

**Commission
for
Rehabilitation Services
February 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 Rehabilitation Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112**

**Monday, February 8, 2016, 10:30 A.M.
Regular Meeting**

Lynda Collins – Commission Chair
Steve Shelton – Commission Vice Chair
Jack Tucker – Commission Member
Linda Santin – 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. Director's report includes Governor's Council Workforce meeting, Learning Collaborative, VR RIO, OSD Battle of the Books, People with Disabilities Awareness Day 2016 and Selection of OSB superintendent. | Joe Cordova, DRS
Executive Director |
| 6. | Financial Status Report with possible Commission discussion. The presentation includes FY15 and FY16 Summaries. | Kevin Statham,
Chief Financial Officer |

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|-----|--|--|
| 7. | Personnel Activity Report with possible Commission discussion: The presentation will include the status of vacancy announcements by division, including names and effective dates of selected employees; all separations by division for the previous month; and current FTE status. | Goli Dunkle,
MSD Administrator |
| 8. | Vocational Rehabilitation Administrator Report with possible Commission discussion. This report includes statistical production, Disability Awareness Day, Transition, Business Services, new hires, Senior Day at OSD. | Mark Kinnison,
DVR Administrator |
| 9. | Visual Services Administrator Report with possible Commission discussion: this report includes employee retirements, New View, VR/VS awards ceremony, Transition, New Staff Hired, BEP, CSAVR/NCSAB | Doug Boone,
DVS Administrator |
| 10. | ABLE-Tech Annual Report with possible Commission discussion. Linda Jaco will provide a summarized report of ABLE Tech's contractual activities with the Department of Rehabilitation Services for FY 15. | Linda Jaco, Director
Oklahoma ABLE Tech,
Oklahoma State University |
| 11. | Legislative Report with possible Commission discussion. Report includes Budget, Legislation updates. | Kevin Nelson, DRS
Legislative Liaison |
| 12. | Executive Order 2016-01 with possible Commission discussion. This order will increase transparency and improve the functionality and usefulness of the www.ok.gov website. | Rick Olderbak,
AAG, Legal Counsel |

Action Items

- | | | |
|-----|---|-------------------------------------|
| 13. | Review and Discussion with Possible Vote to Approve the January 11, 2016 Commission for Rehabilitation Services Meeting Minutes | Commission Chair |
| 14. | Review and Discussion with Possible Vote for Approval of Donations to the Oklahoma School for the Deaf Resolution 2016-11 | KaAnn Varner,
OSD Superintendent |

- | | | |
|-----|---|---|
| 15. | Review and Discussion with Possible Vote for Approval of Donations to the Oklahoma School for the Blind Resolution 2016-12 | Christine Boone,
Interim OSB
Superintendent |
| 16. | 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 |
| 17. | Announcements
Date and location of next regular meeting of the Commission for Rehabilitation Services:
Monday, March 14, 2016 at 10:30 a.m.
Department of Rehabilitation Services
3535 NW 58 th Street, Suite 200
Oklahoma City, OK 73112 | Commission Chair |
| 18. | Vote to Convene into Executive Session
Proposed Executive Session:
To review and discuss: the hiring of a new Superintendent of the School for the Blind as authorized by the Open Meeting Act 25 O.S. 307.B.1 | Commissioners |
| 19. | Proposed Executive Session:
To Discuss performance appraisal for the DRS Director as authorized by the Open Meeting Act 25 O.S. 1991, 307.B.1 | Commissioners |
| 20. | Vote to Reconvene into Regular Session | Commissioners |
| 21. | Vote on Actions from Executive Session (if any) | |
| 22. | Adjournment | Commission Chair |

Director's Report

February 8, 2016

Report to Commissioners

By Joe D. Cordova

DRS, Executive Director

1. Governor's Council Workforce meeting
2. Learning Collaborative, VRTAC
3. Vocational Rehabilitation Return on Investment
4. OSD Battle of the Books
5. People with Disabilities Awareness Day 2016
6. Selection of Superintendent at OSB

Financial Status Report

Department of Rehabilitation Services Financial Status Report FY 15

As of December 31, 2015

All Programs Agency Summary

	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	77,245,588.00	50.4%	69,443,090.97	343,866.64	90.3%	519,218.07	91.0%
Travel	1,846,851.00	1.2%	1,656,122.55	157,629.05	98.2%	53,442.01	101.1%
General Operating	21,560,764.12	14.1%	14,972,332.23	1,442,005.75	76.1%	3,177,267.10	90.9%
Office Furniture & Equipment	3,164,519.00	2.1%	1,334,621.51	925,896.75	71.4%	58,466.30	73.3%
Client / General Assistance	40,870,631.00	26.7%	29,397,807.39	2,454,097.60	77.9%	2,635,326.82	84.4%
Indirect Cost	8,436,032.88	5.5%	8,436,032.88	0.00	100.0%	0.00	100.0%
Total	153,124,386.00	100.0%	125,240,007.53	5,323,495.79	85.3%	6,443,720.30	89.5%

Department of Rehabilitation Services Financial Status Report FY 15

As of December 31, 2015

All Programs						
Vocational Rehabilitation and Visual Services						
	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	% Used
Personnel	27,743,828.00	35.7%	24,513,756.57	35,238.52	88.5%	89.6%
Travel	1,458,250.00	1.9%	1,395,234.76	137,877.26	105.1%	105.3%
General Operating	10,284,618.17	13.2%	6,542,311.84	688,734.58	70.3%	91.2%
Office Furniture & Equipment	1,904,262.00	2.4%	902,992.88	306,538.71	63.5%	65.3%
Client / General Assistance	31,997,457.00	41.2%	22,013,570.65	2,105,780.41	75.4%	80.4%
Indirect Cost	4,369,190.83	5.6%	4,369,190.82	0.00	100.0%	100.0%
Total	77,757,606.00	100.0%	59,737,057.52	3,274,169.48	81.0%	86.3%
Vocational Rehabilitation Grant						
	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	% Used
Personnel	25,082,021.00	34.5%	22,084,464.32	33,603.63	88.2%	88.7%
Travel	1,385,900.00	1.9%	1,324,838.51	129,353.15	104.9%	105.1%
General Operating	9,102,262.96	12.5%	5,760,323.79	586,778.87	69.7%	91.8%
Office Furniture & Equipment	1,790,912.00	2.5%	891,181.86	297,237.94	66.4%	68.3%
Client / General Assistance	31,254,831.00	43.0%	21,500,847.25	2,060,453.35	75.4%	79.5%
Indirect Cost	4,134,420.04	5.7%	4,134,420.02	0.00	100.0%	100.0%
Total	72,750,347.00	100.0%	55,696,075.75	3,107,426.94	80.8%	85.6%

Department of Rehabilitation Services Financial Status Report FY 15

As of December 31, 2015

All Programs Oklahoma School for the Blind

	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	5,461,797.00	66.9%	5,118,848.61	8,435.88	93.9%	34,178.33	94.5%
Travel	56,000.00	0.7%	52,922.38	1,503.48	97.2%	0.00	97.2%
General Operating	1,725,317.73	21.1%	1,374,643.78	170,090.99	89.5%	54,685.76	92.7%
Office Furniture & Equipment	354,079.00	4.3%	141,310.63	100,005.88	68.2%	14,123.85	72.1%
Client / General Assistance	100,174.00	1.2%	61,530.97	2,161.60	63.6%	6,744.31	70.3%
Indirect Cost	463,205.27	5.7%	463,205.27	0.00	100.0%	0.00	100.0%
Total	8,160,573.00	100.0%	7,212,461.64	282,197.83	91.8%	109,732.25	93.2%

