



**OKLAHOMA**  
**Rehabilitation Services**

# **COMMISSION FOR REHABILITATION SERVICES**

Commissioners Theresa Flannery, Wes Hilliard and  
Jace Wolfe

Video-Conferencing meeting

October 12, 2020

Department of Rehabilitation Services  
3535 NW 58th Street, Suite 200  
Oklahoma City, OK 73112

Empowering Oklahomans with Disabilities

**State of Oklahoma  
Commission for Rehabilitation Services**

**October 12, 2020  
10:30 a.m.**

Oklahoma Department of Rehabilitation Services  
Video-Conferencing

“All Commissioners will be attending by video conferencing”

Wes Hilliard, Commission Chair  
Theresa Flannery, Commission Vice-chair  
Jace Wolfe, Commission Member

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

**REPORTS**

**PAGE #**

- |    |                                                                                                                                                                                                                                                           |                                                                              |          |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------|
| 4. | Presentation of Certificates of Appreciation.                                                                                                                                                                                                             | Melinda Fruendt,<br>Executive Director                                       |          |
| 5. | Executive Director's report with possible Commission discussion. The report includes Executive Director's participation in meetings; updates on Executive Projects; Process Improvement which Includes AWARE and Program Standards, Statistical Research. | Melinda Fruendt,<br>Executive Director                                       | <b>2</b> |
| 6. | Priority Group Updates with possible Commission discussion. Report includes current status of all Priority Groups I, II and III.                                                                                                                          | Tracy Brigham, Director<br>of Services to the Blind<br>and Visually Impaired |          |
| 7. | Financial Status FY 20 report as of August 31, 2020 and FY 21 as of August 31, 2020 with possible Commission discussion.                                                                                                                                  | Kevin Statham,<br>Chief Financial Officer                                    | <b>5</b> |

8.	Personnel Activity report with possible Commission discussion, as of September 30, 2020. The activity report has current FTE status.	Tom Patt, Director Human Resources	<b>20</b>
9.	Oklahoma School for the Deaf report. The report Includes student enrollment; educational and athletic updates; and revamping of website.	Chris Dvorak, Superintendent	<b>27</b>
10.	Oklahoma Rehabilitation Council report with possible Commission discussion. The report Includes updates from quarterly meetings; committee meetings; Oklahoma Tribal Vocational Rehabilitation (OKTVR); and the Strategic Plan (copy Included).	Carolina Colclasure, Program Manager	<b>30</b>
11.	Statewide Independent Living Council report. The report Includes Boards Executive Director serves on; SILC election of officers; and projects.	Sidna Madden, Executive Director	<b>43</b>
12.	Communications Report. Her report includes summary of projects; activities performed during pandemic; state branding campaign projects; and highlights from media stories.	Jody Harlan, Director of Communications	<b>45</b>

## **ACTION ITEMS**

13.	Review and discussion with possible vote for approval of the September 14, 2020 Commission for Rehabilitation Services regular meeting minutes.	Wes Hilliard, Chair	<b>51</b>
14.	Review and discussion with possible vote for 2021 Commission Calendar.	Wes Hilliard, Chair	<b>56</b>
15.	Review and discussion with possible vote for amended DRS Policy Chapter 20, Special School, and subchapter 2. Contracted Instructional Personnel.	Tina Calloway, Administrative Programs Manager	<b>58</b>
16.	Review and discussion with possible vote for approval of the September, 2020 donations to the Oklahoma Library for the Blind and Physically Handicapped.	Kevin Treese, Program Manager	<b>62</b>
17.	Review and discussion with possible vote for approval of the September, 2020 donations to the Oklahoma School for the Blind.	Rita Echelle, Superintendent	<b>64</b>

- |                                                                                                                                                                           |                                 |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------|
| 18. Review and discussion with possible vote for approval of the September, 2020 donations to the Oklahoma School for the Deaf.                                           | Chris Dvorak,<br>Superintendent | <b>66</b> |
| 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)                              | Wes Hilliard, Chair             |           |
| 20. Announcements<br>Date next Video-Conferencing regular meeting of the Oklahoma Commission for Rehabilitation Services:<br><b>Monday, November 9, 2020 at 10:30 am.</b> | Wes Hilliard, Chair             |           |
| 21. Adjournment                                                                                                                                                           | Wes Hilliard, Chair             |           |

# EXECUTIVE DIRECTOR'S REPORT

**Oklahoma Department of Rehabilitation Services**  
**EXECUTIVE DIRECTOR REPORT**  
**October 12, 2020**

**Executive**

September 15 – Director and staff participated in a meeting with the Oklahoma Rehabilitation Council Executive Committee to approve the ORC strategic plan.

September 16 – Director and CFO met with Secretary Mazzei and Secretary Brown regarding the budget request.

September 17 – Director and staff met with Able Tech staff regarding accessible resources and how to communicate with other state agencies and partners.

September 18 – Director participated in the Oklahoma Commission on Children and Youth meeting.

September 22 – Director participated in the Workforce Oversight System Committee meeting.

September 22 – Director attended a DHS presentation to HEC agencies for a cross-cabinet learning session.

September 29 – Director participated in the Oklahoma Works core partner data alignment meeting.

September 30 – State Employee Recognition Day

September 30 – Director, Kevin Statham and Stephanie Roe met with Secretary Brown to present the DRS Strategic Plan and Budget before submission.

October 6 - Director and staff participated in the VR/SBVI performance team meeting.

October 7 – Director participated in the Workforce Oversight System Committee meeting.

October 7 – Director attended the Aware Live virtual conference.

**Executive Projects – Stephanie Roe**

The template for the DRS Strategic Plan was submitted with the budget on September 30. The leadership of each division and school submitted required updates, revisions or new strategies for meeting the goals and objectives of DRS in the future and is developing priorities focused on how the leadership team will support the division-specific goals.

## **Process Improvement – Lyuda Polyun Federal Reporting**

Submitted the WIOA Annual report, ETA 9169 PY19 on September 30.

### **AWARE**

The AWARE team is assisting with the preparation of the consolidated Annual Statewide Workforce report by updating cases that were co-served by other Workforce Entities. For the first time, via a data sharing project completed with Oklahoma Workforce, we can now identify Participants who were served during the reporting period, by other Workforce partners. This was made possible by an electronic data sharing portal funded by a grant from the U.S. Department of Labor.

We are currently preparing for the first quarter submission of the RSA 911 PY 2020 by identifying and correcting errors and updating AWARE to accommodate significant changes to the RSA 911 that went into effect July 1, 2020.

In addition, we are preparing for a new version of AWARE that has an e-signature feature that, if adopted, will move us closer to the goal of being truly paperless. Other AWARE enhancements we anticipate, depending on costs, will allow us to import vendor claims directly into AWARE for review and approval by the local counselor.

Within the next few months, we hope to unveil a new on-line self-referral option, for potentially eligible individuals to make application directly to AWARE. In addition, on that same web portal, once registered, Participants will be able to log in and see information from their case, communicate with their counselor, and we hope at some point, be able to upload required documentation that will attach to their case without staff having to handle or scan those documents.

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

The research staff completed the SFY2020 Legislative Map.

Continues to work on the Covid-19 client survey.

Provided the Business Services and Transition team the results of their survey.

Assisted the Deaf and Hard of Hearing Transition Council with creating a survey for their needs assessment.

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

# FINANCIAL STATUS REPORT

# Department of Rehabilitation Services Financial Status Report FY 20

As of August 31 , 2020

## All Programs Agency Summary

	% of Total		2020		% Expended		% Used	
	Budget	Budget	Expenditures	Expenditures in FY 2021	Expenditures	Encumbrances	Encumbrances	% Used
Personnel	79,600,021.00	43.7%	70,085,906.84	371,838.75	88.5%	8,432,261.76	99.1%	
Travel	1,154,966.00	0.6%	777,936.74	22,515.26	69.3%	28,286.94	71.8%	
General Operating	51,626,663.00	28.3%	15,237,854.69	1,490,003.06	32.4%	5,837,698.71	43.7%	
Office Furniture & Equipment	2,058,012.00	1.1%	1,026,966.52	240,175.86	61.6%	184,327.00	70.5%	
Client / General Assistance	38,987,109.00	21.4%	28,487,281.77	1,194,128.47	76.1%	4,425,968.70	87.5%	
Indirect Cost	8,849,750.00	4.9%	8,008,826.88	0.00	90.5%	840,923.12	100.0%	
<b>Total</b>	<b>182,276,521.00</b>	<b>100.0%</b>	<b>123,624,773.44</b>	<b>3,318,661.40</b>	<b>69.6%</b>	<b>19,749,466.23</b>	<b>80.5%</b>	

