

# ***Commission for Rehabilitation Services***

Commissioners Emily Cheng, Wes Hilliard and Jace Wolfe

Regular Meeting

July 13, 2020

Video-Conferencing

Empower Oklahomans with Disabilities

**State of Oklahoma  
Commission for Rehabilitation Services**

**July 13, 2020  
10:30 a.m.**

Oklahoma Department of Rehabilitation Services  
Video-Conferencing

Jace Wolfe, Commission Chair  
Wes Hilliard, Commission Vice-chair  
Emily Cheng, Commission Member

- |    |  |                      |
|----|--|----------------------|
| 1. | Call to Order and Roll Call  | Jace Wolfe, Chair    |
| 2. | Statement of Compliance with Open Meeting Act  | Commission Assistant |
| 3. | Public Comments. ( Under Oklahoma Open Meeting Laws, the Oklahoma Commission for Rehabilitation Services cannot respond to or discuss any public comment not on today's agenda.) | Public Audience      |

**REPORTS**

**PAGE #**

- |     |  |   |    |
|-----|--|---|----|
| 4.  | Presentation of Oklahoma Flag to Commissioner Cheng for her service and support as Commissioner from June 16, 2017 to June 16, 2020.   | Jace Wolfe, Chair   |    |
| 5.  | Presentation of Certificates of Appreciation.  | Melinda Fruendt,<br>Executive Director  |    |
| 6.  | Executive Director's report with possible Commission discussion. The report includes Executive Director's participation in meetings; Accessibility Resources Team; VR 100 <sup>th</sup> Celebration; and updates on federal reporting, AWARE, and telework survey. | Melinda Fruendt,<br>Executive Director  | 4  |
| 7.  | Priority Group Updates with possible Commission discussion. Report includes current status of all Priority Groups I, II and III.   | Tracy Brigham, Director of<br>Services for the Blind and<br>Visually Impaired |    |
| 8.  | Financial Status FY 20 report as of April 30, 2020 with possible Commission discussion.  | Kevin Statham,<br>Chief Financial Officer                                     | 7  |
| 9.  | Personnel Activity report with possible Commission discussion, as May 31, 2020. The activity report has current FTE status.  | Tom Patt, Director<br>Human Resources   | 15 |
| 10. | Oklahoma School for the Blind report with possible Commission discussion.  | Rita Echelle,<br>Superintendent   | 20 |

11.	Oklahoma School for the Deaf report with possible Commission discussion.	Chris Dvorak, Superintendent	24
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**ACTION ITEMS**

- |     |  |                                  |    |
|-----|--|----------------------------------|----|
| 12. | Review and discussion with possible vote for approval of the June 8, 2020 Commission for Rehabilitation Services regular meeting minutes.  | Jace Wolfe, Chair                | 30 |
| 13. | Review and discussion with possible vote for approval of the June, 2020 donations to the Oklahoma Library for the Blind and Physically Handicapped.  | Kevin Treese,<br>Program Manager | 34 |
| 14. | 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                |    |
| 15. | Announcements<br>Date and location of next regular meeting of the Oklahoma Commission for Rehabilitation Services:<br><b>Monday, September 14, 2020 at 10:30 am.</b><br>3535 NW 58 <sup>th</sup> Street<br>Suite 200<br>Oklahoma City, OK 73112<br>Or video-conferencing. Notification will be sent out ASAP | Jace Wolfe, Chair                |    |
| 16. | Adjournment  | Jace Wolfe, Chair                |    |

# EXECUTIVE DIRECTOR'S REPORT

**Oklahoma Department of Rehabilitation Services**  
**EXECUTIVE DIRECTOR'S REPORT**  
**July 13, 2020**

**Executive**

June 9 – Director served on the Oklahoma Commission on Children and Youth Finance Committee to review the budget work plan.

June 17 – Director, Tracy Brigham, and Fatos Floyd were interviewed on a 20 minute national radio program - Speaking out for the Blind, the show is called “Vocational Rehabilitation’s Past, Present, and Future”.

June 18 – An Executive Directive Communication was issued on the DRS Return to Worksite Preparedness Plan, effective July 6, 2020. The primary purpose of the plan is to develop, coordinate and maintain the safest working environment possible for staff and guests as the agency gradually transitions from working remotely to working onsite. The plan document will be reviewed quarterly and is expected to evolve and change as the COVID-19 situation changes and new guidance is published.

