

State Of Oklahoma  
Commission for Rehabilitation Services  
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May 11 2020  
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Jace Wolfe, Commission Chair

Location: Office at Hearts for Hearing, 11500 N. Portland Ave, Oklahoma City, OK

Wes Hilliard, Commission Vice-chair

Location: Office at Simmons Bank, 1300 E. Main Street, Davis, OK

Emily Cheng, Commission Member

Location: Home

Carol Brown, Commission Assistant, location: State Office. 3535 NW 58<sup>th</sup> Street, Oklahoma City, OK

Sign Language Interpreters are provided for public accessibility

Tonya Garman: Location: Home

Hosts for ZOOM: Jonathon Cook and Mark Ferguson Location: Their home

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

## REPORTS

- |    |  |   |
|----|--|---|
| 5. | Executive Director's report with possible Commission discussion. The report includes Executive Director's participation in meetings; updates for Access for All, state agency and Community Stakeholder communication; Governor's Executive Orders; ADA; Risk Management; AWARE; case reviews; and statistical research. | Melinda Fruendt,<br>Executive Director<br>Reporting from her home         |
| 6. | Priority Group Updates with possible Commission discussion. Report includes current status of all Priority Groups I, II and III.   | Tracy Brigham, Director<br>Services to the Blind and<br>Visually Impaired |
| 7. | Financial Status FY 20 report as of March 31 2020 with possible Commission discussion.   | Kevin Statham,<br>Chief Financial Officer                                 |
| 8. | Review with possible discussion the FY 2022 – FY 2029 Capital Outlay Request.  | Kevin Statham, Chief<br>Financial Officer                                 |
| 9. | Personnel Activity report with possible Commission discussion, as April 30, 2020. The activity report has current FTE status. .  | Tom Patt, Director<br>Human Resources                                     |

- |     |  |   |
|-----|--|---|
| 10. | Legislature report with possible Commission discussion. This report includes update on Appropriation Summary FY'21.  | Kevin Nelson,<br>Legislative Liaison                                      |
| 11. | Oklahoma School for the Blind report with possible Commission discussion. This report includes the comprehensive school-wide program still in place in response to COVID-19; Oklahoma VI Teacher's Institute; and updates on OSB outreach program; services for students and parents; and retirements. | Rita Echelle,<br>Superintendent   |
| 12. | Oklahoma State Independent Living Council report with possible Commission discussion. This report includes report on SILC Congress; updates on Mayor's Committee on Disability Concerns; Reliant Living Center; State Plan; SILC state plan Survey; and continued work with state and city agencies.   | Sidna Madden,<br>Executive Director                                       |
| 13. | Services to the Blind and Visually Impaired report. This report includes updates on Field Services, Business Enterprise Program, Transition program, Business Services Program, Oklahoma Library for the Blind and Physically Handicapped, Production, and the Division Administrator's activities.    | Tracy Brigham,<br>Director Services to the Blind<br>and Visually Impaired |
| 14. | Vocational Rehabilitation Services report. This report includes teleworking process for staff; VR Director's work with staff, and other agencies; continued work with SBVI; critical vacancy needs and production.   | Mark Kinnison,<br>Director Vocational<br>Rehabilitation Services          |

**ACTION ITEMS**

- |     |  |                                  |
|-----|--|----------------------------------|
| 15. | Review and discussion with possible vote for approval of the April 13, 2020 Commission for Rehabilitation Services regular meeting minutes.    | Jace Wolfe, Chair                |
| 16. | Review and discussion with possible vote for approval of the April 2020 donations to the Oklahoma Library for the Blind and Visually Impaired. | Kevin Treese,<br>Program Manager |
| 17. | Review and discussion with possible vote for approval of the April 2020 donations to the Oklahoma School for the Blind.                        | Rita Echelle,<br>Superintendent  |
| 18. | Review and discussion with possible vote for approval of the April 2020 donations to the Oklahoma School for the Deaf.                         | Chris Dvorak,<br>Superintendent  |
| 19. | 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)       | Jace Wolfe, Chair                |

20. Announcements Jace Wolfe, Chair  
Date and location of next regular meeting of the Oklahoma  
Commission for Rehabilitation Services:  
Monday, June 8, 2020 at 10:30 am.  
3535 NW 58<sup>th</sup> Street  
Suite 200  
Oklahoma City, OK 73112  
Or video-conferencing if unable to meet. Notification will  
be sent out ASAP
21. Adjournment Jace Wolfe, Chair

**Oklahoma Department of Rehabilitation Services**  
**EXECUTIVE DIRECTOR'S REPORT**  
**May 11, 2020**

**Executive**

Cabinet Secretary Justin Brown, Human Services and Early Childhood Initiatives, hosts a videoconference meeting each Friday at 11am. These meetings keep us updated on COVID-19; new projects/deadlines; budget; and a variety of other matters.

The State of Oklahoma recently went through a rebranding. New guidance was received for state agencies to respond to the new state brand. The DRS Communications team has been working on developing and releasing new communication templates. Thank you to Jody Harlan and team!

Director has participated in school and division budget preparation meetings with the CFO and staff.

Electronic signatures throughout DRS is critical for maintaining efficiency and performance, especially through teleworking. Director hosted a meeting to select one format for all staff to utilize. Thank you to Jonathan Woodward for assisting with this issue.

Director participated in a meeting with WIOA core partners to discuss re-opening of American Job Centers. At this time, no date has been decided to re-open.

Director and staff participated in the VR/SBVI performance team meeting.

Director and Executive Team are developing a return to physical work location plan. This will be a phase in approach to continue managing workforce and performance responsibilities.

Daily – continuous issues being resolved around COVID-19; teleworking; performance; and budget.

**Executive Coordinator – Stephanie Roe**  
**Access for All- Star Accessibility Framework**

This framework will be a workforce system policy that sets an equal expectation for the workforce system to improve accessibility. The framework includes an evaluation tool, process to monitor continuous improvement and provides formalized training resources. The task force is in process of identifying an accessible learning management system to assist in tracking and providing the training resources and reviewing stakeholder input that was received. A new timeline for Phase 1 implementation of this project will be established in the coming weeks.

**State Agency and Community Stakeholder Communication**

At the request of our Cabinet Secretary, DRS has been asked to log communication with state agencies and community stakeholders related to COVID-19 since March 16<sup>th</sup>. Coordinated efforts with Executive Team members are underway to provide this information weekly as requested.

### **Governor's Executive Order 2020-03**

DRS has been tasked with undertaking a comprehensive review of the agency's administrative rules to identify costly, ineffective and/or outdated regulations. Each chapter of the DRS administrative rules will be reviewed to identify any rules in need of revisions and/or identify any anticipated needs to introduce new regulatory restrictions during the 2021 rulemaking process. Tina Calloway will be dispersing the chapters to the appropriate reviewers the first week of May.

### **ADA – Charles Watt**

Charlie continues to be a resource for staff in regards to reasonable accommodation requests and is preparing for the first web-based training for DRS on reasonable accommodations. ODMHSAS (Okla. Dept. of Mental Health and Substance Abuse Services) has also requested Charlie to provide an hour-long Zoom presentation on accommodation issues in employment and post-secondary educational settings.

### **Risk Management – Elaine Woodward**

The Adobe 9 software licenses must be upgraded to Adobe Pro DC. The licenses have now been ordered and will be issued to 97 employees once received. 105 emergency licenses of Adobe Sign have now been ordered as a result of COVID-19 and she is responsible for assigning these licenses as well.

The annual FY21 Motor Vehicle Liability survey has been issued and will be reported to OMES Risk Management.

### **Process Improvement – Lyuda Polyun**

#### **AWARE**

With the Covid-19 related office closures the AWARE team has seen a significant drop in the number of help desk requests coming from field staff. We've been able to shift our focus to testing a new version of AWARE, begin preparation for the use of a new database to store scanned case documents, and develop training materials that will be distributed to staff in our continuous effort to improve the quality and accuracy of the case information that goes into our quarterly Federal report.

### **Case Reviews**

The QA team held a conference call with AWARE staff to review RSA-911, OK State Auditor and WIOA Core Programs Joint Data Element requirements and what constitutes supporting documentation in the case record. To ensure information entered in AWARE and submitted to RSA is accurate, the QA team is preparing to design a data validity instrument. Discussion revolved around the 15 components that require validation from application through closure and what problems could be foreseen with auditing internally.

### **Program Standards, Statistical Research**

The research staff completed the SBVI Orientation & Mobility survey report.

The team completed their participation in the Evaluation Peer Learning Cohort, but will continue to work with participating Oklahoma partners to improve data sharing under W.I.O.A.

The team are working on a research project examining the effects of economic recessions on the employment of individuals with disabilities.

The team began participating in the evaluation meetings for the Employment and Training Alliance of Central Oklahoma.

One of the research staff participated in a multi-agency collaboration with OMES to update the supplemental questionnaire for Statistical Research Specialist I and II applicants.

The team continues to work on evaluation revisions for the transition programs and VIBE.

The team began developing an all staff survey regarding their experience and satisfaction of teleworking.

***Respectfully submitted by  
Melinda Freundt, Executive Director***

## Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

### All Programs Agency Summary

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	79,826,360.00	43.9%	52,387,437.77	65.6%	26,694,388.68	99.1%
Travel	1,154,966.00	0.6%	733,482.88	63.5%	56,307.99	68.4%
General Operating	51,626,863.00	28.4%	11,308,710.16	21.9%	13,300,697.76	47.7%
Office Furniture & Equipment	1,831,672.00	1.0%	941,956.74	51.4%	228,282.67	63.9%
Client / General Assistance	38,687,109.00	21.3%	24,454,074.97	63.2%	13,485,499.76	98.1%
Indirect Cost	8,849,550.00	4.9%	6,081,462.48	68.7%	2,768,087.52	100.0%
<b>Total</b>	<b>181,976,520.00</b>	<b>100.0%</b>	<b>95,907,125.00</b>	<b>52.7%</b>	<b>56,533,264.38</b>	<b>83.8%</b>

## Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

### All Programs Vocational Rehabilitation and Services for the Blind and Visually Impaired

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	26,049,157.00	27.3%	16,271,665.26	62.5%	9,648,478.08	99.5%
Travel	812,000.00	0.9%	551,725.10	67.9%	1,315.00	68.1%
General Operating	34,641,648.00	36.3%	4,560,359.32	13.2%	4,314,572.28	25.6%
Office Furniture & Equipment	1,270,683.00	1.3%	698,254.88	55.0%	103,539.72	63.1%
Client / General Assistance	28,942,404.00	30.3%	18,432,326.45	63.7%	10,115,338.10	98.6%
Indirect Cost	3,691,039.00	3.9%	2,430,708.01	65.9%	1,260,330.99	100.0%
<b>Total</b>	<b>95,406,931.00</b>	<b>100.0%</b>	<b>42,945,039.02</b>	<b>45.0%</b>	<b>25,443,574.17</b>	<b>71.7%</b>