## Department of Rehabilitation Services Financial Status Report FY 20

As of August 31 , 2020

All Programs						
Vocational Rehabilitation and Services for the Blind and Visually Impaired						
	Budget	% of Total Budget	2020		Encumbrances	% Used
			Expenditures	Expenditures in FY 2021		
Personnel	26,049,157.00	27.2%	21,739,950.43	79,621.27	4,069,752.21	99.4%
Travel	812,000.00	0.8%	589,279.02	10,459.09	1,245.00	74.0%
General Operating	34,641,448.00	36.2%	5,992,780.91	445,428.22	2,145,569.66	24.8%
Office Furniture & Equipment	1,270,683.00	1.3%	751,189.39	111,425.50	10,465.00	68.7%
Client / General Assistance	29,242,404.00	30.6%	21,426,702.61	891,302.60	2,349,203.63	84.4%
Indirect Cost	3,691,239.00	3.9%	3,174,316.34	0.00	516,922.66	100.0%
<b>Total</b>	<b>95,706,931.00</b>	<b>100.0%</b>	<b>53,674,218.70</b>	<b>1,538,236.68</b>	<b>9,093,158.16</b>	<b>67.2%</b>

### Vocational Rehabilitation Grant

2020						
	Budget	% of Total Budget	2020		Encumbrances	% Used
			Expenditures	Expenditures in FY 2021		
Personnel	23,333,105.00	35.5%	19,384,420.25	59,388.82	3,792,190.33	99.6%
Travel	784,000.00	1.2%	565,732.39	9,705.98	1,245.00	73.6%
General Operating	8,849,216.00	13.5%	5,564,918.17	393,180.37	1,954,298.16	89.4%
Office Furniture & Equipment	1,015,000.00	1.5%	610,608.77	98,624.31	0.00	69.9%
Client / General Assistance	28,386,559.00	43.2%	21,016,999.67	882,519.41	1,843,337.38	83.6%
Indirect Cost	3,401,148.00	5.2%	2,925,069.48	0.00	476,078.52	100.0%
<b>Total</b>	<b>65,769,028.00</b>	<b>100.0%</b>	<b>50,067,748.73</b>	<b>1,443,428.89</b>	<b>8,067,149.39</b>	<b>90.6%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of August 31 , 2020

All Programs		2020					
Oklahoma School for the Blind		Budget	Expenditures	Expenditures in FY 2021	% Expended	Encumbrances	% Used
Budget	% of Total Budget	Expenditures	Expenditures in FY 2021	% Expended	Encumbrances	% Used	
6,240,012.00	72.4%	5,791,205.10	26,289.10	93.2%	417,932.12	99.9%	
71,066.00	0.8%	56,413.72	10,735.36	94.5%	0.00	94.5%	
1,211,320.00	14.0%	714,073.18	61,096.65	64.0%	294,752.05	88.3%	
366,000.00	4.2%	87,705.12	23,910.37	30.5%	158,578.00	73.8%	
73,934.00	0.9%	40,883.63	137.00	55.5%	0.00	55.5%	
661,431.00	7.7%	584,542.13	0.00	88.4%	76,888.87	100.0%	
8,623,763.00	100.0%	7,274,822.88	122,168.48	85.8%	948,151.04	96.8%	

# Department of Rehabilitation Services Financial Status Report FY 20

As of August 31 , 2020

All Programs		2020					
Oklahoma School for the Deaf		Budget	Expenditures	Expenditures in FY 2021	% Expended	Encumbrances	% Used
Budget	% of Total Budget	Expenditures	Expenditures in FY 2021	% Expended	Encumbrances	% Used	
Personnel	51.4%	7,620,304.00	6,797,265.27	51,972.44	89.9%	630,606.40	98.2%
Travel	0.4%	64,900.00	35,027.02	2.60	54.0%	120.67	54.2%
General Operating	35.2%	5,222,872.00	1,881,981.53	253,679.54	40.9%	477,976.70	50.0%
Office Furniture & Equipment	1.8%	265,329.00	133,874.21	99,598.95	88.0%	0.00	88.0%
Client / General Assistance	5.8%	856,771.00	371,517.56	73,265.15	51.9%	140,366.76	68.3%
Indirect Cost	5.4%	795,137.00	713,015.12	0.00	89.7%	82,121.88	100.0%
<b>Total</b>	<b>100.0%</b>	<b>14,825,313.00</b>	<b>9,932,680.71</b>	<b>478,518.68</b>	<b>70.2%</b>	<b>1,331,192.41</b>	<b>79.2%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of August 31 , 2020

		All Programs					
		Disability Determination Services					
		2020		2021			
	Budget	% of Total Budget	Expenditures	Expenditures in FY 2021	% Expended	Encumbrances	% Used
Personnel	32,683,858.00	63.7%	29,406,936.46	173,697.13	90.5%	2,730,909.01	98.9%
Travel	143,000.00	0.3%	49,930.86	1,099.03	35.7%	22,672.27	51.5%
General Operating	5,873,142.00	11.4%	3,847,515.48	216,030.70	69.2%	1,627,667.95	96.9%
Office Furniture & Equipment	91,000.00	0.2%	27,444.15	0.00	30.2%	15,284.00	47.0%
Client / General Assistance	8,814,000.00	17.2%	6,648,177.97	229,423.72	78.0%	1,936,398.31	100.0%
Indirect Cost	3,695,000.00	7.2%	3,531,447.95	0.00	95.6%	163,552.05	100.0%
<b>Total</b>	<b>51,300,000.00</b>	<b>100.0%</b>	<b>43,511,452.87</b>	<b>620,250.58</b>	<b>86.0%</b>	<b>6,496,483.59</b>	<b>98.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of August 31 , 2020

All Programs		2020					
DRS Support Services		% of Total Budget	Expenditures	Expenditures in FY 2021	% Expended	Encumbrances	% Used
Personnel	7,006,690.00	59.3%	6,350,549.58	40,258.81	91.2%	583,062.02	99.5%
Travel	64,000.00	0.5%	47,286.12	219.18	74.2%	4,249.00	80.9%
General Operating	4,677,881.00	39.6%	2,801,503.59	513,767.95	70.9%	1,291,732.35	98.5%
Office Furniture & Equipment	65,000.00	0.5%	26,753.65	5,241.04	49.2%	0.00	49.2%
Client / General Assistance	0.00	0.0%	0.00	0.00	0.0%	0.00	0.0%
Indirect Cost	6,943.00	0.1%	5,505.35	0.00	79.3%	1,437.65	100.0%
<b>Total</b>	<b>11,820,514.00</b>	<b>100.0%</b>	<b>9,231,598.29</b>	<b>559,486.98</b>	<b>82.8%</b>	<b>1,880,481.02</b>	<b>98.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 20

As of August 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/Intra 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>Client / General Assistance</b>
Social Service and Assistance Payments
<b>Indirect Cost</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 31 , 2020

## All Programs Agency Summary

	% of Total		%			
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used
Personnel	81,655,730.00	51.6%	11,455,414.71	14.0%	69,950,315.29	99.7%
Travel	1,005,074.00	0.6%	10,570.21	1.1%	54,076.50	6.4%
General Operating	26,909,021.00	17.0%	1,171,752.32	4.4%	19,517,844.14	76.9%
Office Furniture & Equipment	1,679,499.00	1.1%	50,801.85	3.0%	148,472.82	11.9%
Client / General Assistance	37,732,598.00	23.8%	3,322,715.66	8.8%	31,325,218.24	91.8%
Indirect Cost	9,365,089.00	5.9%	1,320,494.38	14.1%	8,044,594.62	100.0%
<b>Total</b>	<b>158,347,011.00</b>	<b>100.0%</b>	<b>17,331,749.13</b>	<b>10.9%</b>	<b>129,040,521.61</b>	<b>92.4%</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 31 , 2020

All Programs						
Vocational Rehabilitation and Services for the Blind and Visually Impaired						
	% of Total		%			
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used
Personnel	25,028,962.00	36.3%	3,539,089.90	14.1%	21,489,872.44	100.0%
Travel	753,200.00	1.1%	5,994.65	0.8%	0.00	0.8%
General Operating	9,875,307.00	14.3%	547,123.87	5.5%	8,353,140.91	90.1%
Office Furniture & Equipment	980,494.00	1.4%	9,555.98	1.0%	30,334.11	4.1%
Client / General Assistance	28,560,601.00	41.4%	2,556,599.36	9.0%	23,204,530.54	90.2%
Indirect Cost	3,826,403.00	5.5%	517,684.79	13.5%	3,308,718.21	100.0%
<b>Total</b>	<b>69,024,967.00</b>	<b>100.0%</b>	<b>7,176,048.55</b>	<b>10.4%</b>	<b>56,386,596.21</b>	<b>92.1%</b>