Department of Rehabilitation Services Financial Status Report FY 15

As of December 31, 2015

All Programs Oklahoma School for the Deaf

	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	6,962,245.00	63.9%	6,567,912.18	72,587.60	95.4%	41,773.18	96.0%
Travel	38,900.00	0.4%	31,887.47	4,866.31	94.5%	388.80	95.5%
General Operating	2,345,253.71	21.5%	1,648,215.44	255,422.12	81.2%	183,129.98	89.0%
Office Furniture & Equipment	347,178.00	3.2%	221,043.45	46,161.91	77.0%	0.00	77.0%
Client / General Assistance	583,000.00	5.3%	430,171.00	35,174.10	79.8%	43,055.00	87.2%
Indirect Cost	621,722.29	5.7%	621,722.29	0.00	100.0%	0.00	100.0%
Total	10,898,299.00	100.0%	9,520,951.83	414,212.04	91.2%	268,346.96	93.6%

Department of Rehabilitation Services Financial Status Report FY 15

As of December 31, 2015

All Programs						
Disability Determination Division						
	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	% Used
Personnel	30,957,668.00	66.1%	27,671,162.62	172,201.53	89.9%	90.3%
Travel	152,000.00	0.3%	49,091.54	4,641.65	35.4%	64.7%
General Operating	4,312,174.56	9.2%	3,336,069.10	147,180.41	80.8%	92.8%
Office Furniture & Equipment	269,000.00	0.6%	26,955.67	144,573.10	63.8%	66.1%
Client / General Assistance	8,190,000.00	17.5%	6,892,534.77	310,981.49	88.0%	100.0%
Indirect Cost	2,979,957.44	6.4%	2,979,957.44	0.00	100.0%	100.0%
Total	46,860,800.00	100.0%	40,955,771.14	779,578.18	89.1%	92.6%
					112,429.48	
					44,569.69	
					519,113.81	
					6,361.55	
					986,483.74	
					0.00	
					1,668,958.27	

Department of Rehabilitation Services Financial Status Report FY 15

As of December 31, 2015

All Programs DRS Support Services

	Budget	% of Total Budget	2015 Expenditures in FY 2015	2015 Expenditures in FY 2016	% Expended	Encumbrances	% Used
Personnel	6,120,050.00	64.8%	5,571,410.99	55,403.11	91.9%	26,795.53	92.4%
Travel	141,701.00	1.5%	126,986.40	8,740.35	95.8%	5,833.03	99.9%
General Operating	2,893,399.95	30.6%	2,071,092.07	180,577.65	77.8%	271,434.39	87.2%
Office Furniture & Equipment	290,000.00	3.1%	42,318.88	328,617.15	127.9%	3,253.71	129.0%
Indirect Cost	1,957.05	0.0%	1,957.05	0.00	100.0%	0.00	100.0%
Total	9,447,108.00	100.0%	7,813,765.39	573,338.26	88.8%	307,316.66	92.0%

Department of Rehabilitation Services
Financial Status Report FY 15
As of December 31, 2015

Personnel

Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
Inter/Intre 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

Department of Rehabilitation Services Financial Status Report FY 16

As of December 31, 2015

All Programs Agency Summary

	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	76,594,466.00	51.3%	34,618,132.49	45.2%	41,647,047.35	99.6%
Travel	1,661,880.00	1.1%	755,150.48	45.4%	64,357.76	49.3%
General Operating	20,594,365.00	13.8%	7,299,128.75	35.4%	12,643,256.76	96.8%
Office Furniture & Equipment	3,000,753.00	2.0%	876,532.19	29.2%	913,733.75	59.7%
Client / General Assistance	39,600,537.00	26.5%	14,527,463.55	36.7%	22,705,625.67	94.0%
Indirect Cost	7,936,191.00	5.3%	4,071,883.04	51.3%	3,864,307.96	100.0%
Total	149,388,192.00	100.0%	62,148,290.50	41.6%	81,838,329.25	96.4%

Department of Rehabilitation Services Financial Status Report FY 16

As of December 31, 2015

All Programs Vocational Rehabilitation and Visual Services

	% of Total			
	Budget	Expenditures	% Expended	% Used
Personnel	27,433,491.00	11,899,067.00	43.4%	99.4%
Travel	1,369,350.00	611,262.01	44.6%	47.1%
General Operating	10,187,827.00	3,309,197.30	32.5%	98.7%
Office Furniture & Equipment	2,152,419.00	744,654.40	34.6%	72.4%
Client / General Assistance	31,305,037.00	10,380,071.27	33.2%	93.0%
Indirect Cost	3,736,603.00	1,694,576.29	45.4%	100.0%
Total	76,184,727.00	28,638,828.27	37.6%	95.0%

Vocational Rehabilitation Grant

	% of Total			
	Budget	Expenditures	% Expended	% Used
Personnel	24,758,454.00	10,709,537.89	43.3%	99.6%
Travel	1,344,400.00	605,239.10	45.0%	47.5%
General Operating	9,417,217.00	3,058,607.48	32.5%	98.4%
Office Furniture & Equipment	2,074,119.00	723,162.48	34.9%	73.8%
Client / General Assistance	30,741,667.00	10,190,544.78	33.1%	93.6%
Indirect Cost	3,500,000.00	1,575,240.40	45.0%	100.0%
Total	71,835,857.00	26,862,332.13	37.4%	95.2%

Department of Rehabilitation Services Financial Status Report FY 16

As of December 31, 2015

All Programs Oklahoma School for the Blind

	% of Total				Encumbrances	% Used
	Budget	Budget	Expenditures	% Expended		
Personnel	5,448,847.00	69.0%	2,483,592.80	45.6%	2,943,730.08	99.6%
Travel	46,291.00	0.6%	14,587.65	31.5%	245.00	32.0%
General Operating	1,687,248.00	21.4%	622,020.34	36.9%	909,797.97	90.8%
Office Furniture & Equipment	198,280.00	2.5%	15,378.90	7.8%	20,400.00	18.0%
Client / General Assistance	84,000.00	1.1%	32,946.10	39.2%	0.00	39.2%
Indirect Cost	430,824.00	5.5%	231,499.10	53.7%	199,324.90	100.0%
Total	7,895,490.00	100.0%	3,400,024.89	43.1%	4,073,497.95	94.7%

Department of Rehabilitation Services Financial Status Report FY 16

As of December 31, 2015

All Programs						
Oklahoma School for the Deaf						
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	7,007,818.00	69.7%	3,314,683.65	47.3%	3,629,603.14	99.1%
Travel	37,239.00	0.4%	20,360.13	54.7%	200.24	55.2%
General Operating	1,793,380.00	17.8%	784,102.52	43.7%	1,067,774.35	103.3%
Office Furniture & Equipment	239,654.00	2.4%	52,147.78	21.8%	0.00	21.8%
Client / General Assistance	421,500.00	4.2%	201,059.31	47.7%	101,195.75	71.7%
Indirect Cost	557,044.00	5.5%	309,146.94	55.5%	247,897.06	100.0%
Total	10,056,635.00	100.0%	4,681,500.33	46.6%	5,046,670.54	96.7%

Department of Rehabilitation Services Financial Status Report FY 16

As of December 31, 2015

All Programs Disability Determination Division

	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	30,034,237.00	65.8%	13,946,299.13	46.4%	16,019,281.07	99.8%
Travel	64,000.00	0.1%	27,409.21	42.8%	30,121.26	89.9%
General Operating	4,403,951.00	9.6%	1,555,019.01	35.3%	2,455,462.54	91.1%
Office Furniture & Equipment	140,000.00	0.3%	12,621.09	9.0%	43,452.08	40.1%
Client / General Assistance	7,790,000.00	17.1%	3,913,386.87	50.2%	3,876,613.13	100.0%
Indirect Cost	3,205,812.00	7.0%	1,836,310.98	57.3%	1,369,501.02	100.0%
Total	45,638,000.00	100.0%	21,291,046.29	46.7%	23,794,431.10	98.8%