June 18 - Director and staff participated in the quarterly meeting of the Oklahoma Rehabilitation Council (ORC) Executive Committee.

June 26 - Director participated in the Oklahoma Commission on Children and Youth meeting.

June 29-July1 – Director and staff participated in the National Association of Workforce Boards Summit via teleconference.

July 6 - Director participated in the monthly Cabinet meeting.

July 7 - Director and staff participated in the VR/SBVI performance team meeting.

July 9 – Director, Tonya Garman, and Kevin Statham participated in IL Network meeting with SILC members and CIL directors.

Director and Executive Team members are focused on updating the Telecommuting policy and developing a new set of guidelines for staff remaining on telework.

United We Ride Council - Per Executive Order 2015-11, the Department of Rehabilitation Services maintained responsibility of the Council. DRS recently asked for the existing Executive Order to be rescinded, with the expectation that Oklahoma Department of Transportation and the new Office of Mobility and Public Transit (OMPT) will develop an advisory group, comparable to the United We Ride Council, to represent the best interest of the transportation disadvantaged populations and serve as the voice for social service agencies. The Council, including DRS, received notification on June 3, 2020, from Ernie Mbroh the Division Manager of the OMPT, that Executive Order 2015-11 has been rescinded, thus ending the work of the Council.

## **Executive Projects – Stephanie Roe**

### **Unified State Plan**

On June 3, 2020, Oklahoma's four-year WIOA Unified State Plan, submitted on March 4, 2020 was approved. The Unified State Plan will take effect July 1, 2020, and cover program years 2020 through 2023 (July 1, 2020 through June 30, 2024). The Vocational Rehabilitation section of the State Plan was reviewed and approved by the Office of Special Education and Rehabilitative Services, U.S. Department of Education.

### **Administrative Rules – Tina Calloway**

On June 25<sup>th</sup>, Governor Stitt has signed the declaration approving the proposed permanent Administrative rules for FY 20. With the rules adopted, the next deadline to submit the permanent rule documents is July 27<sup>th</sup>. Rules will be published in the September 1<sup>st</sup> issue of the Register and will become effective on September 11<sup>th</sup>.

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

#### **AWARE**

The AWARE team continues testing the new version of AWARE, hope to have installed before the end of June. Developed training materials to send out to staff when the new version is available.

Been working on identifying cases needing attention that have possible data quality issues prior to the next RSA-911 submission due in August. Lists of cases have been circulated among the programs managers to delegate to their staff to review, and if necessary, correct.

### **Case Reviews**

The QA team reviewed approximately 90 cases that were closed both successfully and unsuccessfully between 4.16.20 and 5.15.20. The cases were selected from a random statewide pull to determine DRS compliance with Federal standards.

Staff QA teleconference held. The team continues to note trending concerns to be addressed with the Field Coordinators representing VR and SVBI via quarterly meetings.

Case Review Specialist Victoria Drake is actively participating on the DRS Policy Development Committee and is reviewing all policy to ensure compliance with Federal Standards.

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

The research staff are continuing to work on the staff Covid-19 telework survey and the economic recession project.

The staff are also assisting the Deaf and Hard of Hearing Transition Council with surveys as part of a Needs Assessment for their group.

The research staff also attended the TechAccess Oklahoma virtual conference.

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

# FINANCIAL STATUS REPORT

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

<b>All Programs</b>						
<b>Agency Summary</b>						
	%					
Budget	% of Total					
Budget	Budget					
Expenditures	Expenditures					
Expended	Expended					
Encumbrances	Encumbrances					
% Used	% Used					
Personnel	79,826,360.00	43.9%	64,198,309.95	80.4%	14,866,361.85	99.0%
Travel	1,154,966.00	0.6%	776,408.01	67.2%	53,731.54	71.9%
General Operating	51,626,863.00	28.4%	14,188,717.70	27.5%	10,352,566.57	47.5%
Office Furniture & Equipment	1,831,673.00	1.0%	972,819.17	53.1%	272,816.62	68.0%
Client / General Assistance	38,687,109.00	21.3%	27,217,173.25	70.4%	10,963,073.48	98.7%
Indirect Cost	8,849,550.00	4.9%	7,372,381.90	83.3%	1,477,168.10	100.0%
<b>Total</b>	<b>181,976,521.00</b>	<b>100.0%</b>	<b>114,725,809.98</b>	<b>63.0%</b>	<b>37,985,718.16</b>	<b>83.9%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