### *Vocational Rehabilitation Grant*

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	23,333,105.00	35.6%	14,485,791.04	62.1%	8,748,495.04	99.6%
Travel	784,000.00	1.2%	529,506.67	67.5%	1,245.00	67.7%
General Operating	8,849,216.00	13.5%	4,222,553.63	47.7%	4,024,437.95	93.2%
Office Furniture & Equipment	1,015,000.00	1.6%	598,238.48	58.9%	85,863.43	67.4%
Client / General Assistance	28,086,559.00	42.9%	18,150,165.19	64.6%	9,610,740.96	98.8%
Indirect Cost	3,401,148.00	5.2%	2,242,985.68	65.9%	1,158,162.32	100.0%
<b>Total</b>	<b>65,469,028.00</b>	<b>100.0%</b>	<b>40,229,240.69</b>	<b>61.4%</b>	<b>23,628,944.70</b>	<b>97.5%</b>

## Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

### All Programs Oklahoma School for the Blind

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	6,394,012.00	74.1%	4,287,179.39	67.0%	2,102,858.04	99.9%
Travel	71,066.00	0.8%	53,974.78	76.0%	0.00	76.0%
General Operating	1,211,320.00	14.0%	594,952.08	49.1%	473,668.42	88.2%
Office Furniture & Equipment	212,000.00	2.5%	73,935.95	34.9%	10,477.50	39.8%
Client / General Assistance	73,934.00	0.9%	37,765.99	51.1%	0.00	51.1%
Indirect Cost	661,431.00	7.7%	445,193.24	67.3%	216,237.76	100.0%
<b>Total</b>	<b>8,623,763.00</b>	<b>100.0%</b>	<b>5,493,001.43</b>	<b>63.7%</b>	<b>2,803,241.72</b>	<b>96.2%</b>

## Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

### All Programs Oklahoma School for the Deaf

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	7,692,643.00	51.9%	5,108,498.67	66.4%	2,377,590.21	97.3%
Travel	64,900.00	0.4%	40,066.53	61.7%	138.82	61.9%
General Operating	5,222,872.00	35.2%	1,415,074.19	27.1%	3,087,051.13	86.2%
Office Furniture & Equipment	192,989.00	1.3%	124,265.90	64.4%	96,969.00	114.6%
Client / General Assistance	856,771.00	5.8%	310,356.33	36.2%	229,787.86	63.0%
Indirect Cost	795,137.00	5.4%	546,162.55	68.7%	248,974.45	100.0%
<b>Total</b>	<b>14,825,312.00</b>	<b>100.0%</b>	<b>7,544,424.17</b>	<b>50.9%</b>	<b>6,040,511.47</b>	<b>91.6%</b>

## Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

All Programs						
Disability Determination Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	32,683,858.00	63.7%	21,967,830.13	67.2%	10,345,492.21	98.9%
Travel	143,000.00	0.3%	44,056.53	30.8%	50,570.17	66.2%
General Operating	5,873,142.00	11.4%	2,892,418.39	49.2%	2,785,385.36	96.7%
Office Furniture & Equipment	91,000.00	0.2%	21,316.68	23.4%	15,284.00	40.2%
Client / General Assistance	8,814,000.00	17.2%	5,673,626.20	64.4%	3,140,373.80	100.0%
Indirect Cost	3,695,000.00	7.2%	2,655,484.01	71.9%	1,039,515.99	100.0%
<b>Total</b>	<b>51,300,000.00</b>	<b>100.0%</b>	<b>33,254,731.94</b>	<b>64.8%</b>	<b>17,376,621.53</b>	<b>98.7%</b>

## Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

### All Programs DRS Support Services

	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	7,006,690.00	59.3%	4,752,264.32	67.8%	2,219,970.14	99.5%
Travel	64,000.00	0.5%	43,659.94	68.2%	4,284.00	74.9%
General Operating	4,677,881.00	39.6%	1,845,906.18	39.5%	2,640,020.57	95.9%
Office Furniture & Equipment	65,000.00	0.5%	24,183.33	37.2%	2,012.45	40.3%
Client / General Assistance	0.00	0.0%	0.00	0.0%	0.00	0.0%
Indirect Cost	6,943.00	0.1%	3,914.67	56.4%	3,028.33	100.0%
<b>Total</b>	<b>11,820,514.00</b>	<b>100.0%</b>	<b>6,669,928.44</b>	<b>56.4%</b>	<b>4,869,315.49</b>	<b>97.6%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of March 31, 2020

## **Personnel**

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Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

## **Travel**

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Travel - Agency Direct

Travel - Reimbursements

## **General Operating**

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AFP Encumbrances

Bond Indebtness and Expenses

Buildings-Purchase, Construction and Renovation

General Operating

Inter/Intre Agency Payment for Personal Services

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**

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Library Equipment & Resources

Office Furniture & Equipment

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## **Client / General Assistance**

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Social Service and Assistance Payments

## **Indirect Cost**

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# OKLAHOMA COMMISSION FOR REHABILITATION SERVICES

## EXECUTIVE SUMMARY

### ISSUE:

Review of the FY 2022 – FY 2029 Capital Outlay Request

### BACKGROUND:

The DRS Chief Financial Officer has reviewed the FY 2022 – FY 2029 Capital Outlay Request and justifications as submitted by DRS Divisions.

### STAFF RECOMMENDATION:

Staff requests the Commission review, assign Agency priorities, and make recommendations for the FY 2022 – FY 2029 Capital Outlay Request.

### BUDGET IMPACT:

#### FY 2022 – FY 2029 Capital Outlay Request

Division	Number of Projects	Total Cost
OSB	6	\$14,225,902
OSD	12	28,108,180
OLBPH	1	189,143
CPC	2	91,153
<b>TOTAL</b>	<b>21</b>	<b>\$42,614,378</b>

**Department of Rehabilitation Services**  
**FY 2022 - FY 2029 Capital Outlay Request**

<b>Agency Priority</b>	<b>Project #</b>	<b>Project Name</b>	<b>Amount</b>
NEW	805-0087	OSD - Single Floor Instructional Area with Office	\$8,000,000
NEW	805-0088	OSD - Dormitories (Girls, Boys, Honor)	6,000,000
NEW	805-0089	OSD - Gymnasium	6,000,000
1	805-0080	OSD - Elevator Replacement: Griffing Hall and Read Hall	240,000
2	805-0078	OSD - Metal Roofing: Long Hall and Vocational Building	523,280
3	805-0085	CPC - ADA Accessible Sidewalks	52,153
4	805-0069	OSB - Auditorium Remodel	757,401
5	805-0081	OSD - HVAC	400,000
6	805-0059	OSD - Auditorium Remodel	1,800,000
7	805-0073	OSD - Masonry Repair: Long Hall, Blattner Hall and Gymnasium/Auditorium	250,000
8	805-0030	OSB - B-4 Building Remodel	940,899
9	805-0036	OSB - New Media and Technology Center	3,727,482
10	805-0068	OSB - New Cafeteria	5,600,791
11	805-0007	OSD - General Site Work	2,500,000
12	805-0045	OSD - Football Field Lighting	1,424,400
13	805-0082	OSD - Sports Stadium Bleachers and Press Box	120,000
14	805-0072	OSB - Apartment Remodel	760,294
15	805-0026	OSB - New Maintenance and Auto/Carpentry Shop	2,439,035
16	805-0027	OSD - New Maintenance and Auto Shop	850,500
17	805-0084	CPC - Repair East Frontage Iron Fencing	39,000
18	805-0083	OLBPH - LED Lighting Retrofit and Solar Panel Installation	\$189,143
<b>TOTAL REQUEST</b>			<b>\$42,614,378</b>

<b>Division</b>	<b>Amount</b>
OSB (6 Projects)	\$14,225,902
OSD (12 Projects)	28,108,180
OLBPH (1 Project)	189,143
CPC (2 Projects)	91,153
<b>Total Request (21 Projects)</b>	<b>\$42,614,378</b>

## DEPARTMENT OF REHABILITATION SERVICES

### FY 2022 - FY 2029 Capital Outlay Request

#### **805-0087 OSD - Single Floor Instructional Area with Office**

**Agency Priority New Amount \$8,000,000**

Construction of a new 40,000 square foot building will house classrooms and business/administration offices. With construction of the new building, Long Hall, Blattner and Stewart, second and third floor Griffing, and second and third floor Reed could be shut down. White Hall could be used as the dormitories for girls, boys, and honor dorms. The new building would eliminate additional costly repairs to those buildings. The new facility would be ADA compliant with wheelchair ramps, and ADA sidewalks and entrances. This upgrade would make the classrooms and offices more accessible and usable for educational programs.

#### **805-0088 OSD - Dormitories (Girls, Boys, Honor)**

**Agency Priority New Amount \$6,000,000**

Construction of a new 30,000 square foot building will house girls, boys, and honor dorms and student life staff offices. With construction of the new building, Blattner and Stewart, and second and third floor Griffing could be shut down. The new building would eliminate additional costly repairs to those buildings. The new facility would be ADA compliant with wheelchair ramps, ADA sidewalks and entrances. This upgrade would make the dormitories more accessible and usable for home life experience necessary for the kids.

#### **805-0089 OSD - Gymnasium**

**Agency Priority New Amount \$6,000,000**

Construction of a new 30,000 square foot building will house a new gymnasium, locker rooms, weight room, and offices. The new building would eliminate additional costly repairs to the old gym. The new facility would be ADA compliant with wheelchair ramps, and ADA sidewalks and entrances. This upgrade would make the gymnasium and offices more accessible and usable for educational and sports programs.

**805-0080 OSD - Elevator Replacement Griffing Hall and Read Hall****Agency Priority 1 Amount \$240,000**

This is an urgent capital improvement request. Recent DOL inspections revealed that elevators in Griffing and Read Halls are outdated and no longer meet safety codes. Both elevators were installed in the 1960's. Parts to repair and restore 50 year old equipment are obsolete, and very expensive if available at all. Each year OSD secures a preventative maintenance service contract with an elevator company to provide monthly inspections and to make repairs as needed. Because of the age of the equipment, elevator technicians recommend both elevators to be replaced. DOL recommends that both elevators be replaced. Each elevator is heavily used, providing ADA accessibility for students to dormitories, classrooms; offices and labs are located on 2nd & 3rd floors. The Telecommunication equipment program that serves the entire state is located on Read 3rd floor. ADA accessibility is critical for students and staff, clients to Speech Therapy, Equipment Program, Student Assessment and Early Childhood program classrooms.

**805-0078 OSD - Metal Roofing: Long Hall and Vocational Building****Agency Priority 2 Amount \$523,280**

This request is to install metal roofing on two OSD buildings: Long Hall and Vocational Building. Both roofs were replaced over twenty years ago. Existing roofs are tar and gravel. Cracks in the tar coating allow water to seep into the buildings, damaging walls, floors and ceilings. Due to the age of the material, size of the cracks and the number of problem areas, general maintenance is no longer practical or efficient. Metal roofing will last 30+ years, it requires no maintenance. Additionally, the pitch of a metal roof allows water to run off instead of pooling then seeping into the walls of the building. Metal roofing is resistant to weather and warranted for 10 years. Foam batting would increase R-rating to lower costs of heating and cooling.

