule adoption procedure. (Amended by House, Committee Substitute) - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** 11/01/2016    **Emergency:** No  
**Principal Authors:** Faught, George (H); Newberry, Dan (S)  
**Status:** S Committee - Do Pass as Amended    **Status Date:** 04/04/2016  
**Committee(1):** S General Government (S)

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**HB2821 Paraphrase:** HB2821, by Rep. Lee Denney, R-Cushing and Sen. Jim Halligan, R-Stillwater, creates the Achieving a Better Life Experience Program. It defines applicable terms. The bill provides that the program's co-trustees will be the Department of Human Services director, the Oklahoma Department of Rehabilitation Services director and the State Treasurer. The bill establishes the Achieving a Better Life Experience Program Committee to administer the program and establishes membership requirements. The bill establishes the duties and responsibilities of the committee. The bill establishes policies and procedures concerning Achieving a Better Life Experience accounts. - © 2016 eCapitol, LLC.

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**Effective Date:** 11/01/2016 **Emergency:** No

**Principal Authors:** Denney, Lee (H); Halligan, Jim (S)

**Status:** Second Reading - Referred to Senate Committee **Status**

**Date:** 03/21/2016

**Committee(1):** S Rules (S)

**Committee(2):** S Appropriations (S)

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**HB3023**  **Paraphrase:** HB3023, by Rep. Jeff Hickman, R-Fairview, Rep. John Pfeiffer, R-Mulhall, and Sen. Stephanie Bice, R-Oklahoma City, adds the State Capitol Building and grounds to the exemptions from the requirement that require state government entities give priority to vending facilities operated by licensed blind operators and established by the State Department of Rehabilitation Services. (Amended by House) - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** 11/01/2016 **Emergency:** No

**Principal Authors:** Hickman, Jeff (H); Pfeiffer, John (H); Bice, Stephanie (S)

**Status:** S Committee - Do Pass **Status Date:** 04/04/2016

**Committee(1):** S General Government (S)

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**HJR1072**  **Paraphrase:** HJR1072, by Rep. George Faught, R-Muskogee, approves and disapproves certain administrative rules promulgated by state agencies. - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** // **Emergency:** No

**Principal Authors:** Faught, George (H)

**Status:** Second Reading - Referred to House Committee **Status**

**Date:** 03/29/2016

**Committee(1):** H Administrative Rules (H)

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**SB1005**  **Paraphrase:** SB1005, by Sen. Brian Crain, R-Tulsa and Rep. Jon Echols, R-Oklahoma City, creates the Oklahoma Achieving a Better Life Experience (ABLE) Savings Plan Act. The bill exempts account balances and distributions from savings accounts established under the Oklahoma Achieving a Better Life Experience (ABLE) Savings Plan Act from the calculation of resources for the purpose of the Statewide Temporary Assistance Responsibility System (STARS). The bill defines applicable terms. It requires the State Treasurer to establish and administer the Oklahoma ABLE Savings Plan and requires that the treasurer develop and implement the program in a manner consistent with this act and subject to Section 529A of the Internal Revenue Code through the adoption of guidelines and procedures; retain professional services, if necessary, including accountants, auditors, consultants and other experts; seek rulings and other

guidance, if necessary, from the United States Department of the Treasury, the Internal Revenue Service and the Oklahoma Attorney General relating to the program; make changes to the program required for the participants in the program to obtain the federal income tax benefits or treatment provided by Section 529A of the Internal Revenue Code; interpret, in policies, guidelines and procedures, the provisions of the Oklahoma ABLE Savings Plan Act broadly in light of its purpose and objectives; develop a schedule of application fees and other necessary fees and charges in connection with any agreement, contract or transaction relating to the program that are sufficient to offset the administrative and staffing costs associated with the implementation and administration of this program; either select the financial institution or institutions to act as the depositories and managers of the program accounts or determine an alternative method for financial management as outlined in the act; and develop procedures to assist in the administration and implementation the program after reasonable notice to the public and a public hearing in a manner similar to requirements of the Administrative Procedures Act. The bill establishes requirements for a program manager. The bill establishes procedures for the operation and use of the accounts. The bill exempts account balances and distributions from savings accounts established under the act from levy and sale, garnishment, attachment or any other process that makes them unassignable. The provisions listed therein are subject to available funding by the Office of the State Treasurer. (Amended by Senate, Stricken Title, Committee Substitute) - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** 01/01/2017 **Emergency:** No