All Programs						
Vocational Rehabilitation and Services for the Blind and Visually Impaired						
	% of Total			%		
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used
Personnel	26,049,157.00	27.3%	19,927,287.64	76.5%	5,976,364.06	99.4%
Travel	812,000.00	0.9%	582,590.43	71.7%	1,245.00	71.9%
General Operating	34,641,648.00	36.3%	5,527,560.66	16.0%	3,044,646.55	24.7%
Office Furniture & Equipment	1,270,683.00	1.3%	706,732.42	55.6%	101,544.72	63.6%
Client / General Assistance	28,942,404.00	30.3%	20,399,991.44	70.5%	8,298,872.86	99.2%
Indirect Cost	3,691,039.00	3.9%	2,927,345.10	79.3%	763,693.90	100.0%
<b>Total</b>	<b>95,406,931.00</b>	<b>100.0%</b>	<b>50,071,507.69</b>	<b>52.5%</b>	<b>18,186,367.09</b>	<b>71.5%</b>

Vocational Rehabilitation Grant						
	% of Total			%		
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used
Personnel	23,333,105.00	35.6%	17,758,071.93	76.1%	5,476,706.95	99.6%
Travel	784,000.00	1.2%	559,168.80	71.3%	1,245.00	71.5%
General Operating	8,849,216.00	13.5%	5,124,186.76	57.9%	2,793,391.20	89.5%
Office Furniture & Equipment	1,015,000.00	1.6%	606,642.02	59.8%	83,868.43	68.0%
Client / General Assistance	28,086,559.00	42.9%	20,043,502.13	71.4%	7,868,603.77	99.4%
Indirect Cost	3,401,148.00	5.2%	2,698,852.16	79.4%	702,295.84	100.0%
<b>Total</b>	<b>65,469,028.00</b>	<b>100.0%</b>	<b>46,790,423.80</b>	<b>71.5%</b>	<b>16,926,111.19</b>	<b>97.3%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

All Programs		Oklahoma School for the Blind		%			
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used	
		% of Total					
Personnel	6,394,012.00	74.1%	5,290,875.86	82.7%	1,098,550.46	99.9%	
Travel	71,066.00	0.8%	56,338.58	79.3%	0.00	79.3%	
General Operating	1,211,320.00	14.0%	672,820.70	55.5%	393,144.19	88.0%	
Office Furniture & Equipment	212,000.00	2.5%	87,339.36	41.2%	57,006.45	68.1%	
Client / General Assistance	73,934.00	0.9%	38,200.99	51.7%	0.00	51.7%	
Indirect Cost	661,431.00	7.7%	538,464.80	81.4%	122,966.20	100.0%	
<b>Total</b>	<b>8,623,763.00</b>	<b>100.0%</b>	<b>6,684,040.29</b>	<b>77.5%</b>	<b>1,671,667.30</b>	<b>96.9%</b>	

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

All Programs		Oklahoma School for the Deaf		%		
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used
Personnel	7,692,643.00	51.9%	6,228,893.73	81.0%	1,257,270.84	97.3%
Travel	64,900.00	0.4%	39,362.02	60.7%	123.27	60.8%
General Operating	5,222,872.00	35.2%	1,775,118.15	34.0%	2,828,532.00	88.1%
Office Furniture & Equipment	192,990.00	1.3%	127,136.00	65.9%	96,969.00	116.1%
Client / General Assistance	856,771.00	5.8%	351,258.23	41.0%	277,923.21	73.4%
Indirect Cost	795,137.00	5.4%	656,583.85	82.6%	138,553.15	100.0%
<b>Total</b>	<b>14,825,313.00</b>	<b>100.0%</b>	<b>9,178,351.98</b>	<b>61.9%</b>	<b>4,599,371.47</b>	<b>92.9%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

All Programs						
Disability Determination Services						
	%					
Budget	Budget					
Expenditures	Expended					
Encumbrances	% Used					
Personnel	32,683,858.00	63.7%	26,933,734.36	82.4%	5,379,617.05	98.9%
Travel	143,000.00	0.3%	49,230.86	34.4%	48,114.27	68.1%
General Operating	5,873,142.00	11.4%	3,573,802.38	60.8%	2,115,076.56	96.9%
Office Furniture & Equipment	91,000.00	0.2%	25,127.92	27.6%	15,284.00	44.4%
Client / General Assistance	8,814,000.00	17.2%	6,427,722.59	72.9%	2,386,277.41	100.0%
Indirect Cost	3,695,000.00	7.2%	3,244,895.41	87.8%	450,104.59	100.0%
<b>Total</b>	<b>51,300,000.00</b>	<b>100.0%</b>	<b>40,254,513.52</b>	<b>78.5%</b>	<b>10,394,473.88</b>	<b>98.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