**805-0085 CPC - ADA Accessible Sidewalks****Agency Priority 3 Amount \$52,153**

This request is to make Oklahoma City Career Planning Center sidewalks, parking lot and front entrance walkway ADA accessible. Currently the front curb drop is not accessible nor is the side walk from the parking lot or the remote south parking lot for persons using powered chairs or wheelchairs.

**805-0069 OSB - Auditorium Remodel****Agency Priority 4 Amount \$757,401**

This request is to renovate the auditorium to upgrade flooring, lighting, sound system and seating capacity. At graduation and other special events, the auditorium fills to capacity with families, friends, and dignitaries. They must stand in the aisles and doorways. The dry-rotted plywood sub-floor will not hold the screwed down seats. The sub-floor must be replaced before new seating and carpet can be installed. The carpet, painting, and seating were replaced approximately 22 years ago. The lighting is inadequate and the sound system is approximately 1 year old. The HVAC needs to be upgraded from a 2 pipe to a 4 pipe system. There are 265 seats and 3,150 sq. ft., which includes the balcony area.

**805-0081 OSD - HVAC****Agency Priority 5 Amount \$400,000**

This request is to correct costly temperature deficiencies in OSD buildings. The temperature controls, what few there are, are inadequate in all OSD buildings. Temperature must be manually manipulated by adjusting dampers and valves to control the temperature of buildings. When the temperature gets too hot or too cold, the unit is turned off to allow the building temperature to adjust. With no controls, the air-conditioner runs constantly when "ON", or is turned "OFF" when it's too cold for students. The controller monitoring system, installed during the 1998 Bond Issue, is no longer functional.

**805-0059 OSD - Auditorium Remodel****Agency Priority 6 Amount \$1,800,000**

Funding would allow OSD to renovate the auditorium to meet ADA and safety compliance, to upgrade lighting, and to replace seating. The auditorium constructed in the 1970's as part of campus upgrade does not meet today's ADA compliance or safety codes. Lighting: The existing canister-type lighting is recessed into the 20 ft. high ceiling. The lighting is inadequate, sparse and dim. Improved lighting will be achieved by replacing existing fixtures with energy efficient fixtures appropriate for schools. Screens and New Stage Design: Currently, when the interpreters stand on the stage, they cannot be seen by deaf audience members unless they are sitting in one of the front rows. Redesigning the stage and installing screens on each side of the stage that will project the image of interpreters will allow students, staff, parents and visitors a clear view of the interpreters. This will help achieve ADA compliance. Seating: The existing seats are wooden and are in bad condition. There are no spaces available for wheelchairs. This project would replace the 250 existing seats with 222 new seats that meet school safety requirements as well as supply wheelchair accessibility areas throughout the auditorium.

**805-0073 OSD - Masonry Repair: Long Hall, Blattner Hall and Gymnasium/Auditorium****Agency Priority 7 Amount \$250,000**

This request is for tuck-pointing three OSD buildings: Long Hall, Blattner Hall and the Gymnasium / Auditorium. Tuck-pointing is a critical maintenance task and keeps water from entering the brick wall cavity. If water is allowed to get past the mortar and into the wall, brick failure may occur such as cracking or spalling (popping off of the brick face). Interior walls are beginning to show signs of moisture seeping into buildings. LONG HALL: Long Hall, a one hundred year old three story structure built in the early 1900's is used by elementary students, office staff and for community education. Two rooms on the first floor are no longer used for occupancy due to water damage. BLATTNER HALL: Boys' dormitory. GYMNASIUM/AUDITORIUM: The masonry between the brick on the Gymnasium/Auditorium building has deteriorated to severe conditions, causing the east wall to sag which is affecting the integrity of the roof and wall. Fallen mortar can be seen all around buildings and bricks below the capstone appear to be loose.

**805-0030 OSB - B-4 Building Remodel****Agency Priority 8 Amount \$940,899**

This project is to renovate a B-4 Building into independent living units for transitional OSB students and have a main teaching/meeting area. This would add new plumbing, electrical, and HVAC systems. Plaster repairs, painting, and new flooring would be required. The building has new a roof, windows, and tuck - pointing. Presently, B-4 dormitory 2nd floor can only be used for storage. The main floor has been renovated using donated monies. As of November 2013 there have been \$82,207.54 donated for this renovation with \$78,964.69 expended to date.

**805-0036 OSB - New Media and Technology Center****Agency Priority 9 Amount \$3,727,482**

This request is for a new Media Technology Center that would also be large enough to house all library materials. The new center will include technology labs that are designed for low vision and braille students. The low vision lab will have different types of electronic table top & hand-held magnifiers. The computers will be adapted for visually impaired & blind students. The labs will have study cubicles for students to complete assignments with support from our trained technology & library staff. There will be braille embossers in a sound proof room that can be accessed from the lab. The OSB library has outgrown its present space. Most libraries have materials in one or two mediums; however, OSB provides books & materials in several mediums (regular print, large print, Braille, & tape). For example, the braille equivalent for one regular dictionary is 24 volumes in large print & 32 large volumes in braille. Because OSB currently houses the largest braille library in the state, the weight of the holdings on the top floor of the library could present future problems. Due to the location of the library, it is necessary to block off access to the library after school hours for safety reasons pertaining to dormitory security. The new library will be located where students can access it after hours and have full use of all media & resources. Students will be able to exit in a safe & timely manner. In addition, an area would be dedicated for raised relief maps. The school already owns several relief maps that are on stands & range in sizes from 3ft x 3ft to 4ft x 5ft. These maps are great learning tools for our students, but are presently stored because there is no space to display them.

**805-0068 OSB - New Cafeteria****Agency Priority 10 Amount \$5,600,791**

This request is for construction of a new school cafeteria. Underneath the concrete floor the sewer/plumbing lines are original to the 1904 building. Maintenance has piece-milled sections of pipe. The floor drains do not drain properly. Water lines and grease traps are old and need to be replaced. The ceilings are low and the lighting is inadequate. There are large, load-bearing columns throughout the dining room that make it difficult for visually impaired children to navigate freely. A new cafeteria would also provide additional room for trainings and special events. The old dining room could be remodeled for Career Technology classes.

**805-0007 OSD - General Site Work****Agency Priority 11 Amount \$2,500,000**

General site work is necessary to upgrade OSD's campus and to meet ADA regulations. This funding request would allow (1) Replace existing broken and narrow sidewalks with new ADA sidewalks, and install walkway awnings, (2) Install wheelchair ramps and turnarounds, (3) Replace broken curbs, (4) Repair retaining walls, and (5) Improve entrance to outdoor classroom. Existing sidewalks are cracked and raised, causing hazardous walking for students, staff and visitors. Vehicular access to the outdoor classroom is limited by treacherous roadways. The entrance into the outdoor classroom property is narrow and at an incline, making it difficult for school buses and/or vans to enter. The entrance must be rebuilt after every heavy rain. This funding request would allow for the construction of an entrance into the 60 acre property and to build a driveway to the outdoor classroom. Sidewalks and trails at the outdoor classroom site would be constructed, and the low-water bridge would be reinforced and improved. This upgrade would make the classroom more accessible and usable for educational programs.

**805-0045 OSD Football Field Lighting****Agency Priority 12 Amount \$1,424,400**

The mission of the Oklahoma School for the Deaf is to provide an educational program for students with disabilities equal to programs provided by any public school system for hearing children in the state. The existing football field is often referred to as the "pasture." There is no lighting; therefore, all games must be scheduled during the day or held off campus. Three portable metal/wood bleachers are shared and moved around for football, volleyball, softball, and track. Football games are announced from a flatbed trailer pulled onto the field. There is no flagpole for the field. Even with all these obstacles, the OSD football team has received many awards and national recognition. This funding request would allow the installation of appropriate lighting around the existing football field and would illuminate the field for evening practices, games, and competitions. Field lighting would also permit scheduling games at times when parents and fans may attend to support their children and school. New concrete stadium seating with usable space beneath the seats would provide dressing rooms, public restrooms, and a concession stand with all of the amenities necessary to attend to the needs of a crowd. This measure would eliminate opening up the gymnasium to the public during football, volleyball, softball and competitions. This request also provides funding for a flagpole.

**805-0082 OSD - Sports Stadium Bleachers and Press Box****Agency Priority 13 Amount \$120,000**

This request is to purchase bleachers and a press box for the OSD football field. Existing bleachers are old, seats are weathered, wooden and warped planks. There is no press box, the game is announced from a flatbed trailer. This request will increase seating capacity to 312 on the "home" side and establish 108 seating capacity on the "visitors" side. Funding will allow team seating for the players and a press box 8'x18' that will sit in the middle of the home side bleachers.

**805-0072 OSB - Apartment Remodel****Agency Priority 14 Amount \$760,294**

This project is to renovate the old apartments built in 1949 located on the 2nd floor above the maintenance building into independent living units for OSB transition graduates. This plan will connect this building to the B-4 dorm with a connecting corridor/walkway. These apartments will be accessed by an elevator. The current building is not ADA accessible. New plumbing, electrical and HVAC systems need to be installed, as well as plaster repaired, painting and new flooring. The building already has a new roof. Presently the apartments can only be used for storage.

**805-0026 OSB - New Maintenance and Auto/Carpentry Shop****Agency Priority 15 Amount \$2,439,035**

The current, old building houses the auto shop and the carpentry shop. It is too small to house both. Only one vehicle at a time can be squeezed into the allotted space. Currently our mechanic has to work outside and lie on the ground when working on our school buses and other vehicles. The old building is also located in a high student traffic walking area. The new metal building will be approx. 75'x100' with a carport attached to the front of the building along the entire 100' length for a 20'x100' carport.

**805-0027 OSD - New Maintenance and Auto Shop****Agency Priority 16 Amount \$850,500**

New construction of a metal building approximately 7,000 square feet would house the school's maintenance and motor pool departments. Presently, the maintenance office and tool/paint cages are located in an area of the school that could otherwise be used as vocational classrooms. The motor pool department is located in the old central boiler plant that was constructed in 1913. The existing motor pool/auto shop would be utilized as an equipment building to secure tractors, and lawn equipment or, with renovation, the old boiler plant (a historical building) would supply space for classrooms, meeting rooms or the school museum.

**805-0084 CPC - Repair East Frontage Iron Fencing****Agency Priority 17 Amount \$39,000**

The aluminum fence of the Oklahoma City Career Planning Center (CPC) on the east side (alongside South Robinson Street) has numerous broken and missing links and fence. The fence is not a sturdy alloy and can be easily torn apart. After hours trespassers go through the fence and walk to either an apartment complex or abandoned field west of the CPC property.

**805-0083 OLBPH - LED Lighting Retrofit and Solar Panel Installation****Agency Priority 18 Amount \$189,143**

This request is to retrofit all interior and exterior lighting (549 fixtures) with LED lighting technology and install 40 kilowatt solar panel to augment electric consumption.