**Principal Authors:** Crain, Brian (S); Echols, Jon (H)

**Status:** H Committee - Committee Sub, Do Pass **Status Date:** 03/30/2016

**Committee(1):** H Appropriations & Budget (H)

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**SB1130**  **Paraphrase:** SB1130, by Sen. Nathan Dahm, R-Broken Arrow and Rep. David Ralph Brumbaugh, R-Broken Arrow, modifies legislative intent relating to the Administrative Procedures Act. The bill requires state agencies to publish rules exempt from the Administrative Procedures Act on their respective websites. It requires each agency to conduct an internal review by December 31 of each year of its rules to determine whether each of its rules is current and is a rule as such term is defined by the Administrative Procedures Act. It requires that an agency must respond to request to review its rules to determine whether or not the rules in question should be amended, repealed or redrafted by Executive Order by the Governor or either house of the Legislature or both houses of the Legislature by resolution or small business within 30 calendar days of such request. It prohibits any agency from adopting any emergency rule which identical to or substantially similar to any rule that has been disapproved by the Legislature within the previous 24 months. The bill authorizes the Secretary of State to publish "The Oklahoma Register" on its website and be made available electronically. The bill requires each

agency with rulemaking authority to make rules available on its website. The bill requires each rule review committee or designate standing committees established by the Speaker of the House of the Representatives and the President Pro Tempore of the Senate to have the power to conduct a continuous study of the existing rules of each agency under its jurisdiction to determine if such rules should be amended or repealed by the Legislature. It requires that if such rules are received by the Legislature by April 1, they will have until the last day of the regular legislative session of the next year to review said rules. It authorizes any such action to disapprove, approve, repeal or amend any rule to apply to any rule in whole in part. It authorizes the Legislature to take such action and provide further instructions to the agency that promulgated the rule. It authorizes an effective agency rule to be amended by the Legislature in a joint resolution if such resolution becomes law in accordance with Section 11 of Article VI of the Oklahoma Constitution after final adoption, filing and publication. It requires that joint resolutions introduced for purposes of amending a rule not be subject to regular legislative cutoff dates and be limited to such provisions as may be necessary for amendment of a rule and any such direction or mandate regarding the rule deemed necessary by the Legislature. It requires that the resolution contain no other provisions. It allows any promulgated rule proceeding to contest on the ground of noncompliance with the procedural requirements listed therein to be commenced at any time. It allows the Legislature to have an omnibus joint resolution prepared for consideration each session. The bill modifies the time in which a final agency order issued by an administrative head of an agency to be subject to rehearing, reopening or reconsideration to 30 days from the date of the entry of such order. (Amended by Senate, Committee Substitute) - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** 11/01/2016    **Emergency:** No

**Principal Authors:** Dahm, Nathan (S); Brumbaugh, David Ralph (H)

**Status:** H Committee - Laid Over    **Status Date:** 03/22/2016

**Committee(1):** H Administrative Rules (H)

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**SB1209**  **Paraphrase:** SB1209, by Sen. Kimberly David, R-Porter and Rep. Elise Hall, R-Oklahoma City, allows awards presented by the Commission for Rehabilitation Services to be presented at a formal or informal ceremony, banquet or reception, the cost of which may be expended from monies available in the department's operating funds. The bill requires discussion regarding the selection of the annual Commissioner's Award to be confidential. - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** 11/01/2016    **Emergency:** No