Department of Rehabilitation Services Financial Status Report FY 16

As of December 31, 2015

All Programs		DRS Support Services				
	% of Total					
	Budget	Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	6,670,073.00	69.4%	2,974,489.91	44.6%	3,680,578.33	99.8%
Travel	145,000.00	1.5%	81,531.48	56.2%	400.49	56.5%
General Operating	2,521,959.00	26.2%	1,028,789.58	40.8%	1,461,467.86	98.7%
Office Furniture & Equipment	270,400.00	2.8%	51,730.02	19.1%	37,050.92	32.8%
Indirect Cost	5,908.00	0.1%	349.73	5.9%	5,558.27	100.0%
Total	9,613,340.00	100.0%	4,136,890.72	43.0%	5,185,055.87	97.0%

Department of Rehabilitation Services
Financial Status Report FY 16
As of December 31, 2015

Personnel

Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
Inter/Intre Agency Payment for Personal Services

Travel

Travel - Agency Direct
Travel - Reimbursements

General Operating

AFP Encumberances
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

Personnel

Report

PERSONNEL ACTIVITY REPORT AS OF JANUARY 22, 2016

FILLED AND VACANT POSITIONS							
Personnel Activity = 8 vacant positions filled / 41 positions in Announcement or Selection Process							
Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent Date Filled
FSD	Accountant II / 0096	7/13/2012	FSD	11/2/2015	11/16/2015	16-058	Diem Tong 1/20/2016 App list sent 9/9/2015
DDD	HRM Specialist III / 0864	8/3/2015	DDD	8/28/2015	9/3/2015	16-032	App list sent 9/9/2015
DDD	Programs Manager III / 1443	New Position	DDD	12/2/2015	12/8/2015	16-074	App list sent 12/10/2015
DDD	Programs Manager III / 1444	New Position	DDD	12/2/2015	12/8/2015	16-075	App list sent 12/10/2015
DDD	Disability Determination Specialist / 1418	New Position	DDD				Denise Patterson 1/6/2016
OSB	Nursing Service Supervisor / 0851	6/5/2015	OSB	7/16/2015	7/29/2015	16-005	Applicant list sent 8/3/2015
OSB	School Superintendent / 0604	8/7/2015	OSB	9/22/2015	Until Filled	16-047	Currently open
OSB	Direct Care Specialist II / 0446	12/31/2015	OSB	11/10/2015	11/23/2015	16-066	App list sent 12/2/2015
OSB	Direct Care Specialist II / 0235	9/2/2015	OSB	11/19/2015	11/30/2015	16-071	App list sent 12/10/2015
OSB	Food Service Specialist I / 0586	11/10/2015	OSB	12/3/2015	1/4/2016	16-077	App list sent 1/15/2016
OSB	Recreational Activities Specialist II / 0419	12/1/2015	OSB	1/15/2016	1/25/2016	16-092	Waiting for E-list
OSD	Principal / 0414	7/15/2011	OSD	12/31/2014	Until Filled	15-062	App list sent 4/8/2015
OSD	Manual Sign Lang Spec I / 0261	8/22/2015	OSD	10/21/2015	11/3/2015	16-053	Rose Osborn 1/4/2016
OSD	Food service Specialist II / 1044	12/31/2015	OSD	1/5/2016	1/18/2016	16-085	Waiting for E-list
		12/27/2015					
		1/4/2016					
	Direct Care Specialist II /	12/18/2015					
OSD	113,433,810,552	12/21/2015	OSD	1/12/2016	1/25/2016	16-088	Waiting for E-list

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann #	Action/Incumbent	Date Filled
VR	Assistive Technology Specialist I / 1197	9/30/2012	VR36 – OKC	5/20/2015	6/09/2015	15-106	App list sent 6/11/2015	
VR	VR Specialist II / 0014	5/10/2012	VR31 – OKC	8/20/2015	9/15/2015	16-022	Candace Lewis	1/4/2015
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	App list sent 12/2/2015	
VR	Administrative Assistant II / 0288	4/20/2015	VR49 – OKC	11/9/2015	11/23/2015	16-065	Darra Thomas	1/12/2016
VR	VR Specialist IV / 1077	10/30/2015	VR07 – Durant	11/10/2015	11/30/2015	16-067	Jeffrey Gaylor	1/19/2016
VR	VR Specialist IV / 0723	9/1/2015	VR66 – Tulsa	11/20/2015	1/18/2015	16-072	Waiting for E-list	
VR	Psychological Clinician III / 0494	12/1/2015	VR66 – Tulsa	11/20/2015	1/18/2015	16-073	Waiting for E-list	
VR	VR Specialist IV / 0058	10/29/2015	VR25 – Tecumseh	12/8/2015	12/21/2015	16-079	App list sent 1/6/2016	
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	Currently open	
VR	Rehabilitation Technician III / 0469	12/7/2015	VR67 – Tulsa	1/21/2016	2/3/2016	16-094	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	App list sent 9/24/2015	
VS	VR Specialist II / 0730	3/30/2012	VS64 – Tulsa	5/20/2015	6/02/2015	15-105	App list sent 6/05/2015	
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	Program Manager II / 0193	6/23/2014	VS91 – Tulsa	9/22/2015	10/5/2015	16-045	Michelle Miller	1/11/2016
VS	Programs Manager II / 0306	1/1/2015	VS73 – OKC	10/21/2015	11/10/2015	16-054	App list sent 11/19/2015	
VS	Public Information Officer III / 0198	10/1/2015	VS72 – OLBPH	11/3/2015	11/16/2015	16-057	App list sent 11/24/2015	
VS	Rehabilitation of the Blind Specialist III / 0052	6/26/2015	VS58 – Ada	11/4/2015	11/16/2015	16-063	App list sent 11/23/2015	
VS	Rehabilitation of the Blind Specialist IV / 0754	7/31/2015	VS71 – Idabel	11/17/2015	12/1/2015	16-068	App list sent 12/7/2015	
VS	VR Specialist III / 0367	7/10/2015	VS64 – Tulsa	12/15/2015	12/28/2015	16-081	App list sent 12/29/2015	
VS	VR Specialist IV / 0083	8/3/2015	VS84 – McAlester	12/16/2015	12/29/2015	16-082	App list sent 1/5/2016	
VS	VR Specialist III / 0762	11/10/2015	VS58 – Ada	1/5/2016	1/19/2016	16-086	Waiting for E-list	
VS	Rehabilitation Technician III / 0361, 0789	5/7/201	VS73 – OKC	1/5/2016	1/19/2016	16-087	Waiting for E-list	
VS	Vending Machine Technician I / 1027	10/7/2014	VS33 – OKC	1/12/2016	1/25/2016	16-089	Waiting for E-list	
VS	Materiel Management Officer I / 0062	10/28/2015	VS33 – OKC	1/15/2016	1/28/2016	16-090	Currently open	
VS	Rehabilitation technician III / 0766	12/31/2015	VS60 – Lawton	1/15/2016	1/29/2016	16-091	Currently open	
VS	Vending Facility Business Consultant II / 0170	4/1/2014	VS33 – OKC	1/21/2016	2/3/2016	16-095	Currently open	
VS	Rehabilitation Technician (SWIP) / 1167	11/30/2015	VS58 – Ada				Jennifer Bolin	1/7/2016

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 = 13

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

NONE

DIVISION OF VOCATIONAL REHABILITATION

Swartz, LaDonna – Rehabilitation Technician III – VR07-Durant, Resigned 12/31/2015 (4 years 5 months)

Wilkinson, Susan – Vocational Rehabilitation Specialist IV – VR02-Altus, Deceased 12/27/2015 (19 years 4 months)