All Programs		DRS Support Services					
	Budget	% of Total		Expenditures	Expended	Encumbrances	% Used
		Budget	Budget				
Personnel	7,006,690.00	59.3%		5,817,518.36	83.0%	1,154,559.44	99.5%
Travel	64,000.00	0.5%		48,886.12	76.4%	4,249.00	83.0%
General Operating	4,677,881.00	39.6%		2,639,415.81	56.4%	1,971,167.27	98.6%
Office Furniture & Equipment	65,000.00	0.5%		26,483.47	40.7%	2,012.45	43.8%
Client / General Assistance	0.00	0.0%		0.00	0.0%	0.00	0.0%
Indirect Cost	6,943.00	0.1%		5,092.74	73.4%	1,850.26	100.0%
<b>Total</b>	<b>11,820,514.00</b>	<b>100.0%</b>		<b>8,537,396.50</b>	<b>72.2%</b>	<b>3,133,838.42</b>	<b>98.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of May 31 , 2020

<b>Personnel</b>
Salary Expense
Insurance Premium -Health-Life, etc
FICA-Retirement Contributions
<b>Travel</b>
Travel - Agency Direct
Travel - Reimbursements
<b>General Operating</b>
AFP Encumbrances
Bond Indebtness and Expenses
Buildings-Purchase, Construction and Renovation
General Operating
Inter/Intr 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
<b>Office Furniture &amp; Equipment</b>
Library Equipment & Resources
Office Furniture & Equipment
<b>Rent / General Assistance</b>
Special Service and Assistance Payments
<b>Indirect Cost</b>

**PERSONNEL**

**ACTIVITY**

**REPORT**

# PERSONNEL ACTIVITY REPORT AS OF JUNE 30, 2020

## FILLED AND VACANT POSITIONS

Personnel Activity = 18 vacant positions filled / 19 positions in Announcement or Selection Process

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
DDS	Disability Determination Specialist / 1320	12/27/2019	DDS	06/15/2020	06/19/2020	20-099	Renee Knight	07/06/2020
DDS	Medical Consultant / 1225	04/01/2019	DDS	Unclassified	Appointment		David Bailey	07/06/2020
DDS	Medical Consultant / 1238	04/01/2018	DDS	Unclassified	Appointment		Stephen Andrade	07/06/2020
DDS	Medical Consultant / 1451	10/01/2018	DDS	Unclassified	Appointment		Pamela Forducey	07/06/2020
OSB	Office Technology Specialist / 1498	New	OSB	Unclassified	Appointment		David Stewart	07/01/2020
OSB	Independent Living Instructor / 0164	07/31/2020	OSB	06/15/2020	07/02/2020	20-097	Currently Open	
OSB	Teacher / 0259	07/31/2020	OSB	06/15/2020	Continuous	20-098	Currently Open	
OSD	Administrative Assistant / 0615	11/01/2019	OSD	06/29/2020	07/06/2020	20-102	Currently Open	
OSD	School Psychologist / 0070	08/01/2019	OSD	Unclassified	Appointment		Anna McEndree	08/01/2020
OSD	Director of Family and Early Childhood Services / 1494	New	OSD	Unclassified	Appointment		M. Petra Gatzemeyer	08/01/2020
OSD	Counselor I / 1028	08/01/2018	OSD	Unclassified	Appointment		Va'lecia Penney	08/01/2020
OSD	Teacher / 0666	07/31/2020	OSD	Unclassified	Appointment		Erin Dunagan	08/01/2020
OSD	Assistant to the Superintendent / 1136	03/17/2020	OSD	Unclassified	Appointment		Sharon Baker	08/01/2020
OSD	Food Services Specialist / 0486	03/01/2020	OSD	04/21/2020	05/08/2020	20-089	Applicant list sent 05/12/2020	
VR	Vocational Rehabilitation Specialist / 0014	05/04/2020	VR45 – Tulsa	05/27/2020	Continuous	20-095	Currently Open	
VR	Rehabilitation Technician / 0386	04/01/2019	VR29 – Edmond	05/27/2020	06/09/2020	20-094	Edward Kays	07/13/2020
VR	Rehabilitation Technician / 1057	01/01/2020	VR18 – Muskogee	05/19/2020	06/08/2020	20-090	Applicant list sent 06/10/2020	
VR	Vocational Rehabilitation Specialist / 0056	01/14/2020	VR08 - Enid	05/20/2020	05/26/2020	20-092	Savanna Taylor	06/08/2020
VR	Vocational Rehabilitation Specialist / 0820	01/01/2020	VR08 – Enid	05/19/2020	Continuous	20-091	Brandi Kowing	07/27/2020

