**Oklahoma Commission for Rehabilitation Services**

**Department of Rehabilitation Services**

**Conducted by Video-Conferencing**

**Regular Commission Minutes**

**July 13, 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**

**PRESENTATION OF OKLAHOMA FLAG TO COMMISSIONER CHENG**

Commissioner presented an Oklahoma Flag flown over the State Capitol as the official state flag in her honor. Commissioner Wolfe and Commissioner Hilliard both commended Commissioner Cheng for her work and dedication to the Commission and the clients and staff of DRS. She served from June 16, 2017 to June 16, 2020, yet staying on until a Commissioner has been placed in this position.

**CERTIFICATES OF APPRECIATION**

Commissioner Wolfe recognized Executive Director Fruendt. She had a Certificate of Appreciation for Brett Jones, Communications Department, for Meme contest during this COVID Pandemic; and Dana Tallon, Communications Department, for her forty (40) to fifty (50) memes on social media. These both were nominated by Jody Harlan, Director of Communications. DRS Staff enjoyed these daily memes and they gave everyone a laugh and smile.

**DIRECTOR REPORT**

Commissioner Wolfe recognized Executive Director Fruendt. Her report included Executive Director’s participation in ZOOM and Video-conferencing meetings; national radio interview with Fatos Floyd and Tracy Brigham on “Vocational Rehabilitation’s Past, Present and Future”; updates on Executive Projects and Process Improvement.

**PRIORITY GROUP UPDATE**

Commissioner Wolfe recognized Tracy Brigham, Services to the Blind and Visually Impaired Director who reported, as of July 8, we released all clients in Group I, 48; and Group II 160. Currently the numbers are: Group I 3; Group II 999; and Group III 1,042, for a total of 1,144.

**FINANCIAL STATUS REPORT**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer, who reported the Financial Status Reports for FY20 as of May 31, 2020. Mr. Statham also reported the Budget Work Program was submitted ahead of schedule to OMES and is in approval status,

**PERSONNEL ACTIVITY REPORT**

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

**OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Wolfe recognized Rita Echelle, Superintendent who reported on the current COVID-19 issues and processes; survey with parents/guardians to determine needs for re-opening or distance learning; 2020 graduation ceremony; employee and student recognitions; school athletic and academic activities; and updates on the grounds and maintenance of the school.

**OKLAHOMA SCHOOL FOR THE DEAF**

Commissioner Wolfe recognized Chris Dvorak, Superintendent who reported on student athletic and coach honors; student academic and athletic activities; on campus activities; COVID-19 updates and procedures; distance learning plan; graduation ceremonies; and services to families..

**ACTION ITEMS**

**COMMISSION MEETING MINUTES**

Commissioner Wolfe asked for possible vote to approve the June 8, 2020 Commission for Rehabilitation Services regular Meeting Minutes.

***Motion was made by Commissioner Cheng and seconded by Commissioner Hilliard to approve the June 8 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 June, 2020 OLBPH donation report, for possible vote for approval.

***Motion was made by Commissioner Cheng and seconded by Commissioner Hilliard to approve the June, 2020 OLBPH 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, September 14, 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 on 9/14/2020**