Vocational Rehabilitation Grant						
	% of Total		%			
	Budget	Budget	Expenditures	Expended	Encumbrances	% Used
Personnel	22,322,425.00	34.7%	3,165,785.13	14.2%	19,156,640.22	100.0%
Travel	732,200.00	1.1%	5,597.68	0.8%	0.00	0.8%
General Operating	9,103,658.00	14.1%	522,949.97	5.7%	7,840,338.99	91.9%
Office Furniture & Equipment	794,400.00	1.2%	6,715.98	0.8%	14,924.60	2.7%
Client / General Assistance	27,916,667.00	43.3%	2,530,745.31	9.1%	22,919,265.81	91.2%
Indirect Cost	3,548,140.00	5.5%	477,767.93	13.5%	3,070,372.07	100.0%
<b>Total</b>	<b>64,417,490.00</b>	<b>100.0%</b>	<b>6,709,562.00</b>	<b>10.4%</b>	<b>53,001,541.69</b>	<b>92.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 31 , 2020

All Programs		Oklahoma School for the Blind				
	% of Total			Encumbrances	% Used	
	Budget	Budget	Expended			
Personnel	6,376,484.00	70.4%	972,380.16	15.2%	5,354,103.84	99.2%
Travel	53,000.00	0.6%	1,198.99	2.3%	0.00	2.3%
General Operating	1,645,377.00	18.2%	63,114.22	3.8%	1,515,686.60	96.0%
Office Furniture & Equipment	265,200.00	2.9%	20,275.36	7.6%	3,515.00	9.0%
Client / General Assistance	73,000.00	0.8%	0.00	0.0%	0.00	0.0%
Indirect Cost	642,964.00	7.1%	99,449.18	15.5%	543,514.82	100.0%
<b>Total</b>	<b>9,056,025.00</b>	<b>100.0%</b>	<b>1,156,417.91</b>	<b>12.8%</b>	<b>7,416,820.26</b>	<b>94.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 31 , 2020

All Programs		Oklahoma School for the Deaf				
	% of Total		%			
	Budget	Budget	Expenditures	Expended		Encumbrances
Personnel	7,819,120.00	49.3%	1,112,437.25	14.2%	6,706,682.75	100.0%
Travel	40,974.00	0.3%	331.00	0.8%	300.00	1.5%
General Operating	6,586,287.00	41.6%	71,601.23	1.1%	3,826,542.35	59.2%
Office Furniture & Equipment	328,459.00	2.1%	5,970.78	1.8%	114,623.71	36.7%
Client / General Assistance	284,997.00	1.8%	5,882.50	2.1%	66,921.50	25.5%
Indirect Cost	791,297.00	5.0%	111,455.77	14.1%	679,841.23	100.0%
<b>Total</b>	<b>15,851,134.00</b>	<b>100.0%</b>	<b>1,307,678.53</b>	<b>8.2%</b>	<b>11,394,911.54</b>	<b>80.1%</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 31 , 2020

All Programs		Disability Determination Services				
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	35,605,269.00	65.2%	4,818,751.50	13.5%	30,586,517.50	99.4%
Travel	104,900.00	0.2%	1,724.30	1.6%	53,776.50	52.9%
General Operating	5,918,090.00	10.8%	358,822.10	6.1%	3,527,310.73	65.7%
Office Furniture & Equipment	59,432.00	0.1%	0.00	0.0%	0.00	0.0%
Client / General Assistance	8,814,000.00	16.1%	760,233.80	8.6%	8,053,766.20	100.0%
Indirect Cost	4,098,309.00	7.5%	591,073.19	14.4%	3,507,235.81	100.0%
<b>Total</b>	<b>54,600,000.00</b>	<b>100.0%</b>	<b>6,530,604.89</b>	<b>12.0%</b>	<b>45,728,606.74</b>	<b>95.7%</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 31 , 2020

All Programs		DRS Support Services				
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	6,825,895.00	69.5%	1,012,755.90	14.8%	5,813,138.76	100.0%
Travel	53,000.00	0.5%	1,321.27	2.5%	0.00	2.5%
General Operating	2,883,960.00	29.4%	131,090.90	4.5%	2,295,163.55	84.1%
Office Furniture & Equipment	45,914.00	0.5%	14,999.73	32.7%	0.00	32.7%
Client / General Assistance	0.00	0.0%	0.00	0.0%	0.00	0.0%
Indirect Cost	6,116.00	0.1%	831.44	13.6%	5,284.56	100.0%
<b>Total</b>	<b>9,814,885.00</b>	<b>100.0%</b>	<b>1,160,999.24</b>	<b>11.8%</b>	<b>8,113,586.87</b>	<b>94.5%</b>

# Department of Rehabilitation Services Financial Status Report FY 21

As of August 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/Intra 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>Client / General Assistance</b>
Social Service and Assistance Payments
<b>Indirect Cost</b>

# PERSONNEL ACTIVITY REPORT

# PERSONNEL ACTIVITY REPORT AS OF SEPTEMBER 30, 2020

## FILLED AND VACANT POSITIONS

Personnel Activity = 17 vacant positions filled / 102 positions in Announcement or Selection Process

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
DDS	Disability Determination Technician / 0866	10/28/2015	DDS	09/23/2020	09/29/2020	21-017.1	Applicant list sent	09/30/2020
DDS	Disability Determination Specialist / 70 PINS Posted	70 PINS	DDS	09/02/2020	Continuous	21-020	Currently Open	
DDS	Disability Program Administrator / 0588	09/30/2015	DDS	07/28/2020	08/05/2020	21-008	McKinsey Hastings William Brewer Shyla Boomgaarden Floyd Burton Wesley Sims Carolyn Bowens Donald Walker Analisa Thornton Steven Coleman Cheryl Clemons Roshunda Hutch Michelle Okyere Elizabeth Nichols Brianna Montgomery Traci Montgomery	09/01/2020 09/21/2020
DDS	Teacher / 0259	09/16/2020	OSB	Unclassified	Appointment	21-017	Applicant list sent	09/21/2020
OSB	Food Service Specialist / 0915	01/18/2020	OSB	08/06/2020	08/25/2020	21-010	Applicant list sent	08/27/2020
OSB	Direct Care Specialist / 0453, 0173	08/01/2020 08/01/2020	OSB	08/12/2020	08/31/2020	21-011	Applicant list sent	09/02/2020
OSB	Independent Living Instructor / 0164	07/31/2020	OSB	06/15/2020	07/02/2020	20-097	Applicant List sent	07/07/2020
OSD	Administrative Technician / 0088	08/25/2020	OSD	09/02/2020	09/08/2020	21-021	Applicant List sent	09/09/2020

OSD	Direct Care Specialist / 0115, 0028	09/01/2020, 09/01/2020	OSD	09/04/2020	09/24/2020	21-023	Applicant List sent 09/25/2020
OSD	Direct Care Specialist / 1043	02/13/2020	OSD	08/19/2020	09/08/2020	21-001.1	Applicant list sent 09/11/2020
OSD	Teaching Assistant / 0060	08/01/2013	OSD	08/25/2020	08/31/2020	21-002.1	Applicant list sent 09/02/2020
OSD	Counselor I / 0247	08/14/2017	OSD	07/22/2020	Continuous	21-003	Currently Open
OSD	Direct Care Specialist / 0195	08/13/2020	OSD	08/24/2020	08/28/2020	21-013	<b>Drew Duncan</b> 09/08/2020
OSD	Teaching Assistant / 0928, 0111	08/31/2020	OSD	08/31/2020	09/17/2020	21-016	Applicant list sent 09/18/2020
OSD	Housekeeping/Custodial Worker / 1026	09/08/2020	OSD	08/31/2020	09/17/2020	21-018	Applicant list sent 09/18/2020
OSD	Food Services Specialist / 0486	03/01/2020	OSD	04/21/2020	05/08/2020	20-089	Applicant list sent 05/12/2020
VR	Rehabilitation Technician / 0545	09/01/2020	VR86 -Ada	09/01/2020	09/21/2020	21-019	Applicant List Sent 09/28/2020
VR	Vocational Rehabilitation Specialist/ 0846	08/11/2020	VR19 - OKC	09/03/2020	Continuous	21-022	Currently Open
VR	Vocational Rehabilitation Specialist / 0194	07/22/2020	VR07 - Durant	08/24/2020	Continuous	21-006.1	Currently Open
VR	Vocational Rehabilitation Specialist / 0627	07/08/2020	VR18 - Muskogee	09/15/2020	10/13/2020	21-007.1	Currently Open
VR	Vocational Rehabilitation Specialist / 0044	08/15/2020	VR67 - Tulsa	08/28/2020	Continuous	21-015	Currently Open
VR	Vocational Rehabilitation Specialist / 0014	05/04/2020	VR45 - Tulsa	09/21/2020	09/25/2020	20-095.1	Applicant list sent 09/29/2020
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 / 0820	01/01/2020	VR08 - Enid	05/19/2020	Continuous	20-091	Currently Open
VR	Vocational Rehabilitation Specialist / 0644	11/14/2019	VR42 - Poteau	08/28/2020	09/03/2020	20-068.2	Applicant list sent 09/04/2020
VR	Vocational Rehabilitation Specialist / 0438	11/16/2019	VR47 - OKC	09/29/2020	Continuous	20-078.2	Currently Open
VR	Vocational Rehabilitation Specialist / 1077	10/01/2019	VR07 - Durant	11/06/2019	Continuous	20-050	Applicant list sent 08/18/2020
VR	Vocational Rehabilitation Specialist / 0255	06/24/2019	VR23 - OKC Evaluation Center	10/08/2019	Continuous	19-129.3	Currently Open