## PERSONNEL ACTIVITY REPORT AS OF APRIL 30, 2020

### FILLED AND VACANT POSITIONS

Personnel Activity = 9 vacant positions filled / 20 positions in Announcement or Selection Process – Some positions paused due to COVID19

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
DDS	Disability Determination Technician / 0318, 0657, 0455, 0503, 0757, 0116	12/31/2015, 08/13/2019, 11/01/2015, 02/01/2018, 07/01/2015, 11/01/2015	DDS	03/12/2020	03/31/2020	20-087	Diamond Jackson, Gail Graham, Leticia Engmann, Ayo May, Kayla Brudine	05/01/2020
DDS	Disability Program Administrator / 1441	10/21/2019	DDS	04/06/2020	04/10/2020	20-088	Shante Johnson	05/01/2020
OSD	Teacher / 0666	05/31/2020	OSD	03/12/2020	Continuous	20-086	Currently Open	
OSD	Food Services Specialist / 0486	03/01/2020	OSD	04/21/2020	05/08/2020	20-089	Currently Open	
OSD	Direct Care Specialist / 0387, 0837	05/01/2020, 01/14/2020	OSD	02/10/2020	02/24/2020	20-077	Closed due to COVID19	
VR	Vocational Rehabilitation Specialist / 0369	12/01/2019	VR80 - Tulsa	02/24/2020	03/12/2020	20-082	Applicant list sent 03/17/2020	
VR	Vocational Rehabilitation Specialist / 1030	09/26/2018	VR78 – Tahlequah	01/27/2020	02/24/200	20-073	Applicant list sent 02/26/2020	
VR	Vocational Rehabilitation Specialist / 1190	06/17/2019	VR08 – Enid	01/24/2020	Continuous	20-071	Applicant List sent 03/10/2020	
VR	Vocational Rehabilitation Specialist / 0644	11/14/2019	VR42 – Poteau	02/04/2020	Continuous	20-068.1	Applicant list sent 03/04/2020	
VR	Vocational Rehabilitation Specialist / 0438	11/16/2019	VR47 – OKC	02/12/2020	02/25/2020	20-078	Applicant list sent 02/28/2020	
VR	Vocational Rehabilitation Specialist / 0764	07/01/2019	VR81 - Chickasha	09/16/2019	Continuous	20-024.1	Currently Open	
VR	Vocational Rehabilitation Specialist / 0066	03/04/2019	VR06 – Duncan	05/23/2019	06/05/2019	19-114	Pending	
VR	Vocational Rehabilitation Specialist / 1077	10/01/2019	VR07 - Durant	11/06/2019	Continuous	20-050	Applicant list sent 02/24/2020	
VR	Assistive Technology Specialist / 0085	04/01/2018	VR66-Tulsa	07/02/2019	Continuous	19-065.2	Currently Open	

VR	Vocational Rehabilitation Specialist / 0255	06/24/2019	VR23 – OKC Evaluation Center	10/8/2019	Continuous	19-129.1	Currently Open	
VR	Vocational Rehabilitation Specialist / 0750	01/14/2020	VR19 – OKC	03/19/2020	Continuous	20-083.1	Candace Lewis	05/04/2020
VR	Rehabilitation Technician / 0708	02/01/2020	VR05 – Weatherford	04/07/2020	04/13/2020	20-084.1	Courtney Roberts	04/27/2020
SBVI	Carl Albert Intern Executive Fellow / 1159	12/01/2016	SBVI 65 – Stillwater	Unclassified Appointment			Allison Bush	06/01/2020
SBVI	Programs Manager / 1039	03/01/2020	SBVI 90 - OKC	02/07/2020	02/20/2020	20-075	Applicant list sent 02/24/2020	
SBVI	Vocational Rehabilitation Specialist / 0669	10/07/2019	SBVI 69 – Weatherford	10/14/2019	Continuous	20-045	Currently Open	
SBVI	Rehabilitation of the Blind Specialist / 0754	10/01/2018	SBVI 71- Idabel	05/29/2019	Continuous	19-043.3	Currently Open	
SBVI	Vending Facility Business Consultant / 0134	11/23/2019	SBVI 33 – OKC BEP	12/10/2019	Continuous	20-064	Currently Open	
SBVI	Vocational Rehabilitation Specialist / 0935	09/20/2019	SBVI 65 – Stillwater	10/09/2019	Continuous	20-044	Currently Open	
SBVI	Rehabilitation of the Blind Spec / 0924	01/27/2020	SBVI 91 – Tulsa	02/10/2020	Continuous	20-079	Currently Open	
SBVI	Rehabilitation of the Blind Spec / 0582	01/08/2019	SBVI 91- Tulsa	007/17/2019	Continuous	19-085.3	Currently Open	

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

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

**NOTE:**

**RESIGNATIONS/RETIREMENTS/SEPARATIONS = 2**

As of April 30, 2020

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

None

**DIVISION OF VOCATIONAL REHABILITATION**

None

**SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION**

None

**OKLAHOMA SCHOOL FOR THE BLIND**

None

**OKLAHOMA SCHOOL FOR THE DEAF**

Retirement = 1

1 = 15 years 3 months

Discharge = 1

1 - 9 years 8 months

**DISABILITY DETERMINATION SERVICES**

None

# CURRENT FTE STATUS

## FY 2020

*FTE as of April 30, 2020*

<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)	77.5	75.00	0.00	(1.00)	74.00
Vocational Rehabilitation	242.8	217.00	10.00	(7.00)	220.00
Services for the Blind and Visually Impaired	123.5	103.00	7.00	(3.00)	107.00
VR/SBVI-DP	2.00	2.00	0.00	(0.00)	2.00
Oklahoma School for the Blind	98.5	93.00	0.00	0.00	93.00
Oklahoma School for the Deaf	127.3	114.00	2.00	0.00	116.00
<b>Total (NON-EXEMPT)</b>	<b>671.6</b>	<b>604.00</b>	<b>19.00</b>	<b>(11.00)</b>	<b>612.00</b>
Disability Determination Services (EXEMPT)	332.9	309.00	1.00	(332.9)	310.00
<b>TOTAL NON-EXEMPT &amp; EXEMPT</b>	<b>1004.5</b>	<b>913.00</b>	<b>20.00</b>	<b>(343.9)</b>	<b>922.00</b>

**FY 20 Budgetary Limit = 1255**

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

ROUTING TO: Melinda Fruendt, Director  
Kevin Statham, Chief Financial Officer  
Randy Weaver, Chief of Operations  
Tom Patt, Human Resources Program Director  
Dana Tallon, Public Information Manager II  
Carol Brown, Executive Assistant  
Rosemarie Chitwood, Secretary V  
Brett Jones, Public Information Officer III

May Legislative Report  
Kevin Nelson  
DRS Legislative Liaison

BUDGET UPDATE

The week after our last meeting, the State Equalization Board met to declare a revenue failure, allowing access to the rainy-day fund. This filled the budget hole for this fiscal year. At the meeting they also reduced the amount available for the coming year's budget by \$1.3 billion.

After the meeting there was a lot of skepticism about the reduction, given that the legislature projected a much smaller reduction. Nonetheless, we have a proposed budget from the legislature for the coming fiscal year based on the new numbers. Most agencies, including DRS, will see 4% cuts. Under the budget DRS would receive \$34,875,002.00, or \$1,434,097 less than last year. For the cabinet:

Department of Human Services	\$713,831,158	-4%
Office of Juvenile Affairs	\$93,033,434	-4%
Department of Rehabilitative Services	\$34,875,002	-4%
Commission on Children and Youth	\$2,295,414	-4%
Office of Disability Concerns	\$282,821	0%
TOTAL HHS	\$844,317,829	-4%

By the time of our Commission meeting, I expect the budget to be on its way to the Governor.

There is some concern the Governor will not sign it as he apparently walked away from budget negotiations in mid-march. However, legislative leaders at their budget press conference shared that they believe they have the votes necessary to pass and sustain it. Also, they have an open special session that could be used to amend the budget based on further COVID-19 developments.

LEGISLATION

The legislature is coming back in session today, May 4<sup>th</sup>. There is no word yet on what, if any, legislation will be considered outside a few bills for COVID-19, Medicaid expansion and the budget. But Sen. Treat made clear that lawmakers have until 5 pm May 29 to complete the 2020 regular session.

## Appropriations Summary FY'21

5-4-20

	GA Bill FY'20	GA Bill FY'21	Change From Original
Department of Education	\$3,070,951,054	\$2,992,729,814	-3%
Regents for Higher Education	\$802,070,058	\$770,414,742	-4%
Department of Career & Technology Education	\$142,956,809	\$137,471,871	-4%
Oklahoma Center for Adv. Of Science & Technology	\$14,371,398	\$13,796,542	-4%
Commissioner of the Land Office	\$8,728,413	\$8,379,276	-4%
Oklahoma School of Science and Math	\$6,284,764	\$6,033,373	-4%
Department of Libraries	\$4,527,411	\$4,346,315	-4%
Physician Manpower Training Commission	\$7,236,330	\$6,946,877	-4%
State Arts Council	\$2,912,531	\$2,796,030	-4%
Oklahoma Educational Television Authority	\$2,842,713	\$2,729,004	-4%
Office of Educational Quality & Accountability	\$1,632,509	\$1,567,209	-4%
<b>TOTAL EDUCATION</b>	<b>\$4,064,513,990</b>	<b>\$3,947,211,053</b>	<b>-3%</b>

Department of Transportation	\$168,917,715	\$170,000,000	1%
Oklahoma Tax Commission	\$46,678,128	\$43,177,267	-8%
Office of Management and Enterprise Services	\$89,980,445	\$86,386,169	-4%
Legislative Service Bureau	\$17,420,199	\$16,723,391	-4%
House of Representatives	\$19,873,257	\$19,078,327	-4%
Oklahoma Military Department	\$15,558,432	\$16,411,582	5%
Senate	\$11,476,999	\$11,017,919	-4%
State Election Board	\$8,601,035	\$9,737,617	13%
State Auditor and Inspector	\$4,479,495	\$4,300,315	-4%
Oklahoma State Treasurer	\$2,856,928	\$2,742,651	-4%
Governor	\$3,706,187	\$3,557,940	-4%
State Ethics Commission	\$716,622	\$687,957	-4%
Office of Civil Emergency Management	\$505,859	\$505,859	0%
Lt. Governor	\$484,026	\$464,665	-4%
Merit Protection Commission	\$402,009	\$385,929	-4%
Space Industry Development Authority	\$383,599	\$368,255	-4%
<b>TOTAL GG&amp;T</b>	<b>\$392,040,935</b>	<b>\$385,545,842</b>	<b>-2%</b>

Oklahoma Health Care Authority	\$1,000,039,368	\$1,000,039,368	0%
Department of Mental Health & Substance Abuse	\$351,218,376	\$334,915,240	-5%
Department of Health	\$60,768,712	\$58,337,964	-4%
University Hospitals Authority	\$69,953,358	\$66,691,554	-5%
Department of Veteran Affairs	\$35,316,393	\$33,316,393	-6%
OSU Medical Authority	\$42,203,628	\$45,488,996	8%
J.D. McCarty Center	\$4,941,089	\$4,750,506	-4%
<b>TOTAL Health</b>	<b>\$1,564,440,924</b>	<b>\$1,543,540,021</b>	<b>-1%</b>