VR	Vocational Rehabilitation Specialist / 0369	12/01/2019	VR80 - Tulsa	02/24/2020	03/12/2020	20-082	Brittany Steinkirchner	07/06/2020
VR	Vocational Rehabilitation Specialist / 1030	09/26/2018	VR78 - Tahlequah	01/27/2020	02/24/200	20-073	Nora Koepp	07/06/2020
VR	Vocational Rehabilitation Specialist / 0644	11/14/2019	VR42 - Poteau	02/04/2020	Continuous	20-068.1	Applicant list sent 06/04/2020	
VR	Vocational Rehabilitation Specialist / 0438	11/16/2019	VR47 - OKC	05/20/2020	06/02/2020	20-078.1	Applicant list sent 06/04/2020	
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 05/15/2020	
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	
SBVI	Programs Manager / 0880	09/01/2018	SBVI - TBD	06/09/2020	06/15/2020	20-096	Dan Shephard	07/01/2020
SBVI	Library Technician / 0008	06/30/2020	SBVI - 72	SWIP	Conversion		Collin Jenks	07/01/2020
SBVI	Vocational Rehabilitation Specialist / 0643	06/01/2020	SBVI 62 - Muskogee	05/21/2020	Continuous	20-093	Kristy Maddux	07/08/2020
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 = 4

*As of June 30, 2020*

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

None

DIVISION OF VOCATIONAL REHABILITATION

Resignation = 1

1 = 18 years 4 months

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Retirement = 1

1 = 44 years

OKLAHOMA SCHOOL FOR THE BLIND

None

OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 1

1 = 5 months

DISABILITY DETERMINATION SERVICES

Death = 1

1 = 8 month

# CURRENT FTE STATUS

## FY 2020

*FTE as of June 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	74.00	0.00	(1.00)	73.00
Vocational Rehabilitation	242.8	216.00	9.00	(7.00)	218.00
Services for the Blind and Visually Impaired	123.5	102.00	6.00	(3.00)	105.00
VR/SBVI-DP	2.00	2.00	0.00	(0.00)	2.00
Oklahoma School for the Blind	98.5	92.00	2.00	0.00	94.00
Oklahoma School for the Deaf	127.3	112.00	2.00	0.00	114.00
<b>Total (NON-EXEMPT)</b>	<b>671.6</b>	<b>598.00</b>	<b>19.00</b>	<b>(11.00)</b>	<b>606.00</b>
Disability Determination Services (EXEMPT)	332.9	312.00	0.00	(332.9)	312.00
<b>TOTAL NON-EXEMPT &amp; EXEMPT</b>	<b>1004.5</b>	<b>910.00</b>	<b>19.00</b>	<b>(343.9)</b>	<b>918.00</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

**OKLAHOMA SCHOOL  
FOR THE BLIND  
REPORT**

## OSB Commission Report

July 13, 2020

OSB's primary focus over the past few months has been to address COVID 19 issues, provide distance learning, and formulate a plan for reopening. OSB students along with other students across the state did not return to school after Spring Break. Distance learning was implemented and teachers/staff were instructed to provide education to students through various methods. Packets, Zoom calls, Google Classroom, conference calls, and personal contacts with students/parents, etc. were utilized. Distance learning is not the preferred method of instruction for visually impaired/blind students; however, teachers/staff did their best to deliver meaningful instruction to students.

OSB surveyed parents/guardians after the school year was completed to determine specific needs/concerns they have regarding distance learning and re-opening procedures. OSB Administration felt that having all stakeholders' input was vital when preparing for the 2020-21 school year. A voluntary teacher/staff meeting was held to discuss concerns or ideas to address re-opening procedures and receive input from teachers and staff. Re-opening plans are being discussed and written. These plans will be shared with parents, students, staff, and teachers upon completion with the understanding that the plans are subject to change as additional information is received.