**Principal Authors:** David, Kimberly (S); Hall, Elise (H)

**Status:** H General Order    **Status Date:** 03/31/2016

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**SB1236 Paraphrase:** SB1236, by Sen. Kay Floyd, D-Oklahoma City and Rep. George Faught, R-Muskogee, modifies definitions used in the Administrative Procedures Act. The bill states transmission of a rule for legislative review on or before April 1 of each year will result in the approval of such rule by the Legislature if the Legislature is in regular session and has failed to disapprove such rule before the last day of session after such rule has been submitted, unless the rule pertains to a fee increase. The bill prohibits any agency from enacting any rule unless approved by the legislature. The bill allows the Office of the Secretary of State to promulgate emergency rules to establish separate filing deadlines and review periods for finally adopted rules and to carry out the provisions of the act. (Amended by Senate, Stricken Title) - © 2016 eCapitol, LLC. All rights reserved.



**Effective Date:** 11/01/2016 **Emergency:** No

**Principal Authors:** Floyd, Kay (S); Faught, George (H)

**Status:** H General Order **Status Date:** 03/30/2016

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**SB1362 Paraphrase:** SB1362, by Sen. Corey Brooks, R-Washington, Sen. David Holt, R-Oklahoma City, and Rep. Mike Christian, R-Oklahoma City, clarifies language related to driver licenses. The bill defines applicable terms. The bill also establishes the requirements for REAL ID Compliant Driver Licenses and Identification Cards and REAL ID Non-Compliant Driver Licenses and Identification cards. The bill establishes a fee schedule for REAL ID Compliant Drivers Licenses. The bill requires that \$10 from each REAL ID compliant license be deposited in the Department of Public Safety Revolving Fund. The bill removes language authorizing the Department of Public Safety and the Oklahoma Tax Commission to promulgate rules for the issuance of driver licenses and adds language that authorizes the Department of Public Safety to process applications for an issue all classes of driver licenses and identification cards in any county. It authorizes DPS to promulgate rules for the issuance and renewal of driver licenses and authorizes motor license agents to process applications and issue driver licenses and identification cards only as permitted by the DPS administrative rules. It provides that the department or motor license agent will collect \$4 to be deducted from the total collected for the license card, which will be deposited in the Department of Public Safety Revolving Fund or used for the motor license agents operating expenses, respectively. The bill clarifies language related to the department's retention of images displayed on licenses. The bill prohibits a person from holding more than one state issued REAL ID compliant driver license or REAL ID compliant identification card, from Oklahoma or any other state. It prohibits the department from issuing a REAL ID compliant driver license to a person who has been previously issued a REAL ID compliant driver license or REAL ID compliant identification card until the license or identification card has been surrendered to the department by the applicant. It permits the department to promulgate rules to address the issue of replacement REAL ID compliant driver license or identification



cards in the event of one being lost or stolen. The bill clarifies language related to mailing and residence addresses. The bill repeals language that prohibits Oklahoma's participation in REAL ID. The bill clarifies language related to printing "Interlock Required" on certain licenses. The bill repeals language concerning the ability to pick between motor license agents and agencies. The bill removes the number of licenses issued requirement for the Department of Public Safety to issue a camera and associated equipment for the purpose of issuing a driver license or identification card. The bill requires the motor license agent be responsible for the cost of the camera, associated equipment and its maintenance. The bill provides that the issuance of cameras and associated equipment will be determined by the department based on population and geographic location when availability is limited. The bill increases the cost of certain drivers' licenses and provides for the apportionment of the funds. (Amended by Senate, Stricken Title, Committee Substitute) - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** // **Emergency:** No