Department of Human Services	\$741,423,816	\$713,831,158	-4%
Office of Juvenile Affairs	\$96,795,111	\$93,033,434	-4%
Department of Rehabilitative Services	\$36,309,099	\$34,875,002	-4%
Commission on Children and Youth	\$2,391,056	\$2,295,414	-4%
Office of Disability Concerns	\$282,821	\$282,821	0%
<b>TOTAL HHS</b>	<b>\$877,201,903</b>	<b>\$844,317,829</b>	<b>-4%</b>

## Appropriations Summary FY'21

5-4-20

	GA Bill FY'20	GA Bill FY'21	Change from Original
Department of Agriculture	\$28,905,612	\$26,989,607	-7%
Department of Commerce	\$17,878,478	\$17,739,680	-1%
Department of Tourism and Recreation	\$19,232,198	\$21,524,457	12%
Historical Society	\$14,002,540	\$11,871,018	-15%
Oklahoma Corporation Commission	\$17,568,600	\$16,865,856	-4%
Conservation Commission	\$12,437,815	\$12,658,644	2%
Department of Environmental Quality	\$8,009,249	\$7,188,879	-10%
Oklahoma Water Resources Board	\$5,422,211	\$5,205,323	-4%
Department of Labor	\$3,727,305	\$3,578,213	-4%
Department of Mines	\$802,014	\$769,933	-4%
J.M. Davis Memorial Commission	\$322,906	\$309,990	-4%
<b>TOTAL NRR</b>	<b>\$128,308,928</b>	<b>\$124,701,601</b>	<b>-3%</b>

Department of Corrections	\$555,559,824	\$531,112,247	-4%
Department of Public Safety	\$104,376,967	\$95,201,888	-9%
District Courts	\$62,288,829	\$67,980,361	9%
District Attorneys and District Attorneys Council	\$58,779,782	\$56,642,149	-4%
Supreme Court	\$16,001,447	\$16,212,078	1%
Oklahoma Indigent Defense System	\$18,237,878	\$17,508,363	-4%
Oklahoma State Bureau of Investigation	\$17,180,122	\$15,926,840	-7%
Office of the Chief Medical Examiner	\$17,991,357	\$17,771,703	-1%
Attorney General	\$9,913,006	\$11,058,746	12%
Oklahoma Bureau of Narcotics and Dangerous Drugs	\$3,276,385	\$3,145,330	-4%
Court of Criminal Appeals	\$3,977,067	\$4,022,707	1%
Council on Law Enforcement Education and Training	\$3,511,284	\$3,370,833	-4%
Alcoholic Beverage Laws Enforcement Commission	\$3,019,364	\$2,898,589	-4%
Pardon and Parole Board	\$2,368,125	\$2,273,400	-4%
<b>TOTAL PS&amp;J</b>	<b>\$876,481,437</b>	<b>\$845,125,233</b>	<b>-4%</b>

FMAP Preservation Fund		\$4,092,472	
REAP	\$13,126,817	\$13,126,817	0%

<b>Total FY'20 Appropriation vs. Total FY'21 Appropriation</b>	<b>\$7,916,114,934</b>	<b>\$7,707,660,868</b>	<b>-3%</b>
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\* Appropriations do not include supplementals

OSB Commission Report  
May 11, 2020

OSB continues to provide instruction and related services to students via tele-therapy, google classroom, one on one videoconferencing (i.e. Zoom), and individual student packets. Distance Learning will end and school year will be completed on May 12, 2020. Administration, teachers, and staff are working in conjunction to provide needed instruction and materials to students. Administration is waiting on further guidance from Oklahoma State Department of Education and Governor's Office to plan for a graduation later in the summer. It is tentatively scheduled for June 23. Eight students will graduate from OSB this school year. Summer School has been canceled for the 2019-2020 school year.

OSB 2020 Teacher of the Year is Ruby Barker. OSB Employee of the Year is Rebecca Larue. OSB Teacher, Tera Webb, was selected as Area 10 Special Olympics Coach of the Year. This award follows her earlier award this year as Adapted PE Teacher of the Year from the Oklahoma Association for Health, Physical Education, Recreation and Dance.

Remembrance Day Celebration to honor the 75<sup>th</sup> anniversary of the tornado victims at OSB has been postponed to a later date.

OSB is wrapping up the Oklahoma VI Teacher's Institute (OVTI) for the 2019-2020 school year. There are three remaining sessions: VI Test Prep. Boot camp on May 13th- Orientation and Mobility, May 20th Orientation & Mobility, and then Braille Final on June 1st. There has been great feedback from our participants and plans are to move forward to the third year of OVTI, which has been approved for the 2020-2021 year. There are 20 participants allowed, and there are currently 17 teachers on the waiting list before posting the institute on the SDE website.

OSB Outreach Services are being provided throughout the state by virtual consultations (upon request by parents, school districts, etc.) and IEP meeting participation.

"VI Tips and Tricks at home" link has been added to the OSB Website. There has been great feedback from parents, school districts, and Sooner Start regarding the videos. Plans are being made to increase OSB's web-based Library.

OSB gymnasium project is underway and is still expected to be completed in July 2020.

OSB will lose two teachers to retirement after the 2019-2020 school year. (Ruby Barker- Braille Teacher; Sylvia Sterling, School Psychologist; and Karen Bryan, ILS Instructor.)

Respectfully submitted,

Rita Echelle, Superintendent

## **SILC Report to DRS Commissioners**

May 11, 2020

### **Nationally**

SILC Congress was held February 25-27, 2020 in San Diego, CA. This was the largest conference on record, with 160 attendees and 20 PCAs. 44 States/Territories were represented.

The APRIL Executive Committee is meeting regularly. As Treasurer, the SILC Executive Director has been helping with budget and drafting new financial statements, and will be assisting APRIL Staff when they get new accounting software. The full APRIL board had scheduled a 'retreat' in Montgomery, AL, but due to the coronavirus, the retreat was held via Zoom.

### **Mayor's Committee on Disability Concerns**

The Mayor's Committee did not have an April meeting and will conduct the May meeting via Zoom.

The Annual Awards Luncheon and ADA Session is scheduled to be held October 2, 2020 but the MCDC Executive Committee will meet to discuss the options on whether to continue with planning, or make other arrangements.

### **Reliant Living Center**

The SILC Executive Director serves on the Board of Directors, and the Center received monies from the SBA paycheck protection program to pay their staff, so they could maintain their level of care for their residents.

### **State Plan (SPIL)**

Vikki Walls and Sidna Madden have met several times for SPIL related work. And the SPIL Committee has met to decide on some SILC goals, objectives and action steps that they would like to see in the State Plan.

SILC also had a Zoom meeting with a few of the Center Directors over the State Plan, which has resulted in the SPIL Committee members and the SILC Chair meeting again with the Center Directors and DRS Director in regards to the goals, objectives and action steps the Centers would like to see in the State Plan. There are plans for another call with everyone again.

During the quarterly SILC meeting on April 24, SILC Executive Director announced a training for SILC members to participate in, and an email was also sent out for members to register for the training. The training was held April 30, and was a State Plan Informational Webinar conducted by IL-NET and the Federal Project Manager, Regina Blye. The call was discussion of the new template/layout of the SPIL and to offer an in-depth explanation as to what is

expected to be included in each section of the new Plan. There are many new requirements with this new SPIL cycle. There is now a section devoted to the DSE (Designated State Entity, which is DRS) that is acknowledgement of their roles and responsibilities, a detailed accounting of the use of the 5% that the DSE retains of Part B funds, and a statement acknowledging the 10% State matching funds. There is much more accountability of the Centers' activities, that will have to be reported back to the SILC by the Centers, as the SILC is tasked with monitoring, evaluating and reporting on the progress of the SPIL. There is a more detailed accounting of the various funding sources, such as Part B funds, Part C funds, the CARES Act funding the Centers received and any carry-over amounts and their usage. (Oklahoma Centers received \$941,295 in Federal CARES Act funding). We are also required to now document the amount of I&E funds received from the DSE and in another section of the SPIL there is an accounting for how those funds were utilized by SILC. We are now required to detail how SILC and the DSE remain autonomous, detail any 'in kind' assistance SILC receives from the DSE, and if SILC has chosen to utilize any staff of the DSE to assist in carrying out SILC functions, that staff member will be supervised by SILC and cannot perform any DSE duties at the same time. Also, we are required to explain the minimum funding level required for each Center to maintain their services and a plan to build the capacity of the Centers across the state. And those are just a few of the many, many new changes to the State Plan.

The SPIL is not going to be entered into the electronic system this time. It will be submitted in Word format, and the Federal Project Manager stressed that if the Plan is submitted without the details mentioned above, along with the other changes that were made to the drafting of the Plan, that the Plan would be rejected and sent back, until such changes are made and included. More stress was placed on the inclusion of the various funding streams so ACL can see what levels of funding the SILCs and CILs across the Nation receive and to see who is in compliance.

### **Misc.**

Vikki Walls and Sidna Madden have continued to meet with Nyree Cunningham-Pullen with the Census Bureau and are trying to assist with sharing Census information via social media.

SILC Chair, Vikki Walls attends the ORC meetings and is on the Program and Planning Committee as well as the Transition Committee.

The SILC State Plan Survey was shared for consumers to participate. We had a number of responses, thanks to Oklahomans for Independent Living and their great relationship with their consumers. The survey was sent out in the Center's newsletter and they had a good return of them back to the Center Director. We learned from the survey that people with disabilities don't always have access to the internet, and that people prefer face-to-face contact. The questions were too general and not specific to the individual, so people chose

not to answer the electronic survey. Once at the Center, where they took the survey with the help of a Center staff person who could elaborate on the questions, the answers became more personal and specific to the individual and it triggered them to give more details.

Dr. Phillip Lewis and Sidna Madden met in McAlester at Oklahomans for Independent Living to conduct a public forum. There was great dialogue between the consumers and SILC and the consumers were interested in doing a face-to-face meeting more regularly. Plans were to make the rounds to all of the Centers and meet with their consumers, but the coronavirus has halted that for now.

Sidna Madden, Executive Director

# SBVI Commission Report

## May 2020

### Field Services

Sandra Evans, SBVI Counselor at Enid attended a Lunch and Learn event on 1/28/20 held at Integris Bass Baptist Medical Center in Enid. The guest speaker was Michael Bowling, law firm director who focuses his practice on labor and employment law and human resources compliance. Ms. Evans was able to meet with several community entities and human resources contacts and share about DRS services and our clients who are job seekers.

Sandra Evans and Alisha Norwood from the Enid office attended the 4<sup>th</sup> annual Resource and Transition Fair at Pioneer Tech in Ponca City on 2/10/20. This is a very informative event focusing on seminars for teachers, Pre-Ets info for students and parents and features multiple vendors all addressing “what happens after high school.” SBVI and VR always host a booth to disseminate information about DRS services to the students, faculty and parents who are in attendance.

Pam Holloway, Rehab Teacher, presented to the Senior Nutrition Office at 5016 NW 10th Street OKC on 2/20/20. She spoke with 20 nutrition location supervisors from OKC and surrounding communities and disseminated her cards, Older Blind and library brochures. She also discussed our agency services, as well as also different eye conditions, client choice and how we help to improve independence.

Pam Holloway, Rehab Teacher, presented on 2/27/20 to the Tower Senior Living Center on NW 9th Street in OKC. There was 18 residents present; most of whom were over 55 living in a HUD independent center. These types of presentations help get the word out about SBVI Older Blind services.