SBVI	Business Manager / 0785	02/01/2020	SBVI 33 – BEP	08/04/2020	Continuous	21-009	Currently Open
SBVI	Vending Operations Manager / 1486	05/28/2020	SBVI 33 – BEP	08/14/2020	Continuous	21-012	Currently Open
SBVI	Vending Machine Technician / 0167	02/20/2020	SBVI 33 – BEP	08/31/2020	Continuous	21-014	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

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 = 10

As of September 30, 2020

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

None

DIVISION OF VOCATIONAL REHABILITATION

Resignation = 2

1 = 11 years 8 months

1 = 11 years 3 months

Retirement = 2

1 = 14 years 10 months

1 = 13 years 0 months

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

Retirement = 1

1 = 6 years 0 months

OKLAHOMA SCHOOL FOR THE BLIND

None

OKLAHOMA SCHOOL FOR THE DEAF

Resignation = 2

1 = 1 month

1 = 5 years 0 months

Probationary Discharge = 1  
1 = 11 months

**DISABILITY DETERMINATION SERVICES**

Resignation = 1  
1 = 8 years 2 months

Retirement = 1  
1 = 19 years 10 months

# CURRENT FTE STATUS

## FY 2021

FTE as of September 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)	75.1	74.00	0.00	(1.00)	73.00
Vocational Rehabilitation	237.8	209.00	12.00	(4.00)	217.00
Services for the Blind and Visually Impaired	113.5	100.00	5.00	(3.00)	102.00
VR/SBVI-DP	2.00	2.00	0.00	(0.00)	2.00
Oklahoma School for the Blind	99.0	89.00	4.00	0.00	93.00
Oklahoma School for the Deaf	129.3	115.00	10.00	0.00	125.00
<b>Total (NON-EXEMPT)</b>	<b>656.7</b>	<b>589.00</b>	<b>31.00</b>	<b>(8.00)</b>	<b>612.00</b>
Disability Determination Services (EXEMPT)	378.3	326.00	71.00	(378.3)	397.00
<b>TOTAL NON-EXEMPT &amp; EXEMPT</b>	<b>1035.0</b>	<b>915.00</b>	<b>102.00</b>	<b>(386.3)</b>	<b>1009.00</b>

**FY 21 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 DEAF REPORT

Oklahoma School for the Deaf  
DRS Commission Report  
Chris Dvorak, Superintendent  
October 12, 2020

Current Student Enrollment: 100 Sulphur students (11 virtual)  
10 regional students

OSD and Vocational Rehabilitation have partnered with the University of Oklahoma PreETS program to supplement transition planning for OSD students. The University of Oklahoma will directly assist students in the areas of job exploration and counseling, work-based learning, counseling on postsecondary opportunities, workplace readiness training, and self-advocacy.

Football/Volleyball Homecoming - OSD athletes competed in Green vs. White intrasquad games with a socially distanced crowd of staff and students on September 24, 2020. OSD Homecoming King and Queen are Juniors Pablo Gomez, Oklahoma City, and Brook Queen, Tulsa.

No OSD students have tested positive for COVID. Only one OSD staff member has tested positive for COVID-19 since the outbreak earlier in the year. On September 30, 2020, after receiving confirmation of the test result, OSD initiated its COVID response plan. Students were sent home for distance learning and staff vacated the campus for 24 hours. After a thorough sanitizing of the Sulphur campus, staff returned on Friday, October 2. Regional Early Childhood Education Centers at USAO and UCO were able to continue services at their respective campuses without interruption. Students will resume in person classes on the Sulphur campus on October 12, with residential students arriving Sunday afternoon, October 11.

Teachers are attending to distance learning daily, along with incorporating outdoor activities more and more into the physical instruction taking place for day and residential students. Outdoor canopies have been erected across the Sulphur campus to accommodate activity including breakfast, lunch and dinner for students and staff each day that weather permits.

The OSD website has been revamped to include portals for families, staff and students. COVID information and plans are available to any website visitor, and are updated as needed. Student-Family and Staff Handbooks are accessed through the OSD website, as well as the newly designed request and approval workflow.

OSD has offered ASL classes to the community for many years now. The number of enrolled parents, siblings, and community members has grown to 180 this fall, many of whom take advantage of the virtual option. Streaming our classes virtually has made ASL development much more accessible. We have over 30 enrollees from out of state.

The old pool area, condemned nearly a decade ago, is currently being repurposed as a space that will house robotic classes, meetings and events. The renovation is close to completion,

with the pool completely filled with concrete with a conduit system for audio-visual wiring, and a new HVAC system. This space will allow OSD to host state and national conferences in the future without sacrificing space for our athletic and physical education programs.

# OKLAHOMA REHABILITATION COUNCIL REPORT

## Oklahoma Rehabilitation Council (ORC) Report

The ORC has continued its work; since the last report, ORC met in August for its Quarterly Meeting. During the meeting, the Council received an update from the DRS Business Services Program (BSP). Also, each Committee reported on the status of all objectives and activities for FFY20.

The Policy and Legislative Committee, the Transition Committee, and the Employment Committee had one activity each that couldn't be completed in FFY20 and will therefore be continued in FFY21.

The ORC supported and assisted with the planning of the 2020 Virtual Oklahoma Tribal Vocational Rehabilitation (OKTVR) Conference held on September 2 and 3.

The ORC Strategic Planning Meeting took place on September 10 via Zoom. It included a report from Director Fruendt and a presentation of the Oklahoma Department of Transportation (ODOT) Section 5310 Transit Plan. The Committees then met individually and planned the objectives and activities for FFY21. A complete copy of the FFY21 Strategic Plan can be found at the end of this report.

The Council had a significant change in its membership in September due to the term expiration of five positions and the appointment of four vacant positions. The new members were appointed via the Governor's office and started a three-year term on September 2. The new members include:

- Matthew Barnes – Business, Industry and Labor
- Amanda Burnside – Advocacy Group
- Jerod Gleason – DRS Services for the Blind and Visually Impaired (SBVI) Counselor
- Vicky Golightly – Advocacy Group
- Sharon Harrison – Business, Industry and Labor
- Angela Jaworski – DRS Vocational Rehabilitation (VR) Counselor
- Shelly Rentz – Community Rehabilitation Provider
- Steven Shepelwich – Workforce Development Board
- Amy Synar – Parent Center Representative

The Transition Committee continued to support the Oklahoma Transition Council (OTC) and assisted the Planning Committee of the 15<sup>th</sup> Annual Oklahoma Transition Institute (OTI). The OTI was a virtual event this year and was held on September 28-30.

The ORC Quarterly Meeting Calendar for FFY21 is:

- Thursday, November 19, 2020, 9:30 am
- Thursday, February 18, 2021, 9:30 am
- Thursday, May 20, 2021, 9:30 am
- Thursday, August 19, 2021, 9:30 am
- Strategic Planning Meeting: Thursday, September 9, 2021, 9:30 am

## Oklahoma Rehabilitation Council Strategic Plan for FFY2021

The Oklahoma Rehabilitation Council complies with the Federal Rehabilitation Act mandates through its strategic plan process and the following functions and related tasks.

The Mission of the Oklahoma Rehabilitation Council (ORC) is “To facilitate consumer education and empowerment, to assure services are of high quality and lead to the employment of individuals with disabilities within the state of Oklahoma.”