**Principal Authors:** Brooks, Corey (S); Holt, David (S); Christian, Mike (H)

**Status:** H Committee - Laid Over **Status Date:** 03/31/2016

**Committee(1):** H Appropriations & Budget, Public Safety (H)

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**SB1541**  **Paraphrase:** SB1541, by Sen. A J Griffin, R-Guthrie and Rep. John Enns, R-Enid, modifies the duties of the State Department of Rehabilitation Services. The bill transfers all powers, duties, employees, functions, administrative rules and responsibilities of the Office of Disability Concerns to the State Department of Rehabilitation Services. It requires the transfer to include all equipment, supplies, records, assets, current and future liabilities, fund balances, encumbrances, obligations, and indebtedness associated with the Office of Disability Concerns, on July 1, 2016. It requires that any monies accruing to or in the name of the Office of Disability Concerns on and after the effective date, or any monies that accrue in any funds or accounts or are maintained for the benefit of the Office on and after the effective date to be transferred to the State Department of Rehabilitation Services. It requires the Department to succeed to any contractual rights and responsibilities incurred by the Office. It requires the Director of the Office of Management and Enterprise Services to coordinate the transfer of funds, allotments, purchase orders, and outstanding financial obligations or encumbrances as provided. It requires the Commission on Rehabilitation to promulgate rules. It repeals language relating to the Office of Disability Concerns. (Amended by Senate, Stricken Title) - © 2016 eCapitol, LLC. All rights reserved.

**Effective Date:** // **Emergency:** No

**Principal Authors:** Griffin, A J (S); Enns, John (H)

**Status:** Second Reading - Referred to House Committee **Status**

**Date:** 03/21/2016

**Committee(1):** H Appropriations & Budget, Human Services (H)

# Commission

# Minutes

**State of Oklahoma**  
**Commission for Rehabilitation Services**  
Department of Rehabilitation Services  
3535 NW 58<sup>th</sup> Street, Suite 200  
Oklahoma City, OK 73112  
Regular Meeting Minutes  
March 14, 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. All the Commissioners were present.

**REPORTS**

**INTERIM DIRECTOR**

Commissioner Collins recognized Noel Tyler, Interim Director.

The Director's report included the following activities.

- The Formal announcement of Brian Nickles as Interim Disability Determination Division Administrator and Larry Hawkins as Interim Oklahoma School for the Blind Superintendent was made;
- Visit to the Oklahoma School for the Blind;
- OSD Assembly;
- Quality Outcomes Meeting with VS and VR Program Managers;
- Oklahoma Rehabilitation Council Executive Meeting;
- Workforce System Agency Partners Meeting;
- The Executive Team conducted its first meeting with new leadership; and
- Update on the Oklahoma School for the Blind Superintendent's position.

The Interim Director expressed her gratitude to the Commission for giving her the opportunity to serve as Interim Director.

**FINANCIAL STATUS**

Commissioner Collins recognized Kevin Statham, Chief Financial Officer.

The Agency summary financial status report for FY16 as of January 31, 2016 was given and there was no discussion.

## **PERSONNEL ACTIVITY**

Commissioner Collins recognized Goli Dunkle, Management Services Administrator.

### **Discussion**

Commissioner Shelton asked if only positions with direct client services are being processed. Ms. Dunkle replied yes.

## **VOCATIONAL REHABILITATION DIVISION**

Commissioner Collins recognized Mark Kinnison, Vocational Rehabilitation (VR) Administrator.

The Administrator asked if there were any questions regarding the report he had submitted. This report included:

- All employees were encouraged to attend Disability Awareness Day.
- Plans are being made for summer programs, including joint work with the Oklahoma School for the Deaf.
- The Program Manager of the Oklahoma Rehabilitation Council (ORC) was commended for continued partnership in outreach services for business

### **Discussion**

- Commissioner Tucker said he understands the focus and goals on quality jobs, yet wanted to know if we are focusing on the client's future advancements; i.e. career ladder. The Administrator agreed with the Commissioner and is currently working on a plan to provide this service.
- Commissioner Tucker asked about working with the Oklahoma School for the Deaf students in securing summer jobs. The Administrator said the goal is to get the students jobs during the summer, yet to date a plan has not been developed.

## **VISUAL SERVICES DIVISION**

Commissioner Collins recognized Greg DeMartra, reporting for Doug Boone, Visual Services (VS) Administrator.

This report included:

- Visual Services has proposed collaborations with New View for Transition Services.
- Retiring before summer are two key positions. The VS Special Projects Coordinator and the Business Enterprise Operations (BEP) Coordinator. Due to the budgetary restrictions Visual Services will not be able to fill the BEP Coordinator position.
- An employee was selected to serve in the capacity of Transition Facilitator. This individual will work with staff to enable youth to be independent and competitive in the employment market.