VISUAL SERVICES DIVISION

Robinson, Lisa – Rehabilitation Technician I – VR47-OKC, Resigned 1/15/2016 (5 months)

Webb, Nora – Rehabilitation Technician III – VS60-Lawton, Retired 1/1/2016 (35 years 3 months)

Calhoun, Brandon – Library Technician II – VS72-OLBPH, Discharged 12/31/2015 (9 months)

OKLAHOMA SCHOOL FOR THE BLIND

Miller, Renee – Teacher, Retired 1/8/2016 (28 years)

OKLAHOMA SCHOOL FOR THE DEAF

Callahan, Savannah – Direct Care Specialist II, Resigned 12/27/2015 (2 years 4 months)

Norton, Beverly – Food Service Specialist II, Resigned 12/31/2015 (5 years)

Runyan, Lory – Licensed Practical Nurse II, Resigned 1/14/2016 (11 years 4 months)

Bruner, Allisa – Direct Care Specialist II, Retired 1/1/2016 (27 years 11 months)

Bernard, Cynthia – Direct Care Specialist I, Discharged 1/6/2016 (2 months)

Roberts, Mikeal – Construction/Maintenance Technician II, Discharged 1/5/2016 (19 years 10 months)

DISABILITY DETERMINATION DIVISION

Brown, Brenda – Disability Determination Technician III, Deceased 12/31/2015 (9 years 3 months)

CURRENT FTE STATUS FY 2016

FTE as of January 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)	79.20	72.80	0.00	(0.00)	72.80
Vocational Rehabilitation	267.00	235.00	10.00	(1.00)	244.00
Visual Services	139.00	111.00	16.00	(3.00)	124.00
VR/VS-DP	2.00	1.00	0.00	(0.00)	1.00
Oklahoma School for the Blind	92.50	85.00	6.00	0.00	91.00
Oklahoma School for the Deaf	124.00	111.00	6.00	0.00	117.00
Total (NON-EXEMPT)	703.70	615.80	38.00	(4.00)	649.80
Disability Determination Division (EXEMPT)	328.30	333.00	3.00	0.00	336.00
TOTAL NON-EXEMPT & EXEMPT	1032.00	948.80	41.00	(4.00)	985.80

FY 16 Budgetary FTE Limit = 1255

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

ROUTING TO: Joe Cordova, 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
 Linda Santin, Executive Assistant
 Rosemarie Chitwood, Secretary V
 Paul Adams, Project Coordinator

Vocational Rehabilitation Administrator's Report

February 2016 Commission Report for the Division of Vocational Rehabilitation

Hello Commissioners, it's always an honor to present the latest activity in the VR Division, please see the bullets below.

- Wages are pretty much flat at this point as compared to last year. We still have three quarters to go so I'm hopeful we will increase.
- Applications and plans are slightly up compared to last year at this time, and our closure totals are slightly down about 70.
- We are averaging 6 days on presumptive eligibility.
- Our average application to eligibility rate is 29 days.
- Our average eligibility to plan rate is 53 days.
- The progress on WIOA remains slow. We will be meeting with the McAlester area again soon. Our staff have been great participators in the meetings regarding comprehensive work locations. Melinda Fruendt, Cheryl Gray, and Kevin Statham have been very helpful in the preparation of the events to come.
- I am encouraging all VR employees to attend Disability Awareness Day. Big thanks to Dana Tallon and Jody Harlan for the push on this.
- Kim Osmani and our transition folks are starting to make plans for summer programs. One of particular interest is a summer camping adventure in SW OK., where kids will gain work skills.
- The VR/VS folks out in NW Oklahoma are working with the Woods County Coalition to host a transition training event that will include school teachers, a few principals and career counselors from the local Vo. Techs.
- I recently met with Superintendent Varner, to discuss summer jobs for OSD students.
- We are planning to partner with the ORC to do outreach in terms of Business Services. Renee Sansom has been great to work with.
- Rob Gragg has continued to meet with staff throughout the state to develop strategies to develop effective employer/VR relations. Also, Dennis Milton is hosting a series of workshops on Saturdays titled "How to Not Get Fired". There was also a workshop provided to counselors regarding "How to Effectively Write KSA's" (Knowledge Skills and Ability Information).
- Jon Ringlero is off and running as our new Tribal Liaison. He has met with most of the Oklahoma Tribal Vocational Rehabilitation Programs, and has developed working relationships with VR counselors that are leading the way in terms of co-shared cases. Our goal is to increase our collaboration with the Tribal VR Programs to serve as many people as possible.
- I am working with Renee Sansom, ORC/PM to capture at least 50 very good VR success stories. These will be used for promotional efforts.
- We have conducted AT Coordinator interviews and hope to make an offer soon.
- Richard Yahola has been hired as our new PMII over the Vocational Evaluation Program, and Psych Assistant Program. We are very lucky to have him.

- The Tulsa Transition group will be holding their annual awards ceremony for students and teachers.
- Jonathan Cook and his unit will be holding Senior Days at OSD. This is an annual event.

As always it's a true honor to work with the great folks in the VR Division and OKDRS. I can't think of a better bunch of people to work with.

Respectfully Submitted,

Mark Kinnison, M.Ed., CRC, LPC
Division Administrator of Vocational Rehabilitation Services

Visual Services

Administrator's Report

Report to the Department of Rehabilitation Services
Commission Board, February 8, 2016
Respectfully submitted by:
Doug C. Boone, Visual Services Division Administrator

Retirements: It is with reluctance that I inform you that several long term employees of VS are planning retirement before summer. From the OKC area: Mr. Paul Adams – Special Projects Coordinator and Mr. Mike Hamrick, BEP Operations Coordinator. It has been my privilege to work directly with both of these persons. I wish to publicly thank each of them for the tremendous contribution they have made to DRS over the many years of their employment and especially since I have arrived as Division Administrator. They both have set a high standard for others to follow! Also retiring, and a having had a big impact on the lives of blind and visually impaired persons is Jane Fore, of the Tulsa office. Her commitment to providing quality training and high expectations for persons to succeed will be missed. Finally, Nora Webb a Tech from the Lawton office, retired last fall. Her support and commitment to staff was a great assist to our ability to serve folks from that office.

New View: In mid-November VS Field Service Coordinators, Kevin Nelson and I meet with the staff of New View to tour their facility here in OKC and discuss the services they have to offer related to employment and training. As a follow up to the meeting, I have been in touch with them regarding the New View Transition program. Specifics of the content of the program were requested, materials received and reviewed. As of the date of this submission, additional information is being sought regarding the Transition program, to better understand the specific components of the training they propose, program objectives, anticipated outcomes and what they could possibly contribute to the VS goal of fostering greater independence and confidence development for blind and visually impaired youth.

VR/VS Awards Ceremony: Shortly after arriving as VS Division Administrator, I established a contest to encourage staff to counsel our applicants to seek intensive training at long term training centers, as a basis for going forward to successful employment. In order to qualify for the contest and win a “lobster” dinner for two, a staff person had to send at least 3 persons to attend such a facility. At the end of 2014, no one qualified. I am pleased to say that staff stepped up their game in 2015 and multiple staff qualified for the contest. Most

of the winners exceeded the qualifying threshold to be the top promoter of this opportunity for independence for our job seekers. I was pleased to recognize the exceptional work of 4 staff, with a crisp \$100 bill from my wallet! The real winners are the persons we serve who will now have skills and confidence going forward throughout their lives!

Transition: Moving Forward with Improvements of Transition Services for Blind and Visually Impaired Youth

During the January 11, 2016 Commission Board meeting, a number of points/issues were identified for improving outcomes for blind and visually impaired youth by DRS Commissioners. Since these have been raised, I wish to provide the Commission with information which is relevant to moving forward and actions planned by Visual Services to implement the suggestions.