OSB held a graduation ceremony on Tuesday, June 23. Eight students graduated and were presented their awards. Graduation speaker was former OSB student, Megan Rowan, currently a Rehabilitation of the Blind Specialist for the Oklahoma Department of Rehabilitation Services. Family/friends of graduates were limited to 10 or less, and auditorium had seats blocked off to ensure social distancing measures. Kaylee Ragon was honored as valedictorian and Gabriella King was

named Salutatorian. Commissioners Cheng and Wolfe provided a short video greeting to the seniors. Guests were limited to invitation only.

Ruby Barker was named OSB Teacher of the Year. Mrs. Barker has worked for OSB for over 30 years. She instituted a Braille Club which is comprised of students from third through sixth grade and meet twice monthly to enhance braille skills.

Rebecca Larue was named OSB Employee of the Year. Mrs. Larue has been a Direct Care Specialist at OSB for 15 years. She volunteers her free time to serve as scoutmaster for OSB's Troop 602.

Kaylee Ragon, a Tecumseh senior, received the V.R. Carter Scholarship from the Oklahoma Foundation for the education of Blind Children and Youth, Inc. in the amount of \$1,000. Ms. Ragon plans to attend the University of Science and Arts of Oklahoma in Chickasha and major in Deaf Education and Speech Language Pathology.

Kaylee Ragon and De'Poris Willis received a \$500 scholarship from the Muskogee County Lions Club.

OSB teacher, Tera Webb, was honored as 2020 Special Olympics Area 10-Kiamichi Coach of the Year. Mrs. Webb has taught at OSB for 20 years. She teaches math and physical education and coaches cheerleading and track. In addition, Mrs. Webb was also honored as Adaptive Physical Education Teacher of the Year from the Oklahoma Association of Health, Physical Education, Recreation and Dance.

OSB Orientation and Mobility Instructor, Faye Miller was recently named the Blindness and Low Vision Studies Alumna of the Year of Salus University. Mrs. Miller serves as a full time O & M instructor and also as the coordinator of the Oklahoma Regional Braille Challenge and Oklahoma Regional Cane Quest.

White Cane Day was celebrated October 15 at Woodland Hills Mall. OSB students walked in a parade, and the OSB Jazz Band performed.

Thirty three students participated in Cane Quest on November 14. After the competition, students were introduced to "Beep Ball" (modified baseball).

OSB Homecoming was held December 3, 2020. Kaylee Ragon was named homecoming queen.

OSB students participated in the South Central Association of Schools for the Blind Wrestling/Cheerleading Tournament and Fine Arts Presentation at Austin, Texas on January 23-25.

OSB celebrated Dr. Seuss Read Across America Day on Monday, March 2 by hosting Craig Day, News on 6 Anchor. Mr. Day read a Dr. Seuss book to our students and later reported on his time at OSB on channel 6.

OSB students participated in the 2020 Oklahoma Regional Braille Challenge on Wednesday, March 4, at Oklahoma City.

OSB Student Council spent a day with legislators at the Capitol on March 9 and People With Disabilities Awareness Day on March 10. De'Poris Willis was named DRS Student of the Year for OSB. Mr. Willis has interned with Raper and Sons Realty, worked at Colton's Steak House and plans to attend college in the fall.

Several spring and summer activities had to be canceled due to COVID 19.

The new OSB gymnasium is nearing completion. It is scheduled to be completed in late July 2020.

OSB's Lowrey Hall has suffered major water damage due to a break in a water pipe fitting. Individual dorms were flooded as well as the commons area. A mitigation company is assisting in the restoration process.

OSB Maintenance Staff is working on several projects for the summer. A new lower elementary playground is being completed. Several teacher rooms are being renovated as well.

OSB will be losing two contract instructional employees and one support staff to retirement. Those retiring are: Ruby Baker-Braille Teacher, Sylvia Sterling- School Psychologist, and Karen Bryan- Independent Living Skills Instructor.

Respectfully submitted,

Rita J. Echelle  
OSB Superintendent

# **OKLAHOMA SCHOOL FOR THE DEAF REPORT**

Oklahoma School for the Deaf  
DRS Commission Report  
July 2020  
Chris Dvorak, Superintendent

**OSD Activities and Events**

Student Athletic Honors:

National DeafDigest Sports Football All-Americans, KJ Lokeijak, Tyler Manek, and Jose Salas  
National DeafDigest Sports Volleyball All-American, April Pennel  
NDIAA Div II Boys Basketball Player of the Year, Isaiah Holt, OSD Junior

Coach Honors:

National DeafDigest Small Schools Volleyball Coach of the Year, Angie Shelby  
NDIAA 6-man Football Coach of the Year, Jason Sledd

Saturday, February 8

OSD High School Basketball Boys and Girls teams both won Great Plains Schools for the Deaf championships. GPSD comprises teams from state schools for the deaf in Arkansas, Iowa, Kansas, Minnesota, Missouri, Oklahoma, New Mexico, and Wisconsin.