At this time, new hires were introduced by their Program Managers

### **Discussion**

- Commissioner Shelton asked if the BEP Coordinator's position would fall under the category of direct client services. Legal Counsel said it would not.

Commissioner Shelton asked who will be serving in this capacity and the VS Administrator will perform these duties.

- At this time, Commissioner Tucker said for several months he has been asking the VS Administrator to obtain summer jobs for OSB students. Commissioner Tucker further stated he has not seen any action on this request, and feels it is an important task. Commissioners Tucker and Shelton discussed this being a partnership with the OSB Superintendent and Visual Services.
- Commissioner Collins had an ethical concern with the Administrator's Report indicating staff being rewarded with monetary rewards. The Commissioner felt it could compromise the national Rehabilitation Counselor certification in terms of ethical behavior. Commissioner Collins asked the Interim Director to sit with the VS Administrator and ensure we are not putting counselors in a situation where they could lose their certification due to ethical misconduct and make sure the client's choices are not being compromised. The Commissioners agreed to have the Interim Director review this further.

## **LEGISLATIVE**

Commissioner Collins recognized Kevin Nelson, DRS Legislative Liaison.

The State Equalization Board certified a budget deficit of \$1.1 billion, \$1.3 billion after one time funds are removed from last year's budget. The Office of Management and Enterprise Services (OMES) said there will be an additional 4% revenue failure this fiscal year on top of the current 3%.

## **EXECUTIVE ORDER 2016-01**

Commissioner Collins acknowledged Rick Olderbak, AAG, Legal Counsel.

In compliance with this Executive Order and Section 304 of Title 25 of the Oklahoma Statutes, the Commission Website has been updated to include contact information for the Commissioners; i.e., phone numbers and Email addresses.

## **ACTION ITEMS**

### **Review and discussion with possible vote to approve the February 8, 2016 Commission for Rehabilitation Services Regular Meeting Minutes**

**Motion to approve the Minutes as submitted was made by Commissioner Tucker.**

**Motion Seconded by Commissioner Shelton.**

**Voting aye: Commissioner Collins, Commissioner Shelton and Commissioner Tucker.**

**Motion passed.**

### **Review and discussion with possible vote to approve the February 12, 2016 Commission for Rehabilitation Services Special Meeting Minutes**

**Motion to approve the Minutes as submitted was made by Commissioner Tucker.**

**Motion Seconded by Commissioner Shelton.**

**Voting aye: Commissioner Collins, Commissioner Shelton and Commissioner Tucker.**

**Motion passed.**

**Review and discussion with possible vote for approval of proposed External Policy**

Commissioner Collins recognized Sandra Wright, PDPS, Administrator.

Ms. Wright noted there was one change in 612:10-7-24.1. It is the additional requirements for diabetes management, requested by Commissioner Collins.

The Proposed External Policy Changes were submitted for approval.

After no further discussion, Commission Chair asked for a vote.

**Motion to approve the proposed external policies as submitted was made by Commissioner Tucker.**

**Motion Seconded by Commissioner Shelton.**

**Voting aye: Commissioner Tucker, Commissioner Shelton and Commissioner Collins.**

**Motion passed.**

**Discussion**

Commissioner Collins said it may be time to get back to basics or go through policy with field staff. Commissioner Shelton agreed and recommended the Interim Director have a proposal written up and put on the agenda in the near future.

**Review and discussion with possible vote for approval of renewal of a twenty-year easement lease with OG&E for OSD .**

Commissioner Collins recognized Rick Olderbak, AAG, Legal Counsel.

Counsel said OMES contacted the Agency about the renewal of an underground utility easement underneath the property of OSD. Counsel said he is asking for a vote on approval of the Agency, DRS, to communicate with OMES to approve going forward with a lease with OG & E.