* Meeting in OSB by VS staff, on Transition: In the not too distance past, VS staff had a location to meet with students at the OSB. Prior to my assuming duties as Division Administrator, the school informed Barbara Clinkenbeard that the trailer, used by her to meet with folks at OSB on Transition Services, did not look good and it was being removed. When she asked for space to meet in the school, she was informed that there was none and she would not have a presence on campus. We are seeking to again find space within OSB for our VS Transition Counselor and hope to have an onsite presence going forward.

* Identifying Barriers for Our Youth to Succeed: The need for skills of independence was put forth at the Jan. Commission meeting. That is exactly why we are taking actions to equip Transition students with the tools they need to succeed (TIP is one example). This year, we are planning several 1 week summer skills programs for youth 14 – 15 for 2016. We have the hope/ intention to work with OSB to provide one of the training sessions at the school.

* Educating and Working with Key Partners: VS is working to develop a short (12 min.) video of successful blind persons, the path to their success and some shots of these adults: using a cane or dog to travel, cooking and Braille. The video will be aimed at: students, parents and teachers in the public schools, to begin the

process of developing expectations/possibility thinking regarding their child's potential (especially among parents – long before the thought of the child leaving home is in the picture and the loss of SSI benefits).

* Adding Staff: In an effort to meet the above goals, including identification of eligible transition students, we are interviewing to fill the newly created position of VS Transition Facilitator. On January 20 we conducted interviews and selected for the position. The Facilitator's role will be to work with our dedicated Counselors, parents, educators, employers and provide a strong focus on identification of youth needing alternatives to vision and soft skills, to be efficient and competitive. They will assist in addressing those needs through promoting the acquisition of skills for youth, to develop the independence needed to be competitive. The person will also work with Kim Osmani and Larry Hartzell & the existing I Jobs and Project Search programs. We want our youth to be able to participate at a higher rate in jobs, while in high school and have success in doing so! Only then will they have the belief and possibility thinking necessary to have a full life, which includes success in the workplace.

New Staff Hired: I am pleased to inform the Commission that Visual Services have recently hired three new staff in each of area A (North half of the state) and area B (South half of the state). Additionally, we have filled a vacant position in the OKLBPH. I have asked a number of our supervisory staff to be present at the February meeting, to introduce the 7 great new people who have joined us in providing services to our citizens. I am excited that we have been able to hire these professionals.

Business Enterprise Program: A search has begun to identify a qualified candidate for the position of BEP Operations Coordinator. It is my hope we will identify qualified candidates and fill the position as quickly as possible.

CSAVR/NCSAB: Last November I traveled with a small group of staff from DRS to attend the two fall conferences of CSAVR (Council of State Administrators of Vocational Rehabilitation) and NCSAB (National Council of State Agencies for the Blind). I participated in a number of committee meetings, in addition to the general sessions.

During NCSAB, I was asked and agreed to chair the Transition Committee, in the absence of the regular chair. At the conclusion of the week, I was elected to the Board of NCSAB as a member at large. I will work to contribute to the efforts of the organization to improve services nationwide. As a Board member, I also will be chairing a committee. I was chosen to chair the Committee on: Blindness Skills Training and Training Centers, based upon my many years of experience working in such facilities and contributions I made to a number of state agencies during my 19 years as a private consultant in blindness rehabilitation/program review.

ABLE Tech

Report

YEAR END REPORT
Oklahoma Department of Rehabilitation Services
from Oklahoma ABLE Tech
July 1, 2014 to June 30, 2015

ALTERNATIVE FINANCING PROGRAM & ACCESS TO TELEWORK FUND

DESCRIPTIVE DATA

1. Types of Alternative Financing Loan Model

Interest Rate Buy-Down Loan
Guaranteed/Interest Rate Buy-Down Loan
*Direct Loan**

2. Name of Partners

Lead Agency: **Oklahoma ABLE Tech**
Community Based Organization: **Oklahoma Assistive Technology Foundation (OkAT)**
Lending Institutions: **BancFirst of Stillwater**

LOAN PROGRAM FEATURES

3. Range of Loan Amounts that program generally provides

There are no minimum or maximum loan amount restrictions.

4. Interest rates provided to borrower

All loans had an interest rate of 5% fixed over the term of a secured loan and 6% fixed rate for a non-secured loan. OkAT bought down the interest rate from 7.5% for secured loans and 9.5% for unsecured loans.

5. Repayment terms that program generally provides

Minimum (in months): **36 months for unsecured loans**
Maximum (in months): **60 months for secured loans**

6. Total loan fund capacity as of June 30, 2015

Total dollars available for closing new guaranteed loans is **\$1,270,366.17**

7. Restrictions on Types of Devices Purchased

The loan program does not restrict the type of AT a borrower can purchase.

PORTFOLIO PERFORMANCE - ALTERNATIVE FINANCING PROGRAM - AFP

8. Outstanding loans, for which the principal was not paid in full, as of June 30, 2015, of guaranteed loans for which the loan program could incur losses.

- A. Total number of outstanding loans: **71**
- B. Total dollar amount of principal still outstanding: **\$327,194.75**

9. Losses this past year as from July 1, 2014 to June 30, 2015

- A. Total dollar amount of net losses (money lost on direct loans and guarantee payouts minus recoveries from collateral). **\$21,324.05**
- B. Number of loans defaulted as of June 30, 2015: **7**

10. Outstanding loans, for which the principal was not paid in full, as of June 30, 2015, of non-guaranteed loans for which the loan program could not incur losses.

- A. Total number of outstanding loans: **78**
- B. Total dollar amount of principal still outstanding: **\$216,776.34**

LOAN INFORMATION

11. Number of Applications received:

Number of applications received & processed to decision	Metro	Non-Metro	Total
Number of applications approved - loan made	38	18	56
Number of applications approved - loan not made	0	1	1
Number of applications rejected	4	1	5
Number of applications received & processed to decision	43	20	63

12. Income characteristics of borrowers

Number of loans made to applicants with annual gross income of:	\$15,000 or Less	\$15,001 to \$30,000	\$30,001 to \$45,000	\$45,001 to \$60,000	\$60,001 to \$75,000	\$75,001 or More
	2	13	7	14	4	16
Percentage of Loans	4%	23%	13%	25%	7%	28%

13. Average gross income of all borrowers: \$63,008.96

14. Loans closed from July 1, 2014 to June 30, 2015

	Number	Total Dollar Amount
Preferred Interest Rate Buy-Down Loans	34	\$164,649.62
Preferred Guaranteed & Buy-Down Loans	22	\$203,354.92
Total all loans	56	\$368,004.54

15. Type of AT purchased from July 1, 2014 to June 30, 2015

Type of AT	Number	Amount
Hearing	38	\$160,524.94
Mobility, seating, and positioning	2	\$8,607.40
Vehicle modifications and transportation	16	\$198,872.00
Speech Communication		
Total	56	\$368,004.54

16. Performance Outcome

Performance Outcome	Benefit Area			Total
	Education	Employment	Community Living	
<i>recipient used program/assistance because--</i>				
Could only afford the AT through the statewide AT program	2	1	37	40
AT was only available through the statewide AT program	-	-	4	4
AT was available through other programs, but the system was too complex or wait time was too long	-	-	1	1
Subtotal	2	1	42	45
None of the above			3	3
Nonrespondent			8	8
Total	2	1	53	56
Performance Outcome	4%	2%	96%	100%

PORTFOLIO PERFORMANCE – ACCESS TO TELEWORK FUND - ATF

17. Outstanding loans, for which the principal was not paid in full, as of June 30, 2015, of guaranteed loans for which the loan program could incur losses.