### Program and Planning Committee

Reviews, analyzes and advises DSA on the Core Common Measures of Section 106 of the *Rehabilitation Act of 1973*, as amended, by the Workforce Innovation and Opportunity Act (WIOA). Active participation in the DRS State Plan Meetings. Active participation on the DRS Statewide Assessment and analyze the trends of the Case Surveys.

#### Goal 1

In accordance with Section 105 (A)(c)(i) of the Rehab Act, the Program and Planning Committee, will quarterly or as necessary, review, analyze and advise the Designated State Agency (DSA) on the performance measurements, client surveys, Statewide Assessment, and other relevant data.

Program and Planning Committee Objectives	Met	Unmet/Reason
<p><b>Objective 1.1</b> Review, analyze, and advise the DSA regarding the performance of the State unit's responsibilities, particularly related to</p> <ul style="list-style-type: none"> <li>a) Eligibility, including order of selection;</li> <li>b) The extent, scope and effectiveness of services provided; and</li> <li>c) Functions performed by DSA that affect or potentially affect the ability of</li> </ul>		

individuals with disabilities in achieving employment outcomes.		
<b>Objective 1.2</b> Advise the DSA regarding activities and assist in the preparation of the Vocational Rehabilitation (VR) portion of the State Plan, amendments to the plan, applications, reports, needs assessments and evaluation.		

<b>Program and Planning Committee Activities</b>	<b>Status</b>	<b>Unmet/Reason</b>
<b>Activity 1.1</b> - Develop, agree to, and review State Plan goals, priorities, and recommendations.		
<b>Activity 1.2</b> - Evaluate the effectiveness of the program and submit reports to the RSA Secretary under the Office of Special Education and Rehabilitation Services (OSERS).		
<b>Activity 1.3</b> - Review and evaluate Field Coordinators data on the performance activities of the DSA at the quarterly ORC meetings.		
<b>Activity 1.4</b> - Host a DSA partner focus group (via zoom) to provide input on how to meet the 2017-2019 needs assessment recommendations.		

## Goal 2

The Program and Planning Committee will support quality customer services, career planning and effective employment.

<b>Program and Planning Committee Objectives</b>	<b>Met</b>	<b>Unmet/Reason</b>
<b>Objective 2.1</b> - Assist the DSA with the continued improvement of consumer		

satisfaction surveys and review survey outcomes.		
<b>Objective 2.2</b> To avoid duplication of efforts and enhance the number of individuals served, encourage coordination of activities among WIOA partners to move all clients to successful employment.		

<b>Program and Planning Committee Activities</b>	<b>Met</b>	<b>Unmet/Reason</b>
<b>Activity 2.1</b> Review findings of the case milestone surveys conducted by the DSA and give recommendations for continued or improved quality of service.		
<b>Activity 2.2</b> Serve as a repository for disability specific groups. Make recommendations to the Oklahoma Rehabilitation Council for potential collaboration, partnership and/or initiatives with disability specific groups.		
<b>Activity 2.3</b> Review results of DSA COVID-19 client survey.		

## Executive Committee

Comprised of the SRC Chair, Vice-Chair, and 3 members-at-large. The Executive Committee also consists of the Associate Director and Director of Sponsored Programs of the OSU, Department of Wellness, who oversees the contractual administration of the ORC. Ensures that committees are assigned to meet the requirements of Section 105 of the Rehab Act with regard to Public Hearings, State Plan, Comprehensive Needs Assessment, Customer Satisfaction and Annual Report.

### Goal 3

Maintain standing committees that address the goals and objectives outlined by the ORC, the DSA State Plan, and the Rehabilitation Act (i.e., Policy and Legislative Committee, Program and Planning Committee, and Transition and Employment Committee). Every ORC member will serve on a committee(s).

<b>Executive Committee Objectives</b>	<b>Met</b>	<b>Unmet/Reason</b>
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<p><b>Objective 3.1</b> Prepare and submit to the Governor and to the Secretary no later than 90 days after the end of the Federal fiscal year an annual report on the status of vocational rehabilitation programs operated within the State and make the report available to the public through appropriate modes of communication.</p>		
<p><b>Objective 3.2</b> Resources. The Council, in conjunction with the Designated State Agency, must prepare a plan for the provision of resources, including staff and other personnel that may be necessary and sufficient for the Council to carry out its functions under this part. The resource plan must, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan. Any disagreements between the Designated State Agency and the Council regarding the amount of resources necessary to carry out the functions of the Council must be resolved by the Governor, consistent with paragraphs (i)(1) and (2) of this section. The Council must, consistent with State law, supervise and evaluate the staff and personnel that are necessary to carry out its functions. Those staff and personnel that are assisting the Council in carrying out its functions may not be assigned duties by the Designated State Agency or any other agency or office of the State that would create a conflict of interest.</p>		

Executive Committee Activities	Met	Unmet/Reason
<p><b>Activity 3.1</b> Meet with DSA Division Administrators and the State Director, quarterly, or as needed, to maintain regular communication.</p>		
<p><b>Activity 3.2</b> As a Council vacancy opens, the Program Manager will recruit, recommend,</p>		

and consult with the Governor's Deputy of Appointments to ensure membership compliance with the Rehabilitation Act.		
<b>Activity 3.3</b> Actively recruit and outreach with businesses and disability organizations to educate them on the services of DSA as well as the SRC purpose.		
<b>Activity 3.4</b> Continue to coordinate with the DSA Division Administrators to ensure the attendance of Field Coordinators and associate members to attend quarterly meetings.		
<b>Activity 3.5</b> The ORC will send at least one representative to the SILC quarterly meetings, and a SILC representative will attend and report to the ORC on SILC activities.		
<b>Activity 3.6</b> Explore opportunities for orientation of SILC members on the role of the ORC.		
<b>Activity 3.7</b> Continually review and update the ORC Website.		
<b>Activity 3.8</b> Review and approve the Council's Strategic Plan after the Strategic Planning Meeting.		
<b>Activity 3.9</b> ORC will continue to support the partnership between the DSA and OKTVR and will assist the OKTVR with the planning of their activities.		

## Policy and Legislative Committee

Activities include, but are not limited to, advocacy and education, policy and State Plan review, State Plan Public Hearings and Success Stories. Also, responsible for the reviewing/monitoring of pending and current disability-related legislation, particularly with respect to impact on funding; suggest/develop legislation as needed. Active participation on the DRS Policy Re-engineering Committee. Support DRS with both national and state efforts

to enhance advocacy activities and services for VR and Services for the Blind and Visually Impaired (SBVI) clientele.

**Goal 4:**

The ORC will build capacity for consumer education and empowerment to showcase awareness and education for both consumers and employers.

Policy and Legislative Committee Objectives	Met	Unmet/Reason
<p><b>Objective 4.1</b> To avoid duplication of efforts and enhance the number of individuals served, coordinate activities with the activities of other councils within the State, including the Statewide Independent Living Council, the Advisory Panel of the Individuals with Disabilities Education Act, the State Developmental Disabilities Planning Council, the State Mental Health Planning Council, the State Assistive Technology Act Program and the State Workforce Development Board.</p>		
<p><b>Objective 4.2</b> Provide for coordination and the establishment of working relationships between the designated State Agency and the Statewide Independent Living Council and centers for independent living within the State</p>		
<p><b>Objective 4.3</b> Support DSA with disability-related legislation during the Oklahoma Legislative Session</p>		
<p><b>Objective 4.4</b> Support DSA efforts with Access for All Initiative for all job seekers, businesses, and employers worksites through all levels of Oklahoma Works. Working with the Governor’s Council for Workforce and Economic Development (GCWED), system partners bring sharper focus on developing and employing more Oklahomans with disabilities.</p>		

Policy and Legislative Committee Activities	Met	Unmet/Reason
<p><b>Activity 4.1</b> Partner with DSA on “Disability Awareness Day at the Capitol”, by marketing the event, setting up an exhibitor booth, and assisting consumers by being legislative guides.</p>		
<p><b>Activity 4.2</b> Continue participation and input with VR/SBVI Division Staff to ensure the DSA policies are in alignment with the Rehabilitation Act, Oklahoma consumer needs and employment outcomes.</p>		
<p><b>Activity 4.3</b> The ORC will partner with the Council of State Administrators of Vocational Rehabilitation (CSAVR) on federal legislative initiatives by attending the spring and/or fall meetings and by participating in national sub-committee activities and providing updates to full Council. The ORC Program Manager will provide the Council with any DSA policy updates during each ORC Council Quarterly meeting.</p>		
<p><b>Activity 4.4</b> Provide public comment on policy changes, promote consumer attendance at all public hearings, and distribute flyers with a summary of proposed changes and information on public hearings.</p>		
<p><b>Activity 4.5</b> ORC PM will coordinate to share pertinent disability-related information and resources with OK Congressional members in their local district offices.</p>		
<p><b>Activity 4.6</b> ORC will assist with marketing and to be determined activities with the new transit plan being implemented.</p>		
<p><b>Activity 4.7</b> ORC will visit with State Legislators to share information and stories as appropriate. ORC will also partner with different disability-related agencies/groups to share their success stories and DSA information with legislators as appropriate.</p>		

## Transition Committee

Active participation on the Oklahoma Transition Council. Support DRS with statewide efforts to enhance transition activities and services for youth in secondary settings to increase successful employment outcomes.