Staff participated in the NPS 2020 Transition Resource Fair at Norman New Central Pioneer Library on 3/3/20.

Instructional Staff in OKC presented to the Health Science College of Nursing on 3/12/20. This was the 3rd annual event that SBVI staff have participated in. The goal is to present information about SBVI services to nurses and nursing students. There were 155 nursing students in attendance and our staff demonstrated blindness sensitivity training. Areas covered included travel/mobility (including human guide), basic activities of daily living (including modifications for daily activities at home or in a hospital) and accessible medical devices. The students were given blind folds and items to simulate arthritis, blindness, deafness and neuropathy. They also discussed accommodating a person with a disability as related to medical needs in clinics, hospitals and senior living centers in an open forum format. Staff who participated were Pam Holloway and Deitra Woody, Rehab Teachers, and Debi Trout, O&M Instructor.

### BEP

#### Facilities:

We currently have 33 Business enterprise facilities

5 pending site surveys including a Micro Market with Grand River Dam Authority; 2 Indian Health Services locations; 2 VA centers

Tinker Solicitation Pending

FAA Solicitation Pending

Fort Sill Arbitration still in process (settlement was presented and is under review).

Facility Announcements for satellite facilities pending due to COVID-19

Highway vending sites – food trucks approved. Working with ODOT to mitigate losses to Licensed Vendors (LV's).

Temporary FEMA sites closed 04/23/20

2 BEP sites have reported positive COVID-19 cases. Safety measures implemented and communicated.

**Staff Updates:**

PMP's being completed.

Staff training being developed.

Working with Business Services Program and counselors to place potential employees in LV's facilities.

Continued services provided via safe, alternative measures (i.e. zoom, telework, in person when permitted with PPE and screening).

Developing return to work plan.

**Licensed Vendors:**

2 BEP licensee candidates (training via zoom).

19 licensed vendors (does not include pending retirement/removal).

2 pending retirement (Jon Wardwell – June; Rene Mark – May).

1 retired April 2020 (Randy Howard).

1 pending removal (Kenny Blair).

**Work Orders:**

21 work orders have been received since 03/10.

15 completed; 6 pending due to no access to facilities.

No impacts to ordering, receiving, etc.

**Staff needs:**

Business Manager, II Position

Consultant Position

Vending Tech position

\*Annual conference pending cancellation

## **Transition**

TC(Transition Coordinator) has attended multiple trainings for supervisory credits at DRS and at the Jim Thorpe Building.

TC attended Project Search intern interviews for Canadian Valley Technology Center.

TC met with the Central Oklahoma Association for Teachers Coalition (COATC) to provide information to them regarding the new pre-ETS contract.

TC, Brandi Hurley(BH) and Jim Kettler continue to receive School Work Study contracts at the schools. The process for FY21 began in February. Kim Lohr has been helping us get and keep the list of counselors and schools up to date for every quarter. This spreadsheet is being sent out along with the Trendy Transition Newsletter every quarter! We are so grateful for both Jim and Kim.

TC and BH presented Transition information at Academy.

TC continues to be involved with the Transition Committee through CSAVR and NCSAB.

TC presented at the Open House for the Riverhawks Scholar Program in Tahlequah. DRS and NSU have a pilot that started January 2020 for students with intellectual disabilities. We are in discussion with OU (Sooner Works) for a contract now. OSU has reached out, but since COVID-19, no meeting has been scheduled as of yet.

BH and Casey Williamson have spent time developing the Transition page internally for DRS employees. Working on forms, best practices and Transition related topics to the page. BH is keeping it updated and it is a great resource for counselors and techs.

TC attended multiple OJA, OCCY, SOWJC and COJC meetings about the youth in custody.

TC and BH have participated in a training through DRS for BrainFit for Work and Life Training.

TC has attended multiple NTACTION/WINTAC webinars and zoom meetings regarding COVID-19 and other resources to give to students, teachers, counselors and techs.

TC and BH attended a DRS Transition Fair with Enid Counselor, Rachel Brown and SBVI counselor, Sandy Evans in Ponca City at the Pioneer Technology Center.

TC and BH attended and presented about transition at the career Expo.

TC continues to meet with Epic charter schools and Oklahoma Virtual Charter Academy on how to build a working relationship and work together for students with disabilities as well as incorporate virtual job shadowing opportunities to those students.

TC and BH continue to be a part of the planning for the 15<sup>th</sup> Oklahoma Transition Institute with the Oklahoma Transition Council. It is scheduled for September 28 and 29, virtually at this point.

TC continues to work with Claudia Otto on presentations in Spanish to parents and advocates of students with disabilities to families who English is not their first language. This will help develop some self-advocacy skills for parents, transition aged youth during the IEP's, and IPE's so that those kids can be successful and not fall through the cracks. There are plans to continue this in OKC and Tulsa through this year virtually at this point.

TC attended several FC/PM meetings held virtually.

TC and BH attended several BAC meetings held by Fatos Floyd. Currently planning the Business Summit in October.

TC and BH attended several staffing meetings for Pre-Ets with OU.

TC attended the Oklahoma Works Regional Workshop about AJC's and COWIB.

TC has been working on contracts including, WAT, SWS and all other transition contracts.

TC, OSB staff and Teresa McDermott attended a quarterly meeting for Oklahoma School for the Blind. Discussion about STEM, Pre-ETS and students' progress.

TC, Jana Woodard, Claressa Tuggle met with V. Davies and E. Gideon with Eastern Technology Center multiple times about SWS and other opportunities for the Choctaw, Harrah, Shawnee, Jones, Luther areas along with a new contract for a 13<sup>th</sup> year program.

TC and BH have met numerous times with Dana Clark and the Camp WOW team regarding Camp WOW. To date, this has been cancelled for the summer due to COVID-19.

TC and BH have met numerous times with DRS staff regarding STEP. TC has attended several interviews for teachers for this event with Kevin Randall as well. To date, this has been cancelled for the summer due to COVID-19. DRS staff and Pre-ETS staff are working hard to have some virtual sessions for these students this summer.

TC has been a part of the interview panel for Fatos Floyd with the Business Services Program in hiring for OKC.

TC and BH have been working with Communications Department, Brett Jones regarding brochures and marketing. New brochures have been printed. Other marketing materials are being designed.

TC, BH, Kim Lohr, Lori Chestnut, Linda Jaco and Carolina Colclasure have worked hard to get the Transition folders finalized. These folders are now awaiting an accessibility check from Able TECH and then to print. So exciting to have new ones soon.

TC and BH continue to have conversations with Jen Randle with YLF about the FEAT talk. Discussed power point ideas and changes, as she will present nationally this year. Made updates to the VR process. FEAT didn't occur due to COVID-19.

TC attended an emerging leaders in employment services information session through APSE. TC worked with Tiffany Davis and Barrett Waltz on getting pre/post testing information for STEP, STEM, Career Exploration and Camp WOW to work on getting results for this year.

TC and BH attended several Work Adjustment Training Audits.

TC has been on multiple calls and zoom meetings with St. Anthony's about becoming a new Project Search site.

TC and BH attended Disability Awareness Day and contributed to educating staff at the Capitol of DRS work.

TC and BH have met with Lori Chesnut multiple times in regards to the MOU for OSDE and DRS along with Pre-ETS and how we can utilize them in/out of school.

TC and BH have met with Judi Goldston multiple times in regards to the MOU for Pre-ETS and DRS along with OSDE and how we can utilize them in/out of school.

TC has worked with Communications Department, Dana Tallon regarding the Transition website. It is updated with Pre-ETS and STEM resources for the summer

The Deaf and Hard of Hearing Camp (Crushin' Life), scheduled for June 14 – June 20 at OU Campus has been cancelled due to COVID-19 and lack of participants.

Pre-Ets contract is doing great. We have nine specialists that continue to work in the schools. One was hired to work in the Oklahoma City Public School System (all high schools). Another was hired to work the “west” part of the state at this time including Lawton and surround schools, up to Tuttle, Newcastle, Blanchard and other rural schools. The third will be focusing on Moore/Norman and down through Little Axe, Purcell and other surrounding schools in that area. The fourth one is the lead and is a mentor to the others at this time but still working on the east side of OKC in Luther, Jones, Chandler, etc. We are very excited. The fifth is working in the Muskogee area. The sixth is working the Tulsa area. The seventh is working with our online virtual academies and online charter schools and our eighth is doing work in the Enid and surrounding areas. Our ninth one is now working the Ada, Purcell, Lexington and surrounding areas. We are looking to hire in the Lawton area soon. The new contract will be looking at hiring up to 16, so 7 new positions. Mostly in the four far corners of the state and a few more in the Tulsa and Lawton areas. TC, BH and Judi Goldston present at any event we can get to regarding DRS and the partnership with OU and Pre-Ets by multiple meetings with public schools and other agencies. Working with the workforce centers as well is one of our many goals. In this Pre-Ets contract, we will be including peer mentoring as part of the contract along with the five required fields of the WIOA.

Judi Goldston, BH and TC are planning to host a Pre-Ets conference for surrounding states this summer. This will be done virtually at this point.

We are awaiting responses from OSD regarding STEM camp for the juniors and seniors at the beginning of the school year in August/September so that we do not interfere with camps they currently have going on in the summer. Dates for all other VIRTUAL STEM camps for the summer are as follows:

- a. Meeker Area- June 2<sup>nd</sup>-4<sup>th</sup> 2020
- b. Ada Area- June 8<sup>th</sup>-10<sup>th</sup>, 2020
- c. Tushka Area -June 16<sup>th</sup> -18<sup>th</sup>, 2020
- d. OKC Area - June 22<sup>nd</sup> – 24<sup>th</sup>, 2020
- e. OSB Tentative - June 29<sup>th</sup> - July 3<sup>rd</sup>, 2020 (Self-Advocacy camp possibly with Pre-ETS specialists too) – Moving to August / September
- f. Lawton Area – July 13<sup>th</sup> – 15<sup>th</sup>, 2020
- g. Owasso Area – July 20<sup>th</sup> – Jul 22<sup>nd</sup>, 2020
- h. Tulsa Central Church Area– July 29<sup>th</sup> – July 31<sup>st</sup>, 2020

TC sent out a quarterly Trendy Transition newsletter for the counselors and Transition staff to keep them apprised of what is going on in Transition. ORC program manager received to share with the Transition Committee as well.

TC has been involved in multiple Statewide Education Leadership Network Meetings (SELN)

TC has been involved with the State Workforce Youth Council meetings and participates on the ICAP subcommittee

TC attended and spoke at the Tech Now Training for new teachers regarding Tech-Now, STEM and the possibilities that DRS can offer.

TC has been in discussion with David DeNotaris from Sky's the Limit Communications regarding accessible Work Based Learning and pre-employment the blind and visually impaired.

TC and BH met with Rise Staffing regarding a new WAT contract.

TC met with Annie Bagdayan and Judi Goldston regarding Project Search and what it looks like for the virtual future.

TC and BH attended a zoom webinar for the Oklahoma Family Network Joining Forces Conference, the guest speaker presented about Hope Rising.