- A. Total number of outstanding loans: **21**
- B. Total dollar amount of principal still outstanding: **\$51,407.68**

18. Losses this past year as from July 1, 2014 to June 30, 2015

- A. Total dollar amount of net losses (money lost on direct loans and guarantee payouts minus recoveries from collateral). **\$3,211.75**
 B. Number of loans defaulted as of June 30, 2015: 1

LOAN INFORMATION

19. Number of Applications received:

Number of applications received & processed to decision	Metro	Non-Metro	Total
Number of applications approved - loan made	5	2	7
Number of applications approved - loan not made	0	0	0
Number of applications rejected	0	0	0
Number of applications received & processed to decision	5	2	7

20. Income characteristics of borrowers

Number of loans made to applicants with annual gross income of:	\$15,000 or Less	\$15,001 to \$30,000	\$30,001 to \$45,000	\$45,001 to \$60,000	\$60,001 to \$75,000	\$75,001 or More
	0	1	2	1	1	2
Percentage of Loans	0	14%	29%	14%	14%	29%

21. Average gross income of all borrowers: \$45,578.40

22. Loans closed from July 1, 2014 to June 30, 2015

	Number	Total Dollar Amount
Preferred Guaranteed Buy-Down Loans	2	\$10,805.80
Preferred Guaranteed & Buy-Down Loans	5	\$23,640.29
Total all loans	7	\$34,446.09

23. Type of AT purchased from July 1, 2014 to June 30, 2015

Type of AT	Number	Amount
Communication Equipment	7	\$34,446.09
Daily Living		
Total	7	\$34,446.09

24. Direct Loan program*: Oklahoma ABLE Tech, along with its partner the Oklahoma Assistive Technology Foundation (OkAT), is proud to introduce a new low interest *Direct Loan* option for consumers to purchase assistive technology and equipment. The Direct Loan option allows individuals with disabilities to borrow money to purchase assistive technology and specialized devices that are \$1,500 or less, at a 5% fixed interest rate with a \$15 closing fee. The low monthly payment (usually for one year) allows a qualified borrower to pay off the loan, build their credit and own the assistive technology. This was designed for consideration of AT such as, iPad for AT, listening devices, vision equipment, vehicle modifications such as hand controls, portable ramps, software, durable medical equipment supplies or copays, daily living aids.

Information Communication Technology Accessibility Initiatives Oklahoma Electronic and Information Technology Accessibility Law and Standards

Oklahoma ABLE Tech develops training opportunities and provides direct technical assistance to State Agencies, CareerTech Centers, and Higher Education institutions concerning the requirements of electronic and information technology accessibility (EITA). Oklahoma's EITA law and standards are based on Section 508 of the Rehabilitation Act Amendments of 1998. Oklahoma legislation authorizes ABLE Tech to coordinate with the Office of Management and Enterprise Services to provide technical assistance to agencies concerning these requirements. Individuals from both state agencies and higher education participated in specific information technology accessibility events provided by Oklahoma ABLE Tech.

- 36 events
- 938 individuals participated in events where the objective included improved information and communication technology accessibility

Oklahoma's Workforce System Partnership and Accessibility Training: Workforce Development, Recruitment and Retention.

Oklahoma ABLE Tech partners with the Oklahoma Department of Rehabilitation Services (DRS) to provide training and technical assistance for Oklahoma's Workforce System. ABLE Tech supports DRS in their important role with the "Oklahoma Works" Governor's Council for Workforce and Economic Development. The Governor's Council works to develop creative solutions that expand and improve Oklahoma's workforce, providing better jobs for workers and a skilled workforce for business and industry. ABLE Tech's goal is to create an accessible and supportive Workforce System that will provide access to employment for everyone, ultimately increasing household wealth.

The partnership between DRS and ABLE Tech seeks to narrow some of the gaps in the state between individuals with disabilities and individuals without disabilities. Oklahoma has gaps to fill when it comes to employment of individuals with disabilities. The Oklahoma Workforce System has a great opportunity to help to close those gaps.

This initiative is a process to achieve alignment of education and training programs for the purpose of building a talent pipeline of appropriately skilled and credentialed Oklahomans to meet the talent demands of Oklahoma employers. The alignment will serve to create, build, and certify a comprehensive workforce development system within each region.

ABLE Tech worked with the OK Department of Rehabilitation Services to develop “Access for All” training academies which were offered throughout Oklahoma. The Workforce “Access for All” academies provided participants with training on the Americans with Disabilities Act, accessible sites and services, information and communication technology accessibility, and assistive technology.

Web Accessibility Higher Education Institution Project (WAHEP) and Higher Education Related Activities

ABLE Tech continued training and technical assistance with the WAHEP teams this fourth year of the five year plan. The WAHEP teams grew to include 29 institutions and approximately 125 team members. ABLE Tech’s project goal is to work with higher education institutions to position each one to have a viable accessibility policy and implementation plan by the end of the five year WAHEP initiative. ABLE Tech’s goal is to make accessibility part of each institution, going so far as to see accessibility become built into relevant curricula. ABLE Tech’s Program Director, Program Manager, and Accessibility Coordinator continue technical assistance and training for the higher education institution teams including college campus site visits to meet with accessibility committees to assist with policy and implementation plan development. We are working through the WAHEP framework to provide training and resources that are specific to higher education institutions across the state. ABLE Tech is in discussion with the Oklahoma Regents for Higher Education regarding the development of a single policy for the OSU/A&M System. WAHEP teams received a website evaluation Summer/Fall 2014.

WAHEP teams participated in a fun and creative contest to fix web accessibility errors in a short timeframe. This contest proved to be very motivational to some teams, and the quick turnaround time resulted in fast fixes. The winning team received an award, a letter of recognition to the team’s supervisor and institution president, and recognition at the Information Professionals for Oklahoma annual conference in April.

Oklahoma ABLE Tech and the Office of Management and Enterprise Services (OMES)

ABLE Tech met with various OMES staff to address multiple action items related to ICT accessibility:

- ABLE Tech will be listed as a service offering in the statewide service catalog or OpenRange.gov as a provider of accessibility training, policy development, and consultation
- Discussed additional opportunities for OMES and ABLE Tech to work together to provide oversight and support for state agencies related to technology accessibility
- Met with OMES management to address oversight of Oklahoma's Electronic and Information Technology Accessibility law
- The State of Oklahoma Electronic and Information Technology Accessibility (EITA) Advisory Council met several times. The council is legislatively appointed through July 2020 (legislation HB 3194) but plans to push forward more quickly to define oversight roles in the state.

Information Professionals for Oklahoma

- Two ABLE Tech staff members are IPro members, a professional organization that meets monthly. Program Manager, Brenda Dawes has served as an officer and board member for the past five years and Rob Carr, Accessibility Coordinator, is an active member serving on multiple committees. ABLE Tech's state involvement for the past 13 years has ensured that accessibility remains one of the common threads among members. ABLE Tech presents IT accessibility topics to IPro members multiple times a year and at the annual conference.

Web Accessibility Tips and Newsletters

- ABLE Tech continued to send out an information and communications technology accessibility e-newsletter every other month. The newsletter highlights technology accessibility-related content and tips, legislation and standards updates, and national news in the field of accessibility.

Emergency Preparedness: FEMA Region VI Emergency Management and AT Reuse

- To define the role of reusable AT (including, but not limited to, durable medical equipment) in disaster planning, response, recovery and mitigation for people with functional needs.
- To improve individual and agency emergency planning that addresses access to assistive technology devices and services.

