**Oklahoma Commission for Rehabilitation Services**

**Department of Rehabilitation Services**

**Conducted by Video-Conferencing**

**Regular Commission Minutes**

**June 8, 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 10:30 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.

**PUBLIC COMMENTS**

None

**REPORTS**

**CERTIFICATES OF APPRECIATION**

Commissioner Wolfe recognized Executive Director Fruendt. She had a Certificate of Appreciation for Kevin Treese, Program Manager at the Oklahoma Library for the Blind and Physically Handicapped for serving in an interim role as the DRS Designee for the Statewide Independent Living Council; four for work with our Cabinet Secretary Coordinator for work submitted to the Cabinet for approvals and they are Tom Patt, Tom Pham and April Story from our Human Resources Department and Diane Bowers from Vocational Rehabilitation; and one for Vickie Wilson, Finance Department, on her work on the form E92 making it easier to utilize the system by the HR personnel.

**DIRECTOR REPORT**

Commissioner Wolfe recognized Executive Director 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 Accessibility Resource Team; VR 100th Celebration; federal reporting; AWARE; and telework survey.

**PRIORITY GROUP UPDATE**

Commissioner Wolfe recognized Tracy Brigham, Services to the Blind and Visually Impaired Director who reported, as of June 3rd, we released 457 clients. As of June 8 Priority Group I had 6, Priority Group II 1,101, and Priority Group III 1,246.

**FINANCIAL STATUS REPORT**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer, who reported the Financial Status Reports for FY20 as of April 30, 2020.

**PERSONNEL ACTIVITY REPORT**

Commissioner Wolfe recognized Tom Patt, Human Resources Director who reported on the personnel activity report as of May 31, 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 a Watch List of bills.

**OKLAHOMA REHABILITATION COUNCIL**

Commissioner Wolfe recognized Carolina Colclasure, ORC Program Manager. She reported on meetings and committees she attended and had updates on the current status of ORC.

**ACTION ITEMS**

**COMMISSION MEETING MINUTES**

Commissioner Wolfe asked for possible vote to approve the May 11, 2020 Commission for Rehabilitation Services regular Meeting Minutes.

***Motion was made and seconded to approve the May 11, 2020 minutes. All three Commissioners voted in the affirmative. Motion passed.***

**FY2021 EXPENDITURE LIMITS AND FTE BUDGETARY LIMIT**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer. He reviewed the FY2021 Expenditure Limits and FTE Budgetary Limit report, for possible approval. After some discussion by the Commissioners, a motion was made to accept this report.

***Motion was made and seconded to approve the FY2021 Expenditure Limits and FTE Budgetary Limit report. All three Commissioners voted in the affirmative. Motion passed.***

**FY2022 – FY2029 CAPITAL REQUEST**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer. He reviewed the FY2022 – FY2029 Capital Request and asked for approval.

***Motion was made and seconded to approve the FY2022 – FY 2029 Capital Request. 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 May, 2020 OLBPH donation report, for possible vote for approval.

***Motion was made and seconded to approve the May, 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 May, 2020 OSB donation report for possible vote for approval.

***Motion was made and seconded to approve the May, 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 May, 2020 OSD donation report for possible vote for approval.

***Motion was made and seconded to approve the Mayl, 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, July 13, 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**

**APPROVED BY COMMISSION JULY 13, 2020**

**Carol Brown, Assistant to the Commission**