### Goal 5

Facilitate the communication of transition services information between Tribal VR, DRS, OSDE, MHSAS, Career Tech, and other agencies/partners.

Transition Committee Objectives	Met	Unmet/Reason
<b>Objective 5.1</b> The ORC will continue to increase and update transition resource links on the DSA website, including resources for self-advocacy and self-determination.		
<b>Objective 5.2</b> The ORC will promote increased student and family involvement in transition planning by inviting transition students and families to share their transition experience and professionals (educators, VR counselors and others) to share information (via a one-pager, virtually, in person, etc.) about transition programs ( <u>Career Exploration</u> , STEP, Project SEARCH, etc.), including best practices, at one of the quarterly ORC meetings.		
<b>Objective 5.3</b> The ORC Transition Committee will partner with Sooner Success to disseminate information regarding an On the Road presentation that will provide valuable transition resources (including DRS Transition Services) to students and families.		

### Goal 6

Continue to work with the DSA on the needs assessment of individuals with disabilities for transition career services and pre-employment transition services. This goal will satisfy the final requirement listed in the VR Services portion of the Unified State Plan – Description – Statewide Assessment.

Transition Committee Objectives	Met	Unmet/Reason
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<b>Objective 6.1</b> The ORC will continue to collaborate with the DSA Process Improvement staff on the needs assessment instrument to determine the needs of youth.		
<b>Objective 6.2</b> The ORC will utilize the needs assessment on transition services final report in the next state planning update.		

## Goal 7

Promote self-advocacy and self-determination resources for youth and their families to increase future opportunities for success.

<b>Transition Committee Objectives</b>	<b>Met</b>	<b>Unmet/Reason</b>
<b>Objective 7.1</b> The ORC will promote self-advocacy and self-determination trainings and resources for youth and their families to increase future opportunities for success by partnering with the Developmental Disabilities Council of Oklahoma and the Oklahoma Parent's Center.		
<b>Objective 7.2</b> The ORC will disseminate at least five self-advocacy and self-determination training opportunities and/or resources.		

<b>Transition Committee Objectives</b>	<b>Met</b>	<b>Unmet/Reason</b>
<b>Activity 7.1</b> With the assistance of the Committee, the ORC Program Manager, will invite and schedule at least one student and their family to share their transition experience at one of the Quarterly ORC meeting or the Transition Committee meetings.		
<b>Activity 7.2</b> With the assistance of the Committee, the ORC PM will invite and schedule professionals (educators, VR		

counselors, and others) to share information about transition programs at one of the quarterly ORC meetings or the Transition Committee meetings.		
<b>Activity 7.3</b> The ORC will annually review the State Department of Education, Special Education Child Count Data to study trends and report to DSA in order for the DSA to have an awareness of future needs of both consumers and personnel.		
<b>Activity 7.4</b> The DRS Transition Coordinator will seek input from the Transition Committee for the Student Checklist that is currently being revised.		
<b>Activity 7.5</b> The ORC Transition Committee will assist with the dissemination of the Transition Folders to students, families, special ed teachers, support staff, VR counselors, and partner agencies.		

## Employment Committee

With an increased emphasis on employment under the new Workforce Innovation and Opportunity Act (WIOA), this Committee will work together to strengthen coordination with employment and training services for individuals with disabilities who are job seekers.

### Goal 8

The ORC will collaborate with DSA to proactively promote Job Readiness and evidence-based supported employment and education to increase employment and education rates.

Employment Committee Objectives	Met	Unmet/Reason
<b>Objective 8.1</b> Partner with the DRS Business Services Program (BSP) and Oklahoma ABLE Tech to provide employers in Oklahoma information regarding accessibility in the workplace in order to create a viable employment marketplace for VR/SBVI clientele.		

<b>Objective 8.2</b> Improve the dissemination of employment resources to all ORC stakeholders.		
<b>Objective 8.3</b> Support the DRS BSP mission and assist the Business Advisory Council (BAC) when needed.		
<b>Objective 8.4</b> Develop employer partnerships in Oklahoma's identified industry ecosystems.		

<b>Employment Committee Activities</b>	<b>Met</b>	<b>Unmet/Reason</b>
<b>Activity 8.1</b> Support the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) and DSA in their collaboration of the Individual Placement Support (IPS) Model.		
<b>Activity 8.2</b> Gather Data for IPS to review potential DSA policy changes.		
<b>Activity 8.3</b> Identify ORC Stakeholders to include in identification and dissemination of employment resources in an accessible format.		
<b>Activity 8.4</b> Identify critical occupations within industry ecosystems to target the dissemination of employment resources.		
<b>Activity 8.5</b> Expand training options for Consumers to receive further soft skills employment training.		
<b>Activity 8.6</b> Update ORC's website with employment resources.		
<b>Activity 8.7</b> Support Business Services Career events.		

*Respectfully submitted by  
Carolina Colclasure, ORC Program Manager*

# **STATEWIDE INDEPENDENT LIVING COUNCIL REPORT**

## **SILC Report to DRS Commissioners**

**By Sidna Madden, Program Administrator**

October 12, 2020

The SILC Executive Director continues to serve on several National Boards for Independent Living, representing Oklahoma Independent Living, and has participated in Executive Committee Zoom meetings as the Treasurer for APRIL (Association of Programs for Rural Independent Living) as well as the Conference Planning Committee and the full APRIL Board meetings. She also serves in the same capacity for NASILC (National Association of Statewide Independent Living Councils) as Treasurer on the Executive Committee, Conference Planning and full Board Zoom meetings. For NCIL (National Council

As the Executive Director, Sidna Madden worked with Barbara Reed and Jonathan Cook to record the SILC training session for the next DRS Academy.

There has been the formation of a new 'IL Network' that consists of the SILC Executive Committee, 2 Center Directors, Tonya Garman as the SILC liaison for DRS, and Melinda Fruendt and Kevin Statham. The group plans to meet quarterly, but have been scheduling monthly meetings. These meetings have been a works in progress, and have included conversations about PPE for consumers, housing for people with disabilities, the State Plan for Independent Living (SPIL) and other information in regards to the Centers, their consumers and COVID.

At the September 25<sup>th</sup> quarterly Zoom meeting for SILC, we held elections of officers and the new officers are:

Chair – Dr. Phillip Lewis

Vice Chair – Kyle King

Secretary – Rachel Allen

At Large Past Chair – Vikki Walls

At Large – Sandi Webster

At Large – Tara Brown

The new SILC Chair and the SILC Executive Director have hosted a few meetings with a marketing company from Tulsa called Variable Systems and have contracted with them to help promote and market each of the 5 Centers for Independent Living, provide informational videos, and boost social media presence. Progressive Independence will be the first Center that we will target and will be working with the Center director and the marketing agency during this phase of work.

The SILC Executive Committee has met numerous times since the drafting of the State Plan, and to addressing the idea of getting a marketing campaign in place to help the Centers reach more potential consumers as well as to get information to the public in regards to the services they each provide.

The annual APRIL Conference has gone to a Zoom conference in light of COVID. SILC reached out to the Centers and offered to pay for Center Directors and/or Staff to participate in the virtual conference. It is being held October 12-16 and SILC registered 19 attendees, which includes Tonya Garman for DRS.

The FFY21 began on October 1, and the next quarterly SILC meeting will be held via Zoom on November 13, 2020 at 10:00am.