- To identify the infrastructure needed to develop and implement a rapid response system for delivering assistive technology devices and services to meet the needs of people with functional needs affected by disaster.
- For each participating state in Region VI: To develop a sustainable network for addressing the AT needs of people in disaster preparedness, response, recovery and mitigation, and to develop achievable action steps for participants and other key entities to meet these goals.
- Oklahoma ABLE Tech's delegation included the following participating agencies/organizations: OK Department of Health, OK Department of Rehabilitation Services, OK Department of Emergency Management, Oklahoma City Emergency Management, Red Cross, Oklahoma Disability Law Center, Oklahoma Office of Disability Concerns, Oklahoma Statewide Independent Living Council, Oklahoma Health Care Authority.
- ABLE Tech created an AT flow chart that will provide an Emergency AT Needs Coordination and Provision Process to be shared statewide. ABLE Tech will continue to meet with key stakeholders to accomplish this task. The AT flow chart was disseminated to Oklahoma county emergency managers statewide. This effort will allow Oklahoma to respond in a timely and efficient manner during disasters providing enhanced delivery of assistive technologies for people with disabilities who during times of crisis have lost the very equipment they depend on for daily independence.
- A DME manual and an Emergency Preparedness Checklist is posted on Oklahoma ABLE Tech's ADA Services webpage at <http://www.ok.gov/abletech/ADA/>

AT Reuse and Reutilization Report

- The Association of Assistive Technology Act programs (ATAP) and the Council of State Administrators of Vocational Rehabilitation (CSAVR) developed an AT reutilization proposal regarding ways the programs might more closely work together to increase the likelihood of successful employment through the use of assistive technology devices and services.
- CSAVR and ATAP could be valuable for pursuing Assistive technology (AT) reutilization. ABLE Tech continues to work with CSAVR and RSA on this step.
- ABLE Tech and the Oklahoma Department of Rehabilitation Services have discussed working collaboratively to reuse DME/AT for both VR and VS Divisions. Oklahoma ABLE Tech believes there is strong merit in partnering with OKDRS to promote AT device reutilization concepts. Reutilization saves money and appropriately reuses equipment creating a win/win for all.
- ABLE Tech at Oklahoma State University held a Durable Medical Equipment Drive on Saturday, April 4. The event was marketed throughout Stillwater, OK

and the surrounding communities. Oklahoma citizens, unable to afford needed durable medical equipment, will benefit greatly from receiving this refurbished equipment. 50 pieces of equipment were collected that can be refurbished and reused for a cost savings of \$22,171.04 to Oklahomans.

- Currently, a total of 2233 DME items have been donated to the Oklahoma Durable Medical Equipment Reuse Program valued at \$1,222,227 and a total of 2175 DME items have been reassigned to Oklahoma citizens values at \$1,116,415.
- OKDMERP collaborated with FEMA to provide needed DME to storm-related victims during the recent tornadoes and floods which occurred in Oklahoma. Additionally, OKDMERP worked with Oklahoma's state equipment cache to provide needed DME utilizing the newly developed AT Flow Chart system for Emergency Preparedness.

Oklahoma State Department of Education

- ABLE Tech staff meets quarterly with the State Department of Education. The Accessible Educational Materials and Assistive Technology committee meets to discuss IDEA Part B, accessibility awareness, procurement and development of accessible products and services, accessible educational materials, assistive technology consideration and assessment, and AT support within the SoonerStart program (Part C of the IDEA, ages 0-3). The committee discussed the collaboration of the National AEM Center and SETDA to improve the development and purchase of accessible educational materials and learning management systems for K-12 schools. ABLE Tech will continue to work with the OSDE instructional development and textbook staff to carry this national initiative forward in Oklahoma.

Accessibility Training Events and Presentation List: Between July 2014 and June 30, 2015

8/22/2014	Web Accessibility in Oklahoma Department of Human Services
9/25/2014	Opening Doors: An Introduction to Technology Accessibility
9/25/2014	Basics of Web Multimedia Accessibility
9/26/2014	Opening Doors: An Introduction to Technology Accessibility
10/8/2014	Accessibility in Microsoft Word 2010
10/14/2014	Accessibility in Adobe Acrobat Professional XI
10/16/2014	Access for All Day 1: Accessibility, Statute
10/17/2014	Access for All Day 2: Accessibility in Technology

10/30/2014 Technology Accessibility in Procurement

11/20/2014 It's True, but Is It Effective? Analyzing Common Business Justifications for IT Accessibility

12/10/2014 Mid-Project Website Evaluations: A Look at Trends and Common Barriers

1/14/2015 Opening Doors: An Introduction to Technology Accessibility

2/3/2015 Accessibility Issues and Solutions for Scripting, Interactions, and ARIA

2/23/2015 Access for All Regional Academy

2/26/2015 Access for All Regional Academy

3/9/2015 Access for All Regional Academy

3/13/2015 Access for All Regional Academy

4/9/2015 The Web Accessibility in Higher Education Project in Oklahoma

4/13/2015 Opening Doors: Intro to ICT Accessibility

4/13/2015 Opening Doors: Intro to ICT Accessibility

4/14/2015 10 Common ICT Accessibility Barriers

4/14/2015 Testing Websites for Accessibility, on the Cheap

4/14/2015 Web Accessibility in Higher Education Project Accessibility Games

4/16/2015 Access for All Regional Academy

4/17/2015 The Web Accessibility in Higher Education Project in Oklahoma

4/21/2015 Technology Accessibility in Procurement

4/23/2015 Access for All Regional Academy

4/30/2015 Access for All Initiative

5/8/2015 Access for All Regional Academy

5/18/2015 Access for All Regional Academy

5/19/2015 Update on the Section 508 Refresh

5/26/2015 Access for All Regional Academy

6/3/2015 Access for All Regional Academy

6/4/2015 Accessibility in PDF Forms

6/12/2015 Access for All Regional Academy

6/15/2015 Access for All Regional Academy

Submitted by: Linda Jaco, Director

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Legislative Report

February legislative comments

Budget:

Last month was the Senate performance review and budget hearings. As I write this at the end of January, February 3rd is the House's turn and we will get the Governor's budget February 1st. Since the senate hearing the state has instituted a revenue failure of 3% and there is talk of an additional failure pushing it up to 5%. This likely means that the budget hole, currently a 900.8 million, will likely grow to over 1 billion.

Legislation:

Jean and I are done with the initial review of the bills. The big topics this year are budget, consolidation, oil and gas and earthquakes, and guns.

As far as our current watch list bills, we have some bills that affect us. The first is SB 1110, by Sen. Thompson, seeking to move the state use committee to DRS. Many of the sheltered workshops that make up the state use vendors are very nervous about moving it. Second is SB 1541, by Sen. Griffin, that consolidates the Office of Disability Concerns into DRS, less the CAP program. Third, is SB 1325, by Sen. Treat, that removes the prohibition on charter schools that compete with OSB and OSD. Finally, there is HB 3023 by Rep. Hickman and Pfeiffer, that would remove our BEP priority to the capitol grounds.

We have our four request bill. There are:

1. SB 1209-Make employee awards determinations by the Commission

confidential.

2. SB1399-Name change for Visual Services.

3. SB1361-Add alternate handicapped parking sign design in honor of the ADA 25th anniversary.

4. SB 925-Reinforce that OSB and OSD are resources for deaf and blind students in Oklahoma and ensure that they are considered in the IEP process.

Our next step will be sending them out the the departments to get their take. This may add bills to our watch list. We should have a complete list by next meeting and will likely ask you your opinion on bills affecting DRS at that time.

Session starts February 1st with the Governor's state of the state and release of the Governor's budget. Let the fun begin.