Saturday, February 8

The OSD Middle School Robotics Team competed for the first time in a national robotics competition held at the Texas School for the Deaf, Austin, TX. While they did not place collectively, a two student team placed 4th in one of the events. The middle school robotics program was established during the 2019-2020 school year through a partnership with the National Technical Institute for the Deaf STEM Resource Center in Alabama.

March 5-6

The Oklahoma School for the Deaf ASL Immersion Camp was held on the Sulphur campus this March. Public high school and college ASL students from Oklahoma and Texas were invited to participate in a two-day weekend ASL immersion environment with OSD students and staff which provided a strong representation of native language use.

March 5-8

The OSD High School Academic Team competed in the Gallaudet University Midwest Regional competition in Minnesota where they enjoyed wins over Missouri and Ohio Schools for the Deaf but were ultimately defeated by the host school, Metro Day School (St. Paul, MN), in the double elimination event.

## **OSD COVID-19 Response**

Thursday, March 12

- All students and teachers were provided an iPad to be taken home for distance learning due to the anticipation of a school closing.

Tuesday, March 17

- OSD Administrators and critical staff (HR, nurses, social services) met to identify and address action items.
- Safety & maintaining contact with families and staff were identified as top priorities
- Established a primary point of contact for families
- Placed all staff on administrative leave until April 6.
- Identified staff who are essential during the March 17-April 6 window
  - Administrators, billing and payables, HR
  - Matt Neal & GALT contracted staff to perform critical maintenance operations
    - Disinfecting specific areas after being accessed by essential clerical staff.
    - Disinfecting buildings, buses, and equipment.
    - Routine checks to identify structural damage or equipment failures
      - Emergency response if identified
    - Routine upkeep of grounds
    - Continuation of critical infrastructure projects
    - Matt Neal identified CDC protocol for disinfecting schools and will ensure OSD staff adhere.

Wednesday, March 25

- Student prescription medications in the Student Health Center were mailed certified to each students' parent/guardian home address.
- Student belongings in both the dorms and school lockers were collected and organized for delivery.
- Matt and Lynn identified food supplies and items that will expire before Aug. and donated them to Sulphur Public Schools.
- OSD medical PPE was donated to Arbuckle Memorial Hospital, Sulphur, OK
- Educational administrators developed an initial instructional plan
  - IXL online modular curriculum
  - Google Classroom
  - Other digital mediums
  - Physical assignments mailed only to specific students
    - Academically appropriate
    - Inability to reliably access internet services

Thursday, March 26

- Delivery of student personal belongings began via school suburbans.

- Additional iPads and chargers delivered to students

Friday, March 27

- Donated 3 outdoor canopies to Arbutle Memorial Hospital for their outdoor COVID-19 testing site.

Monday, March 30

- Established preventative protocols for staff accessing campus
- Developed a comprehensive weekly bulletin for families
  - Contained all the need-to-know information about COVID-19 and related resources for families. Newsletters continue to include campus-wide news and updates, education program updates, resources for food, clothing, home assistance, occupational needs, and so much more!
  - Created and distributed a virtual learning contact list for parents
- Resumed staff daily bulletin

Wednesday, April 8

- Distance Learning Plan submitted to SDE

#### OSD Distance Learning Plan

*All OSD students and teachers have Apple iPads and keyboards to accommodate distance learning. Our teachers and the social services specialist have worked with each of our families to confirm home internet access and provide information and resources to help guide the handful of families that do not have access.*

- *Online student distance learning to include Art and Physical Education (ALL GRADES)*
  - *Each student in all grades have IXL online curriculum accounts*
  - *Each student has a Google Classroom (and all G Suite Education applications)*
  - *Google Hangouts, Google Meet, and Zoom for virtual meetings*
- *Teachers in all grades are using the above curricula and delivery systems as primary distance learning tools. Teachers in all grades are prepared to modify assignments in a physical format for students who have limited internet access.*