# COMMUNICATION DIRECTOR'S REPORT

## DRS Communications Team

Federal Fiscal Year 2020 Report – 10/01/19-09/30/20

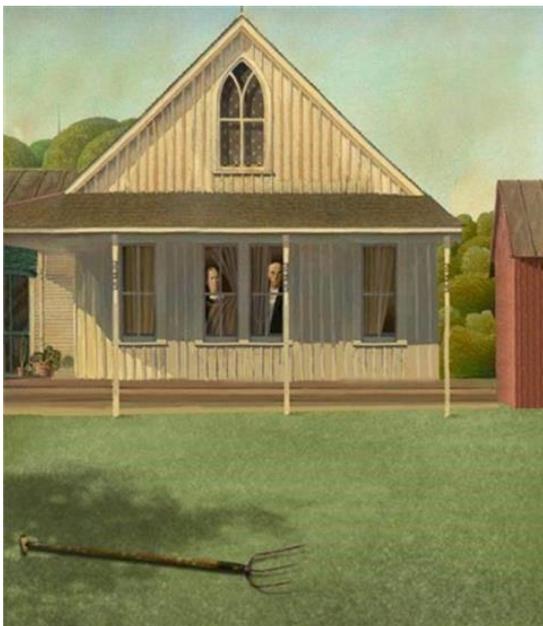
SUMMARY OF PROJECTS	QUANTITY PRODUCED
	FFY 2020
Media Releases/Publicity/Campaigns	70
Publications/Graphics	60
Oklahoma News Target	189
Special Projects	28
Videos/PSAs	18
Inquiries	3,601
Website/Social Media	49

### SNAPSHOT

Until the middle of March, 2020 was a regular year with the Communication Team's focused on DRS' mission to empower Oklahomans with disabilities.

Our job is to promote 25 DRS employment, education and independent living programs and the determination of medical eligibility for disability benefits serving 82,787 Oklahomans with disabilities.

On, March 19, 2020, Governor Kevin Stitt declared a state of emergency due to COVID-19 and directed state agencies to relocate employees to balance our safety while continuing to provide critical services to the citizens of Oklahoma.



Buildings were closed to the public. Events were cancelled. Students stayed home after spring break and began distance learning. Some businesses and government agencies waited for the “temporary” crisis to end.

The Commission for Rehabilitation Services, Executive Director **Melinda Freundt**, DRS Executive Team and DRS employees protected safety while continuing to provide critical services.

DRS Communications immediately launched a popular employee COVID-19 meme contest to boost spirits during the

transition. Hundreds entered, but the winner on June 23 was Dyrinda Tyson-Jones from Management Services Division's Contracts and Purchasing.

During the pandemic, Communications Director **Jody Harlan** and the Communications' team completed marketing campaigns featuring media strategy, publications, web and social media, and sometimes videos for COVID-19 response, 100<sup>th</sup> anniversary of the Vocational Rehabilitation program, 30<sup>th</sup> Anniversary of the Americans with Disabilities Act, Census 2020, 25<sup>th</sup> People with Disabilities Awareness Day, School for the Deaf's Aquatic Activity Center and Safe Room groundbreaking, non-partisan voter updates, Career Opportunity Expo, Virtual Leadership Summit and White Cane Safety Awareness Day.

Communications Customer Service Representative **Brett Freeman** continued to answer State Offices phones live and in person at a time when many other agencies relied on recorded messages.



From January to August, Communications Manager **Dana Tallon** designed multiple State Branding Campaign projects to support the State of Oklahoma's new branding campaign. She designed and implemented a new DRS logo, social media artwork, public website updates, letterhead, envelopes, business cards and email signatures, except for OSB and OSD business cards, which were designed by Communications Officer III **Brett Jones**.

**Brett Jones** wrote and designed 60 publications, including 24 Breaking Barriers employee newsletters and nine new or revised publicans in Spanish with the assistance of translator **Merlyn Romero** from Hispanic Community Outreach. Brett recorded audio versions of DRS publications for people who are blind in collaboration with Administrative Programs Officer **Jill Streck** from SVBI's Oklahoma Library for the Blind.

Communications Administrative Assistant II **Cathy Martin** researched and published DRS and COVID-19 news stories in DRS's daily "OK News Target" and maintained the VR and SBVI's consumer success stories database. She also translated other agencies' COVID-19 memes and documents to make them fully accessible so DRS could share them.

Administrative **Technician Rachel McLemore** transferred to the Communications Team in late 2019. She completed a comprehensive update of 3,000 pages of disability and government organizations in the online, fully accessible DRS Disability Resource Guide. The Guide reaches



an estimated 10,000 users each month. Rachel also managed the ADA 30<sup>th</sup> Anniversary campaigns for traditional and social media, and internal marketing.. <https://officemgmtentserv.sharepoint.com/sites/extranet/OKVJIC>.

When in person media interviews were limited by travel restrictions, **Jody Harlan** reached out to talk radio personalities to set up remote interviews for DRS staff, including KCCU in Lawton-Fort Sill, Duncan, Altus and Ardmore; KUSH in Cushing; KGWA in Enid, KEYB in Altus, and the national “Speaking Out for the Blind” show.

### **2020 HIGHLIGHTS FROM MEDIA STORIES**

On October 15, Services for the Blind and Visually Impaired led white cane users in a stroll through downtown OKC and on streetcar ride to celebrate National White Cane Safety Awareness Day.

The award-winning Oklahoma School for the Blind Jazz Band performed a free concert the same date at Woodland Hills Mall in Tulsa.

Vocational Rehabilitation client **Linden Robertson** was spokesperson for DRS National Disability Employment Awareness Month in October.

Oklahoma School for the Deaf girls’ basketball team won the first regional volleyball championship in history.

A record-breaking 33 contestants convened November 14 for the 7<sup>th</sup> Oklahoma Regional Cane Quest hosted by Oklahoma School for the Blind.

DRS Business Services Program hosted the first Career Opportunity Expo 2020: Ready, Set Hired! February 11 at Shepherd Center in OKC.

In December, National Deafdigest Sports named **Angie Shelby**, OSD’s volleyball coach, as 2019 coach of the year for all schools for the Deaf in the nation.

OSD broke ground January 22 on land reserved for a new Aquatic Activity Center and Safe Room in Sulphur.

Due to Capitol construction, the Communications Team organized a month-long mobile statewide outreach campaign for the 25th annual People with Disabilities Awareness Day and a small awards ceremony at the state Capitol on March 10.

OSD boys' and girls' basketball teams earned two championships at the Great Plains Schools for the Deaf tournament against seven teams in Sulphur. The boys' win was the first championship in 30 years.

DRS attorney **Richard Olderbak** posthumously earned DRS Disability Leadership Award.

On March 10, Communications posted the first COVID-19 alert on the DRS public website at <http://www.ok.drs.gov>.

On March 24, Disability Determination Services began the transition to telework.

On March 31, **Governor Kevin Stitt** declared a state of emergency due to COVID-19 and directed state agencies to relocate their staff to telework.

On April 13, the Commission invited the public to attend their first virtual Commission meeting on Zoom.

In May, 11 outstanding OSD seniors and 10 OSB seniors graduated from high school with virtual pomp and circumstance.

June 2 marked the 100th anniversary of the Vocational Rehabilitation, the employment program for Americans and Oklahomans with disabilities.

DRS Transition's summer STEM camps were "online and doing fine" in seven locations in June and July.



Isaiah Holt scores in Great Plains Schools for the Deaf tournament in Sulphur.



OSB student De'Poris Willis (right) accepts the DRS Student of the Year award from DRS Executive Director Melinda Fruendt (left) and Commission for Rehabilitation Services Commissioner Emily Cheng at the State Capitol.

Governor Kevin Stitt in July.

The National Library Service for the Blind and Print Disabled at the Library of Congress gave SBVI's Oklahoma Library for the Blind and Physically Handicapped the national Library of the Year Award with \$1,000 award in August.

In September, **Commissioner Wes Hilliard** was elected chair, **Theresa Flannery** was elected vice chair and **Past Chair Jace Wolfe, Ph.D.**, continued to serve as a member of the Commission for Rehabilitation Services.

(###)

We celebrated the 30<sup>th</sup> anniversary of the signing of the Americans with Disabilities Act on July 26th, 1990.

**Sonya Cochran** was the official spokesperson for Helen Keller Deaf-Blind Awareness Week, June 21 through 27.

**Commissioner Emily Cheng** completed three years of service to Oklahomans with disabilities in July.

**Commissioner Theresa Flannery** was appointed as the newest member by

# COMMISSION MINUTES

**Oklahoma Commission for Rehabilitation Services  
Department of Rehabilitation Services  
Conducted by Video-Conferencing  
Regular Commission Minutes  
September 14, 2020**

Jace Wolfe, Commission Chair  
Wes Hilliard, Commission Vice-chair  
Theresa Flannery, Commission Member

Sign Language Interpreters are provided for public accessibility

**PRESENT**

Jace Wolfe, Commission Chair  
Wes Hilliard, Commission Vice-Chair  
Theresa Flannery, 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**

**INTRODUCTION OF NEW COMMISSION MEMBER**

Commissioner Wolfe recognized Theresa Flannery. Mrs. Flannery was recently appointed by Governor J. Kevin Stitt to serve a three-year term from June 16, 2020 and expiring June 15, 2023. Commissioner Flannery is presently employed as senior director for social services at Catholic Charities of the Archdiocese of Oklahoma City and has worked closely with DRS for 20 years when she was Community Resources and Compliance Director at Dale Rogers Training Center.