TC met with DA's, CFO and Director about WAT, SWS, Project Search and other summer programs. What it looks like? Billing? Discussion about what to send to counselors/techs.

TC attended Autism Network COVID-19 resources for students.

TC and BH attended a training over remote instruction and services for the blind and low vision virtually through the AFB leadership conference.

TC and BH attended a training over special education related service providers virtually via zoom.

TC and BH held a zoom meeting for BEP coordinator, Tannica Binder and Charles Pride regarding Transition opportunities for vending in different areas and possibility of making it a credit in the school systems.

TC and BH attended a zoom meeting regarding employment prep and work based learning virtually.

TC and BH attended via zoom, the Road to Independence (RTI) with DHS to present Pre-ETS and other information regarding summer virtual opportunities.

TC attended zoom meeting regarding Career Tech and VR.

TC and BH held a meeting for counselors and techs to have a check in with staff. Another one is scheduled for May 11<sup>th</sup>, 2020.

TC and BH attended a zoom meeting regarding career pathways community of practice.

TC met with Megan Scott with Department of Commerce regarding youth apprenticeship opportunities to partner with DRS. TC attended several meetings regarding maintaining mental health during COVID-19 zoom meeting to share with staff.

TC and BH attended Tech Thursday with Able Tech with ideas for virtual information.

TC and BH presented to the AJC partners meeting virtually regarding Pre-ETS to COWIB as well.

TC attended the VR 100 webinar regarding innovation strategies from VR virtually

TC attended the 5 languages of appreciation at work provided by DRS virtually  
TC hosted virtually a meeting with OU regarding Pre-ETS and other MOU information.  
TC attended virtually the special education distance learning community meeting.  
TC attended online summit for COVID-19 K-12 on a new platform of Brazen Connect.  
TC presented to WINTAC regarding STEM virtually this summer  
TC attended OSU TeleEDGE Echo virtually regarding special education during COVID-19.  
TC attended the OSU ECHO Addiction Medicine virtual meeting

## **Business Services Program**

### **Projects**

Career Opportunity Expo 2019, OKC 2/11/2019

First Dream it, Pitch it, Do it was held in Enid September 28, 2019. SCORE was invited to participate. Because of the input of this group it became a very successful meeting for the client. The VR Specialist was very impressed by the information that was provided.

Tulsa Job Placement Pilot Project

BSP Capitol Visits March 2020- BSP took the capitol March 3. Visited legislators to educate them further about DRS and the role of BSP.

### **Business Engagement/ Employer Trainings**

ONE Gas Disability Awareness and ADA training provided by Simonne Jones and Charles Watt  
9/26/2019

Doubletree Warren Place Mental Health in the Workplace Training 10/18/2019. Simonne Jones, Amanda Cothorn and Josh Bullock.

Grand Lake Mental Health training on Disability Awareness 2/7/20

Inclusivity Advisory Group with Tulsa Airport, BSP is on the committee to help business make building and materials more accessible for the passengers and their employees. Ongoing, last meeting was 2/21/20.

MAHARA ADA training with Yasmin Avila-Guillen on 3/13/2020  
South Central Oklahoma Workforce Board (SCOWB), *Business Services, a Casual Conversation about Courtesy Rules of Working with People with Disabilities*, January 9, 2020

Grand Lake Behavioral Center: "Disability Etiquette for employees and customer service." February 7, 2020.

Muskogee Human Resources Association (several businesses included): "ADA Title I Basics. Reasonable Accommodations." March 13, 2020

## **Community Resource/Club/Organization Presentations**

### **Coordinator-**

Eastern workforce partner meeting  
CSAVR and NCSAB presentations for BSP  
Presented for Rose Collage and OU masters programs  
NE workforce partner meeting

### **Tulsa Liaison**

Job Corp Career Day: Provided information and applications to students at Job Corp on DRS services.  
9/18/2019

Disability Courtesy, Interviewing Techniques and Accommodation Workshop for Businesses (Simonne Jones, Fatos Floyd) Lunch and Learn for the community 10/1/2019

Tulsa Rotary Club-Ongoing starting in September 2019, providing resources to their activities, projects and networks such as accessible forms and ways to make events accessible.

“Dare to Dream” College and Career fair for high school students, DRS booth to provide DRS information and applications to students for Tulsa Public Schools.

Tulsa Chamber Hospitality Club. Ongoing. BSP assist the chamber with ribbon cuttings of new businesses and member of the week celebrations. Started 12/2019.

Mental Health Association/Employment Services. Ongoing. BSP assist with job placement resources to both DRS and ODMHSAS participants.

36 Degrees N. BSP and Director are working on projects such as providing work space that will benefit the Dream it, Pitch it, Do it, program once Tulsa has candidates.

### **Enid Liaison**

Rotary Club of Altus presentation. The Rotary Club is a group of businessmen in a town organized as a service club and to promote world peace. There were sixty-five plus in attendance. Business Services Liaison spoke about On the Job Training and Work Experience. Many questions were asked from the audience. The invitation came from Kerry Evans, Business and Service Director of Southwest Technology Center of Altus. This was a great success and the Business Services Liaison met several members. Several questions referred to “can a person still work while on Social Security”, “what steps are needed from the employer to start services”, “what is the success rate in putting a person to work from OKDRS”, and “who do I contact”.

AMBUC’s AM of Enid presentation at breakfast time. AMBUC’s support the scholars and AmTryke therapeutic programs, as well as conduct community projects that help those with disabilities. The unique tricycles, which can be and/or foot operated, are designed to accommodate riders of all ages, sizes and varying degrees of physical limitations. The presentation was with 15 attendees. The presentation consisted of what the OKDRS Business Services Program represented, plus the Business Liaison explained all of the different services that are offered by the Oklahoma Department of Rehabilitation to include Visual Services, Vocational Services, and Oklahoma School for the Blind, Oklahoma School for the Deaf and the Disability Determination Services.

## **South Central Liaison**

Metro Mountain Ambucs, Presentation to membership

## **East/Northeast Liaison-**

Muskogee Human Resources Association presentation (several businesses including the Port Authority, First Bank and Integrity Staffing Solutions):

## **Partner Collaborations**

Tulsa Chamber Mosaic Monthly Meeting Participation and Network September 9<sup>th</sup>

Dress for Success "Beyond the Suit" classes, BSP assisted with SDS assessments and resources for employment paths to participants in the class. Ongoing, monthly, started in 11/12/2019.

Tulsa Tech Education Summit-BSP Liaison provided information on disability on a panel of Diversity and Inclusion community leaders in two repeating sessions. 1/23/2020.

Tulsa Housing Authority Partner Housing Meetings and collaborations. BSP provided assistance on making materials accessible for job fairs in the community. Ongoing.

Oklahoma Association of Career and Employment Professionals (OACEP) Committee to provide exceptional annual training opportunities and networking for professionals serving students, job seekers, and the business sector. The annual conference was at the Shangri-La Resort, Monkey Island, Afton, October 24-25, 2019.

South Central Oklahoma Workforce Board member, quarterly attendance at meetings. Presentation of Disability Awareness. Presentation of Disability Awareness to Board members.

VS #62, Overview of DRS web site/Employer/BSP services, December 11, 2019

Dream It, Pitch it, Do it working with Score to improve the situation of Caddy Corner Consignment Store in Collinsville (business owned by OKDRS client).

Workforce Partners, OESC and One Stop Northeast (New Day, New Way meeting): BSP Services, Disability Awareness for Businesses and presentation of video "Talk" December 4, 2020.

ODMHSAS- OK, US Census Bureau, US Army Reserve- Oklahoma, Tinker AFB, Fort Sill, Calle Dos Cinco Business District.

## **Business Advisory Council Update-**

**Ada BAC-** is currently inactive due to employer interest in the area- one meeting in the program year.

**Enid BAC-** Enid's first Business Advisory Council was created by this Business Liaison, and most of the above mentioned businesses are on it. Once the BAC really gets off the ground and running it is believed we will be able to achieve many positive things; for example, Job Fairs,

Brown Bag meetings, and more Business presentations. Out of these type of functions new jobs for people with disabilities will come. The Business Advisory Council is still learning what Oklahoma Department of Rehabilitation is all about and their role they can play in this endeavor.

The Enid BAC has had three meetings, the first, September 24, 2019, meeting was an introduction of what the BAC is about. Fatos Floyd was the speaker. The 2<sup>nd</sup> meeting was November 12, 2019 the agenda included discussions on BAC projects, and the new Dream it, Pitch it program. The third meeting was January 23, 2020. Brayan Zamarripa presented on technology in the workplace and how a disable person can use it to help he/she in performance. Fatos Floyd also added to Brayan Zamarripa' s presentation. Christine Wishon asked the attendees to think of ideas on how a person with disabilities can fit in the workplace and what the BAC can do to get the word out. The Business Advisory Council will start meeting quarterly. The next BAC meeting is scheduled May 19, 2020. The new BAC Council consists from 5 to 9 members.

**Lawton BAC** The Council is working with Transition Counselor and Lawton Public School Transition Counselor/Job Coordinator. Employers have agreed to serve at the annual transition fair as mock interviewers and assist with resume review. Members will assist the transition students with career development and getting ready to enter the workforce.

BAC Meeting Lawton DRS Office, September 19, 2019

BAC Meeting Lawton DRS Office, January 30, 2020

**Muskogee BAC-** The Muskogee Business Advisory Council's focus this year is soft skills, job interviewing and resume expectation was to increase the client's skills in getting and maintaining employment. It is clear that in many cases people has the academic and training skills, but lack the confidence and appropriate behaviors to perform well in the process of getting employment and maintaining the jobs, not because they cannot do the job, but because there are some aspects or skills (soft skills) not developed due to the lack of experience or long period of unemployment. This year my expectation for the BAC is to keep and strength the relationships built with the different businesses owners and HR people, so as soon as we can resume our work, we will continue with the BAC project. The Muskogee BAC will adjust (if possible) starting the last week of June and will continue as stablished in our calendar in the months of September and December.

**Oklahoma City BAC** assisted with planning of the Career Opportunity Expo in February of 2020.

**Tulsa BAC** has been focusing on certain groups of disability and having speakers at the meetings such as blindness, deaf and hard of hearing. BAC is learning each area to be more competent in working with all types of disabilities. The project BAC has been working on is Diversity and Inclusion Career and Resource Fair, in which was cancelled due to the COVID-19 events. For the future, no face to face meetings will be held, however zoom meetings and virtual projects are a possibility. For 2021, Tulsa BAC agreed to participate in the DRS Career Expo in Tulsa.

## **OLBPH**

The AIM Center continues to provide equipment to TVIs and to many parents for the at home "schooling" that is happening until the completion of the semester. Many parents have signed up for services and have requested items be mailed directly to their home.

Brailers are being repaired and sent back out as quickly as possible as well.

Circulation of audio books is being maintained with hundreds of books going out daily. All items are being sanitized upon receipt back into the library prior to being catalogued and available for the next patron.

Librarians are teleworking and able to answer questions, assist patrons and take "orders" just as they normally would from the office.