Executive

Order 2016-01



Mary Fallin
Governor

FILED

JAN 21 2016

**EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 2016-01**

OKLAHOMA SECRETARY
OF STATE

Oklahomans rightly expect that public officers will be readily identifiable and accessible to the public and that relevant background and contact information will be prominently displayed on the website of each agency, board, or commission. Likewise, state law requires public bodies, as defined in Section 304 of Title 25 of the Oklahoma Statutes, to “make available on their Internet website the names of members of their governing bodies and such other information about the members as the public body may choose to include.” 74 O.S. § 3106.2(C).

Accordingly, in order to increase transparency and improve the functionality and usefulness of the www.ok.gov website, I, Mary Fallin, Governor of the State of Oklahoma, by the authority vested in me pursuant to Sections 1 and 2 of Article VI of the Oklahoma Constitution, hereby direct and order as follows:

1. Every State Agency website on www.ok.gov shall include a webpage accessible within two clicks of the homepage that includes, at a minimum, the name of each individual currently serving on the governing body; a telephone number at which each individual currently serving on the governing body may be reached or at which a voicemail message for the individual may be recorded; and an email address at which any or all of the individuals currently serving on the governing body may be contacted.
2. It shall be the responsibility of every State Agency to ensure that this Order is implemented in a timely fashion; to provide a state email address for all individuals serving on the Agency’s governing body and to require its exclusive use when state business is being conducted via email; to ensure that posted information is reviewed for accuracy and updated, as needed; and to make certain that the members of the Agency’s governing body routinely access, monitor, and respond to their electronic and voicemail messages.

This Executive Order shall be distributed to all members of the Governor’s Executive Cabinet and the chief executives of all State Agencies, who shall cause the provisions of this Order to be implemented.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma, this 19th day of January 2016.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



MARY FALLIN

ATTEST:




CHRIS BENGE, SECRETARY OF STATE

Commission

Minutes

State of Oklahoma
Commission for Rehabilitation Services
Department of Rehabilitation Services
3535 NW 58th Street, Suite 200
Oklahoma City, OK 73112
January 11, 2016

Call to Order and Roll Call: Commissioner Collins called the order to meeting at 10:30 a.m. Roll call was taken all Commissioners were present.

Reports:

Director's report included WIOA update, State Plan update, Collaborative Learning Project and OSB Superintendent hiring update. No discussion on this report.

Financial Status Report was presented by Paula Nelson. No discussion on this report

Personnel Activity Report was presented by Goli Dunkle. No discussion on this report

Disability Determination Division End of Year Report was presented by Noel Tyler. No discussion on this report

Oklahoma School for the Deaf Superintendent Report was presented by KaAnn Varner. No discussion of this report

Oklahoma School for the Blind Superintendent Report was presented by Christine Boone. No discussion on this report

Oklahoma Rehabilitation Council Report was presented by Renee Sansom. No discussion on this report

Commission Discussion of the December 14, 2015, Public comments. The commissioners thanked each of the people who spoke publicly at this meeting. The Commissioners were glad to hear all the concerns and comments. All Commissioners agreed that the children attending the Oklahoma School for the Blind deserve the best education possible and that the interview process for the Superintendent position will be made as open as possible. In the end it is about the students.

Action Items:

Review and approval of the minutes from the January, 11, 2016, regular Commission for Rehabilitation Services meeting. All Commissioners were present and voted in the affirmative. Motion passed

Review and approval of the State Plan for Vocational Rehabilitation Services and Supplement for Supported Employment Services. All Commissioners were present and voted in the affirmative. Motion passed

Review and approval of donations to the Oklahoma School for the Deaf. Resolution 2016-09. All Commissioners were present and voted in the affirmative. Motion passed

Review and approval of donations to the Oklahoma School for the Blind. Resolution 2016-10. All Commissioners were present and voted in the affirmative. Motion passed

Announcements: Date and location of the next regular meeting of the Commission for Rehabilitation Services: February 8, 2016, 10:30 a.m. Department of Rehabilitation Services, 3535 NW 58th, Suite 200, Oklahoma City, OK 73112.

Vote to Convene into Executive Session: All Commissioners were present and voted in the affirmative. Motion passed

Vote to Reconvene into Regular Session: All Commissioners were present and voted in the affirmative. Motion passed

Vote on Actions from Executive Session: A vote was taken regarding the appointment/hiring of a new Commission Assistant. A motion to elect Commissioner Collins to work with DRS HR to appoint/hire a new assistant was made. All Commissioners were present and voted in the affirmative. Motion passed

Meeting adjourned by Commission Chair.

OSD

Report

Executive Summary

January 2016

OSD Action Item

Issue:

Advise commission of donations received by Oklahoma School for the Deaf in January 2016

Background:

Staff Recommendation:

Superintendent recommends acceptance of donation.

Budget Impact:

Attachment/Packet support Documents: Donation Report

OSD

Date	Name	Cash	Fund	Property	Value
1/21	OKADE	\$100.00			\$100.00
1/20	Courtney Zoll			\$100.00	\$100.00
1/27	John & Audrey Rider	\$200.00			\$200.00
		<u>\$300.00</u>		Subtotal of Value	<u>\$400.00</u>

Donations \$500 and Over

Date	Name	Cash	Fund	Property	Value
		<u>\$300.00</u>		Subtotal of Value	<u>\$400.00</u>
		<u>\$300.00</u>		Total of Value	<u>\$400.00</u>

(Cash and Property)

STATE OF OKLAHOMA
COMMISSION FOR REHABILITATION SERVICES

RESOLUTION 2016-11
February 8, 2016

RESOLVED, THAT THE COMMISSION FOR REHABILITATION SERVICES DOES HEREBY APPROVE AND ADOPT THE FOLLOWING IN CONFORMANCE WITH SB 356, O.S. Section 166.2 Title 74:

Donations to the Oklahoma School for the Deaf in January 2016, from individuals, groups and employees.

Approved in regular session on February 8, 2016

Lynda Collins, Chair
Commission for Rehabilitation Services

lcs

OSB

Report

Executive Summary

January 2016

OSB Action Item

ISSUE:

Advise Commission of donations received by Oklahoma School for the Blind in January, 2016

BACKGROUND:

Gifts from individuals, groups and employees.

STAFF RECOMMENDATION:

Superintendent recommends acceptance of gifts from sources listed above.

BUDGET IMPACT: (if any)

ATTACHMENT(S)/PACKET SUPPORT DOCUMENTS: (list)

*Limit Summary to one page

OSB Donation Report December 2015 Donations

Date	Name	Cash	Fund	Property	Value
12.1.15	Karon Wheat	\$25.00	701 – Rec./Ed.		
12.2.15	Marilyn Joplin	\$100.00	701 – Rec./Ed.		
12.2.15	Nancy Poteete	\$100.00	701 – Rec./Ed.		
12.14.15	OK Home & Community Education	\$74.00	701 – Rec/Needy		
Subtotal of Cash (under \$500) donated December 2015		\$299.00		Subtotal of Value	\$0.00
Donations \$500 and over					
12.8.15	Anne and Henry Zarrow Foundation	\$5,000.00	701/Space Camp/ Close-Up		
12.14.15	Real Estate Professionals	\$500.00	701 - Recreation		
Subtotal of Cash (\$500 and over) donated		\$5,500.00		Subtotal of Value	\$0.00
In December 2015					
Total Donation Amts.-Cash and Property December 2015		\$5,799.00			

STATE OF OKLAHOMA
COMMISSION FOR REHABILITATION SERVICES
RESOLUTION 2016-12
February 8, 2016

RESOLVED, THAT THE COMMISSION FOR REHABILITATION SERVICES DOES HEREBY APPROVE AND ADOPT THE FOLLOWING IN CONFORMANCE WITH SB 356, O.S. Section 166.2 Title 74:

Donations to the Oklahoma School for the Blind in January 2016, from individuals, groups and employees.

Approved in regular session on February 8, 2016

Lynda Collins, Chair
Commission for Rehabilitation Services

lcs