**Oklahoma Commission for Rehabilitation Services**

**Department of Rehabilitation Services**

**Conducted by Video-Conferencing**

**Regular Commission Minutes**

**May 11, 2020**

Jace Wolfe, Commission Chair

Wes Hilliard, Commission Vice-chair

Emily Cheng, Commission Member

Sign Language Interpreters are provided for public accessibility

**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 10:40 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 Executive Director’s participation in ZOOM and Video-conferencing meetings; current status of agency during COVID-19 Pandemic; update on proposals to approach the return to physical work locations; updates for Access for All, state and agency and Community Stakeholder communication; Governor’s Executive Orders; ADA; Risk Management; AWARE; case reviews; and statistical research.

**PRIORITY GROUP UPDATE**

Commissioner Wolfe recognized Tracy Brigham, Services to the Blind and Visually Impaired Director who reported, as of April 20th, Priority Group I had 193, Priority Group II had 1,254, and Priority Group III had 133 for a total of 1,580.

**FINANCIAL STATUS REPORT**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer, who reported the Financial Status Reports for FY20 as of March 31, 2020.

**FY 2022 – FY 2029 CAPITAL OUTLAY REQUEST**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer, who reported the Capital Outlay Request for FY 2022 – FY 2029.

**PERSONNEL ACTIVITY REPORT**

Commissioner Wolfe recognized Tom Patt, Human Resources Director who reported on the personnel activity report as of April 30, 2020. The activity report also has current FTE status.

**LEGISLATURE REPORT**

Commissioner Wolfe recognized Kevin Nelson, DRS Legislative Liaison who reported on the FY2020 Legislative session actions and requests.

**OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Wolfe recognized Rita Echelle, Superintendent of the Oklahoma School for the Blind. She reported on the continued teaching and instruction to students during this Pandemic; personnel updates; and the Oklahoma VI Teacher’s Institute.

**STATEWIDE INDEPENDENT LIVING COUNCIL**

Commissioner Wolfe recognized Sidna Madden, Executive Director. She reported on national and state meetings; updates on State Plan; work with Census Bureau; and the SILC State Plan Survey.

**SERVICES TO THE BLIND AND VISUALLY IMPAIRED**

Commissioner Wolfe recognized Tracy Brigham, Director of Services to the Blind and Visually Impaired. She reported on the continued services being provided to clients through staff innovations during this Pandemic; updates on the Business Enterprise Program; Oklahoma Library for the Blind and Physically Handicapped; Business Services Program; production and her activities.

**VOCATIONAL REHABILITATION SERVICES**

Commissioner Wolfe recognized Mark Kinnison, Director of Vocational Rehabilitation Services. He reported on the continued telework for staff; production; continued work with SBVI; appreciation to our Tech staff to keep everyone teleworking; and case reviews.

**ACTION ITEMS**

**COMMISSION MEETING MINUTES**

Commissioner Wolfe asked for possible vote to approve the April 13, 2020 Commission for Rehabilitation Services regular Meeting Minutes.

***Motion was made and seconded to approve the April 13 2020 minutes. All three Commissioners voted in the affirmative. Motion passed.***

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

Commissioner Wolfe recognized Kevin Treese, OLPBH Program Manager who reviewed their April, 2020 OLBPH donation report, for possible vote for approval.

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

**OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Wolfe recognized Rita Echelle, OSB Superintendent who reviewed the April, 2020 OSB donation report for possible vote for approval.

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

**OKLAHOMA SCHOOL FOR THE DEAF**

Commissioner Wolfe recognized Chris Dvorak, OSD Superintendent who reviewed the April, 2020 OSD donation report for possible vote for approval.

***Motion was made and seconded to approve the April, 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, June 8, 2020 at 10:30 a.m.

Oklahoma Department of Rehabilitation Services

State Office

3535 NW 58th Street

Suite 200

Oklahoma City Ok 73112

Or video-conferencing if unable to meet. Notification will be sent out ASAP

**ADJOURNMENT**

Commissioner Wolfe adjourned the meeting.

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