### **Production:**

Title I:	Applications to date = 168	Cases in Service Status = 757
	Cases in Delayed Status = 84	Successful Closures = 55
	Avg Hourly Wage/Succ. Closure = \$14.63/hour	

Older Blind:	Applications to date = 104	Plans Written = 91
	Cases Currently Being Served = 220	Goals Met = 115
	Actual Service Hours = 7,630	

### **Division Administrator Activities:**

Highlights--- Policy Committee; Blindness Agency Community of Practice Meeting; VR/SBVI Performance Measures Meetings; Commission Meetings; ETeam Meetings; ORC; ORC Exec. Committee;; BEP Training: CSAVR Calls; YTAC Conference Planning Call; Academy Planning Meeting; NCSAB calls and Exec Committee; ECM Meetings; Telework ongoing planning and staff meetings; BEP manager meetings; BEP Training meetings; Governors Council on Workforce Development Meeting; OCA Conference; Academy presentations; Meeting with state leasing; Meeting with OU Sooner Works; RSA Commissioner calls; Wintac Presenter on Telework

Respectfully Submitted:  
Tracy Brigham, MBS, LPC, SBVI Division Administrator

## May 2020 Commission Report

Hello Commissioners, please see the numbered details below that reflect activity within the VR program since COVID-19 as well as fiscal year 2020.

1. Collaboration is ongoing with SBVI Division Administrator and Field Coordinators in both employment divisions.
2. Staff continue to work from home. Staff continue to come to the field offices on Monday, Wednesday and Fridays to carry out some basic functions and then return to home.
3. Weekly meetings with management continue with Zoom. Most of the issues center on work productivity, staff needs, supplies, and most recently plans to return to work.
4. Transition summer programs that had hands on work experience have been cancelled, however, virtual opportunities for STEM, employability trainings, self- advocacy and other pre-employment services will still be provided. Renee continues to have meetings and promotes ideas of thinking outside the box to maximize opportunities for our transition aged youth!
5. In the near future we will be asking our frontline staff to communicate with clients in regards to updates pertaining to possible work re-open/business practices, and COVID-19.
6. Our Business Services Team, has worked with frontline staff to capture email contact information to our clients that are job ready. The Business Services Team has generated a distribution list for jobs, being sent to clients.
7. We continue to cancel authorizations for appointments that are not going to be carried out due to COVID-19. With that being noted it is expected that some routine physical restoration services will pick up now that things are opening up.
8. Our Employment Support Services Team collaborated with our Community Rehabilitation Providers (CRP's) regarding COVID-19 and its impact on services. A flexible strategy approach is on-going to work with CRP's in allowing them to work with clients using Technology, and alternatives to direct face to face contact.
9. Big thanks to Jonathon Woodward, and his team along with Randy Weaver to assure staff have the ability to work as best a possible from home. Adobe software has recently been purchased that will allow our staff to use technology to capture e-signatures were allowed.
10. VR/SBVI has a group of counselors meeting with the Institute for Community Inclusion along with counselors in other states to discuss work strategies as a result of COVID-19.
11. VR/SBVI has met with management and has asked that each Program Manager submit a return to work plan. These plans will be used by the Division Administrators to develop a plan to submit to Director Fruendt. So far I have been very impressed with our staff and management to work within this newly created environment.
12. VR management has completed a recent round of case reviews regarding field services. As always training needs will be addressed.
13. Currently we have some critical needs in NW Oklahoma and our Services to the Deaf and Hard of Hearing Unit due to counselor vacancies.
14. Production – For 2020 up to May 1<sup>st</sup>. The VR employment program has processed 2,209 applications for employment this is up from 2019 by 130. For 2020, there have been 1286 plans for employment written, this is down from 2019 by 816. For 2020 there have been 678 successful employment closures, this is up from 2019 by 194.

In closing this report out. I want to again note how impressed I am with our team. Our management has taken great care of the offices and our staff. Our frontline staff continue work as best they can in this new environment to carry out employment services to Oklahomans with disabilities, and meet the needs of vendors and partners as best they can. We have great employees.

Mark Kinnison, M.Ed., CRC, LPC-S  
VR Administrator, ODRS

**Oklahoma Commission for Rehabilitation Services  
Department of Rehabilitation Services  
Conducted by Video-Conferencing  
Regular Commission Minutes  
April 13, 2020**

Jace Wolfe, Commission Chair

Location: Office at Hearts for Hearing, 11500 N. Portland Ave, Oklahoma City, OK

Wes Hilliard, Commission Vice-chair

Location: Office at Simmons Bank, 1300 E. Main Street, Davis, OK

Emily Cheng, Commission Member

Location: Home

Carol Brown, Commission Assistant, location: State Office. 3535 NW 58<sup>th</sup> Street, Oklahoma City, OK

Sign Language Interpreters are provided for public accessibility

Tonya Garman: Location: Home

Hosts for ZOOM: Jonathon Cook and Mark Ferguson Location: Their home

**PRESENT**

Jace Wolfe, Commission Chair

Wes Hilliard, Commission Vice-Chair

Emily Cheng, Commission Member

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:30 a.m. by Commissioner Wolfe. All three Commissioners were in attendance, and a quorum was established.

**STATEMENT OF COMPLIANCE**

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

**INTRODUCTION OF GUESTS**

There were none.

**PUBLIC COMMENTS**

None

**REPORTS**

**DIRECTOR REPORT**

Commissioner Wolfe recognized Melinda Fruendt. Her report included a remembrance of Carolyne Elizabeth Paradiso who worked at the Oklahoma School for the Deaf. She reported on how DRS is handling COVID-19 within each division, the schools and DDS. Director Fruendt commended all DRS staff on their embracing teleworking, maintaining safe distancing, and continuing to conduct business with clients, vendors and other staff. She also applauded the staff on their creative ways to maintain this level of productivity. She further stated, thankfully, no DRS staff members have tested positive for the COVID-19 virus.

**All of the following reports were reported and presented to the Commission and were on the OKDRS website three (3) working days prior to the meeting. There were no questions or comments by the Commissioners.**

#### **PRIORITY GROUP UPDATE**

Mark Kinnison, Vocational Rehabilitation Director reported, as of April 6, Priority Group I had 231, Priority Group II had 1,171, and Priority Group III had 127 for a total of 1,529.

#### **FINANCIAL STATUS REPORT**

Kevin Statham, Chief Financial Officer, reported the Financial Status Reports for FY20 as of February 29, 2020.

#### **PERSONNEL ACTIVITY REPORT**

Tom Patt, Human Resources Director reported on the personnel activity report as of March 20, 2020. The activity report also has current FTE status.

#### **LEGISLATURE REPORT**

Kevin Nelson, DRS Legislative Liaison reported on the FY2020 Legislative session requests.

#### **OKLAHOMA SCHOOL FOR THE DEAF**

Chris Dvorak, Superintendent of the Oklahoma School for the Deaf reported on the comprehensive school-wider program put in place in response to COVID-19 and procedures follow per State Department of Education announcement of physical closure of schools.

#### **COMMUNICATIONS DIVISION REPORT**

Jody Harlan, Communications Director reported on the results of the People with Disabilities Awareness Day March 10, 2020; COVID-19; telework and accessibility; renovation of conference rooms; and update on other functions of the Communications Division.

### **ACTION ITEMS**

#### **COMMISSION MEETING MINUTES**

Commissioner Wolfe asked for possible vote to approve the March 9, 2020 Commission for Rehabilitation Services regular Meeting Minutes.

***Motion was made and seconded to approve the March 9, 2020 minutes. All three Commissioners voted in the affirmative. Motion passed.***

#### **OKLAHOMA LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED**

Commissioner Wolfe reviewed the March, 2020 OLBPH donation report, reported by Kevin Treese, OLBPH Program Manager, for possible vote for approval.

***Motion was made and seconded to approve the March, 2020 OLBPH donations. All three Commissioners voted in the affirmative. Motion passed.***

#### **OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Wolfe reviewed the March, 2020 OSB donation report, reported by Rita Echelle, Superintendent, for possible vote for approval.

***Motion was made and seconded to approve the March, 2020 OSB donations. All three Commissioners voted in the affirmative. Motion passed.***

## **OKLAHOMA SCHOOL FOR THE DEAF**

Commissioner Wolfe reviewed the March, 2020 OSD donation report, reported by Chris Dvorak, Superintendent, for possible vote for approval.

***Motion was made and seconded to approve the March, 2020 OSD donations. All three Commissioners voted in the affirmative. Motion passed.***

## **NEW BUSINESS**

Commissioner Wolfe asked if there was any New Business. There was none.

## **ANNOUNCEMENTS**

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

Monday, April 13, 2020 at 10:30 a.m.

Oklahoma Department of Rehabilitation Services

State Office

3535 NW 58<sup>th</sup> Street

Suite 200

Oklahoma City Ok 73112

## **ADJOURNMENT**

Commissioner Wolfe adjourned the meeting.

**Respectfully submitted by Carol Brown, Assistant to the Commission**

**OLBPH Donation Report  
April 2020**

**Donations under \$500**

<b>Date</b>	<b>Name</b>	<b>Cash</b>	<b>Fund</b>	<b>Property</b>	<b>Value</b>
4/23	Freeda Wooten	100.00	216		
			216		
			216		
			216		
			216		
<b>Subtotal of Cash (Under \$500) Donated in April 2020</b>		<b>\$100.00</b>			

**Donations \$500 and over**

<b>Date</b>	<b>Name</b>	<b>Cash</b>	<b>Fund</b>	<b>Property</b>	<b>Value</b>
<b>Subtotal of Cash (over \$500) Donated in April 2020</b>		<b>0.00</b>			

**TOTAL DONATION AMOUNT April 2020      \$100.00**

# OSB DONATION REPORT

## April 2020 Donations

### Donations under \$500

Date	Name	Cash	Fund	Property	Value
4/13/2020	Chuculate Baptist Church	\$ 180.82	701		

<b>Subtotal of Cash (under \$500) donated in April 2020</b>	<b>\$ 180.82</b>	<b>Subtotal prop.</b>	<b>\$ -</b>
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<b>Donations \$500 and over</b>	<b>\$ -</b>
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<b>Subtotal of Cash (\$500 and over) donated in April 2020</b>	<b>\$ -</b>	<b>Subtotal prop.</b>	<b>\$ -</b>
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<b>TOTAL DONATION AMOUNTS April - 2020</b>	<b>\$180.82</b>
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## OSD Donation Report

### April 2020

#### Donations Under \$500.00

Date	Name	Cash	Fund	Explanation	Property Value
4/9	Jim River Fencing	500.00		Community Garden	
4/29	Sorenson Communications	280.00		Yearbook	
<b>Subtotal Cash Under \$500.00</b>		<b>780.00</b>		<b>Subtotal Property Under \$500.00</b>	

#### Donations Over \$500.00

Date	Name	Cash	Fund	Explanation	Value
4/2	WalMart	2,500.00		OTOD Grant	
<b>Subtotal Cash Over \$500.00</b>		<b>2,500.00</b>		<b>Subtotal Property Over \$500.00</b>	
<b>Subtotal Cash Combined</b>		<b>3,280.00</b>		<b>Subtotal Property Combined</b>	

**Total donation for April 2020**

**\$3,280.00**