**Motion to approve the renewal of the lease as submitted was made by Commissioner Tucker.**

**Motion Seconded by Commissioner Shelton.**

**Voting aye: Commissioner Tucker, Commissioner Shelton and Commissioner Collins.**

**Motion passed.**

**Oklahoma School for the Deaf**

Commissioner Collins recognized KaAnn Varner, OSD Superintendent.

The donation reports for January and February 2016 were given.

**Motion to approve the January, 2016 and February, 2016 donations as submitted were made by Commissioner Tucker.**

**Motion Seconded by Commissioner Shelton.**

**Voting aye: Commissioner Tucker, Commissioner Shelton and Commissioner Collins.**

**Motion passed.**

**OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Collins recognized Larry Hawkins, Interim OSB Superintendent. The donation reports for January and February, 2016 were given.

**Motion to approve the January and February, 2016 donations as submitted were made by Commissioner Shelton.**

**Motion Seconded by Commissioner Tucker.**

**Voting aye: Commissioner Tucker, Commissioner Shelton and Commissioner Collins.**

**Motion passed.**

**Announcements**

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

Monday, April 11, 2016 at 10:30 am  
Department of Rehabilitation Services  
3535 NW 58<sup>th</sup> Street, Suite 200  
Oklahoma City, Oklahoma 73112

**Adjournment**

Meeting was declared adjourned by Commission Chair Collins, at 12:05 pm.

# OSD Donation Report

March 2016 Donations for OSD

Date	Name	Cash	Fund	Property	Value
3/21	Jerry & Margo Stroyick	\$100.00			\$100.00
3/21	John & Audrey Rider	\$200.00			\$200.00
3/23	Helping Hands/DRS			\$40.00	\$40.00
		<u>\$300.00</u>			
				Subtotal of Value	<u>\$340.00</u>

**Donations \$500 and Over**

Date	Name	Cash	Fund	Property	Value
		<u>\$300.00</u>			
				Subtotal of Value	<u>\$340.00</u>
		<u>\$300.00</u>			
				<b>Total of Value</b>	<u><b>\$340.00</b></u>

(Cash and Property)

# OSB Donation Report

# OSB Donation Report January 2016 Donations

**Donations under \$500**

Date	Name	Cash	Fund	Property	Value
1.4.16	Fort Gibson Chiropractic	\$ 60.00	216		
1.4.16	Kevin / Raye Ann Wade	\$280.00	216		
1.11.16	R F Hamilton	\$400.00	701		
1.11.16	OK Home & Community Education	\$ 50.00	701		
1.11.16	Frank Dirksen	\$225.00	701		
1.14.16	OK Assoc. Disability Examiners	\$100.00	701		

**Subtotal of Cash (under \$500) donated January 2016  
Donations \$500 and over**

**Subtotal of Value \$0.00**

1.4.16	Trinity Lodge	\$3,250.00	216		
1.4.16	Complete Eye Care	\$ 830.00	701		
1.14.16	District 3-0 Lions	\$ 570.00	701		
1.14.16	OK Assoc. for Blind Athletes	\$ 600.00	701		
1.14.16	Helterbrand Construction	\$1,000.00	216		
1.26.16	Oklahoma Rehabilitation Association	\$ 500.00	216		

**Subtotal of Cash (\$500 and over) donated in January 2016**

**Subtotal of Value \$0.00**

**Total Donation Amts.-Cash and Property January 2016**

**\$7,865.00**

**OSB Donation Report  
March 2016 Donations**

Donations under \$500	Date	Name	Cash	Fund	Property	Value
	3.29.16	Nano Pac	\$250.00	701 – Rec/Ed.		
<b>Subtotal of Cash (under \$500) donated March 2016</b>			<b>\$250.00</b>		<b>Subtotal of Value</b>	<b>\$0.0</b>
<b>Donations \$500 and over</b>						
<b>Subtotal of Cash (\$500 and over) donated In March 2016</b>			<b>\$250.00</b>		<b>Subtotal of Value</b>	<b>\$0.00</b>
<b>Total Donation Amts.-Cash and Property March 2016</b>			<b>\$250.00</b>			