*A more comprehensive school-wide program was also created which includes routine virtual contact with students and families to continue the following activities:*

- *Teacher assistant tutoring and supplemental instruction*
- *Student IEPs and related services (audiology, speech therapy, etc.)*
- *Counseling and transition*
- *Psychological services*
- *Nursing checkups and guidance related to preventative and general health and wellness*
- *Social services and family support*
- *Statewide Deaf and Hard of Hearing Equipment Distribution Program family check-ins*

- *Staff and student ASL language development*
- *ASL interpretation and Spanish translation services*
- *Routine communication to families*
- *Routine communication to staff from school leadership*

Thursday, May 28

Services to our families continued to be a priority. Before the pandemic hit, 218 high school food boxes had been sent home with 17 high school students served weekly since September. A total of 398 elementary food bags had been given out with 24 elementary students served weekly since August. We were able to send a large disbursement of the remaining food in the pantry, (30 food boxes) to our neediest families at the end of May.

June 1-5

Oklahoma Educational Interpreter Training Institute was held virtually. Over 50 educational interpreters attended this annual training provided by Oklahoma School for the Deaf. OSD maintains a registry of Oklahoma educational interpreters, certification and continuing education information, and training, residency and mentorship opportunities for educational interpreters in partnership with OSDE.

Saturday, June 6

High School Awards Banquet and Graduation Ceremony, OSD Gymnasium

The OSD graduating class of 2020 was able to enjoy their special day in person on the OSD campus with eight guests each. The day began with a luncheon for the graduates and their guests followed by the presentation of academic and athletic awards. The graduation ceremony then took place with the banquet-style seating arrangement remaining. Graduates and their guests then lined the football field to receive congratulations and well wishes from a parade of staff, alumni, family and friends which concluded the day.

Monday, July 6

OSD Sulphur campus reopened for regular work activities with health and safety precautions in place.

### **Upcoming**

A traditional school calendar has been established with the understanding that disruptions to the in person school schedule are likely to occur. All OSD students and certified teaching staff have an iPad, charging equipment, and digital communication and learning tools to continue academic activities without disruption. The 2020-2021 school year is scheduled to begin Monday, August 10, 2020.

Discussions regarding health and safety precautions are ongoing for the foreseeable future. OSD has purchased three microstatic spraying machines and 600 clear masks. We have also

coordinated with Randy Weaver and have procured additional PPE and sanitizer. Focused cleaning, air displacement and social distancing when possible will be a part of our plan, which we expect to be perpetually subject to modification as new state and national data becomes available. We are also developing creative student and staff traffic flows, hygiene protocols during the school day and in our residential setting, and routines that emphasize outdoor activity.

OSD will be a part of a high school cyber security course of study pilot program developed by the National Technical Institute for the Deaf, the first course of study ever developed in this field. OSD students will be able take courses in cyber security and hopefully continue in the field to contribute to a professional workforce in a growing industry.

OSD has established a new Family and Early Childhood Services Department which will bring early childhood programming, regional schools, and statewide family services under one department.

The student discipline committee will be replaced by a Student Support Team which will meet regularly rather than when student behavior negatively manifests. This team will comprise counselors, teachers, our social worker, residential staff, coaches and administrators who will discuss individual student social, emotional, and academic needs and collaborate with families to design interventions to support students before problems become problems.

OSD has partnered with DRS/OMES to create a tailored digital workflow system to not only significantly reduce the use of paper, but to also increase request and approval process efficiency and trackability. This new workflow will prove highly useful in work and learning environments that are more susceptible to disruption and remote collaboration.

We will complete the deployment of 72 laptop and desktop computers this summer and establish a new leased device system that will allow us to increase our adaptability and remain functional and current with our technology.

Student enrollment for Fall 2020 will be entirely online and easily accessible for all students and their families. No significant decrease in enrollment is anticipated.

# COMMISSION MINUTES

**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 100<sup>th</sup> 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 May, 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 58<sup>th</sup> 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**

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

**OLBPH Donation Report  
June 2020**

**Donations under \$500**

<b>Date</b>	<b>Name</b>	<b>Cash</b>	<b>Fund</b>	<b>Property</b>	<b>Value</b>
6/4	Judy Newberry	50.00	216		
6/25	Mona Manske	50.00	216		
			216		
			216		
			216		
<b>Subtotal of Cash (Under \$500) Donated in June 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 June 2020</b>		<b>0.00</b>			

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