**CERTIFICATES OF APPRECIATION**

Commissioner Wolfe recognized Executive Director Fruendt to present Certificates of Appreciation. Those receiving certificates were Huang Nguyen, Dana Tallon, Kim Lohr and Shanda Albertson. Commission Chair Wolfe extended his thank you to each of the recipients.

**PRESENTATION OF LONGEVITY CERTIFICATES**

Commissioner Wolfe recognized two Individuals for their longevity with the State of Oklahoma. Melinda Fruendt, Executive Director of DRS, received her twenty-five (25) year pin. During this time, Executive Director Fruendt has served DRS in several positions, becoming Executive November 5, 2018, and has received numerous awards and certifications.

Commissioner Wolfe recognized Kathy Lowry received her forty (40) year pin. Ms. Lowry began her work with DRS as a Typist Clerk and is now the Manager of the Contracts and Purchasing Unit.

### **PRIORITY GROUP UPDATE**

Commissioner Wolfe recognized Mark Kinnison, Director of Rehabilitation Services, who gave the Priority Group Update. As of this morning Priority Group I has twenty-five (25), Priority Group II has eight hundred eighty-eight (888), and Priority Group III has one hundred sixteen (116) with a total of one hundred twenty-nine (129). Two hundred twenty five (225) clients in Priority Groups I and II were released September 3rd.

### **FINANCIAL STATUS REPORT**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer, who reported the Financial Status Reports for FY20 as of June 30 and July 31, 2020.

### **PERSONNEL ACTIVITY REPORT**

Commissioner Wolfe recognized Tom Patt, Human Resources Director who reported on the personnel activity report as of August 31, 2020. The activity report also has current FTE status.

### **VOCATIONAL REHABILITATION SERVICES**

Commissioner Wolfe recognized Mark Kinnison, Director of Rehabilitation Services. His report Included staff returning to offices during Phase II the COVID-19 Program; and updates on Transition Services, Business Services; and client services. Commissioner Flannery was pleased to hear about the Transition Unit; and Commissioner Wolfe was Impressed with the Unit's ability to still connect with the clients with the COVID-19.

### **ABLE TECH**

Commissioner Wolfe recognized Linda Jaco, Associate Director and Director for sponsored Programs at OSU. Her report Included the Alternative Financing Report; and Access for All report.

### **2021 COMMISSION CALENDAR**

Commissioner Wolfe presented the 2021 Commission Calendar for discussion. There was no discussion, and the calendar will be placed on the agenda In October to be reviewed and discussed for a possible vote.

## **ACTION ITEMS**

### **COMMISSION MEETING MINUTES**

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

***Motion was made by Commissioner Hilliard and seconded by Commissioner Wolfe, and Commissioner Flannery abstained, to approve the July 13, 2020 minutes. With majority voting in the affirmative, Motion passed.***

## **FY 2022 BUDGET REQUEST**

Commissioner Wolfe recognized Kevin Statham, Chief Financial Officer, for review, discussion with possible vote for the approval of the FY 2022 Budget Request.

***Motion was made by Commissioner Hilliard and seconded by Commissioner Wolfe to approve the FY2022 Budget Request. All three Commissioners voted in the affirmative. Motion passed.***

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

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

***Motion was made by Commissioner Hilliard and seconded by Commissioner Wolfe to approve the July and August, 2020 OLBPH donations. All three Commissioners voted in the affirmative. Motion passed.***

## **OKLAHOM SCHOOL FOR THE BLIND DONATIONS**

Commissioner Wolfe recognized Rita Echelle, Superintendent of OSB who reviewed their August, 2020 OLBPH donation report, for possible vote for approval.

***Motion was made by Commissioner Hilliard and seconded by Commissioner Wolfe to approve the August, 2020 OSB donations. All three Commissioners voted in the affirmative. Motion passed.***

## **OKLAHOM SCHOOL FOR THE DEAF DONATIONS**

Commissioner Wolfe recognized Chris Dvorak, Superintendent of OSD who reviewed their August, 2020 OLBPH donation report, for possible vote for approval.

***Motion was made by Commissioner Hilliard and seconded by Commissioner Wolfe to approve the August, 2020 OSD donations. All three Commissioners voted in the affirmative. Motion passed.***

## **ELECTION OF COMMISSION OFFICERS**

Commissioner Wolfe recognized the Commissioners for the Election of the 2020-21 Officers.

***Motion was made by Commissioner Wolfe and seconded by Commissioner Hilliard to elect Commissioner Hilliard as the Chair for 2020-21. All three Commissioners voted in the affirmative. Motion passed.***

***Motion was made by Commissioner Hilliard and seconded by Commissioner Wolfe to elect Commissioner Flannery as Vice-Chair for 2020-21. All three Commissioners voted in the affirmative. Motion passed.***

Commissioner Hilliard stated his appreciation to Commissioner Wolfe for his direction and service as Chair. Executive Director Freundt also gave Commissioner Wolfe a thank you from herself for his service and support throughout his time as Chair, and welcomed Commissioner Hilliard as Chair.

**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, October 12, 2020 at 10:30 a.m.

Oklahoma Department of Rehabilitation Services

Video-conferencing

**ADJOURNMENT**

Commissioner Wolfe adjourned the meeting.

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

**PROPOSED  
2021  
COMMISSION  
MEETING  
SCHEDULE**

**State of Oklahoma**  
**COMMISSION FOR REHABILITATION SERVICES**  
**3535 NW 58th Street, Suite 500**  
**Oklahoma City, OK 73112**  
**2021 Regular Meeting Schedule**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>DEADLINE</b>
January 11, 2021	10:30 AM	State Office, Suite 200	1-Jan
February 8, 2021	10:30 AM	Oklahoma Library for the Blind and Physically Handicapped *	29-Jan
March 8, 2021	10:30 AM	State Office, Suite 200	26-Feb
April 12, 2021	10:30 AM	State Office, Suite 200	2-Apr
May 10, 2021	10:30 AM	Oklahoma School for the Blind **	30-Apr
June 14, 2021	□ 10:30 AM	State Office, Suite 200	4-Jun
July 12, 2021	10:30 AM	State Office, Suite 200	2-Jul
August, 2021		NO COMMISSION MEETING	
September 13, 2021	10:30 AM	State Office, Suite 200	3-Sep
October 11, 2021	10:30 AM	Oklahoma School for the Deaf ***	1-Oct
November 8, 2021	10:30 AM	State Office, Suite 200	29-Oct
December 13, 2021	10:30 AM	State Office, Suite 200	3-Dec

**CONTACT PERSON:** Carol A. Brown, Commission Assistant  
Office: 405-951-3472      email: cabrown@okdrs.gov      cell: 405-651-1075

\*300 NE 18th Street Oklahoma City, OK 73105  
\*\* 3300 Gibson Street Muskogee, Oklahoma 74403  
\*\*\* 1100 E. Oklahoma Sulphur, Oklahoma 73086  
Each school has their own security

07/30/21

THIS IS A DRAFT DOCUMENT IT DOES NOT HAVE COMMISSION APPROVAL

# Proposed Policy Changes

**OKLAHOMA COMMISSION FOR REHABILITATION SERVICES**

**EXECUTIVE SUMMARY**

**DRS POLICY, CHAPTER 20. SPECIAL SCHOOLS  
SUBCHAPTER 2. CONTRACTED INSTRUCTIONAL PERSONNEL**

**September 24, 2020**

**ISSUE:** The emergency rule revision to 612 policy in Chapter 20 updates personal leave allowing the employee to receive a rate of \$75 for each full day of unused leave after the end of each academic year. This is an emergency policy request that will be resubmitted to the commission for review at the December Commission meeting as a permanent policy. The emergency rule allows the revisions to become effective for the 2020-2021 academic year. The rule will be added to the 2020-2021 rulemaking cycle to replace the temporary emergency rule and become permanent.

**STAFF RECOMMENDATION:**

Approval:

**612:20-2-7. Employee Benefits [AMENDED]**

**BUDGET IMPACT:** The proposed 612 emergency rule has no impact on the budget.

**ATTACHMENTS/PACKET SUPPORT DOCUMENTS:**

612:20-2-7

1 **612:20-2-7. Employee benefits [AMENDED]**

2 (a) **Personal leave.** Contracted instructional staff will receive five days each academic  
3 year. Such leave shall vest at the beginning of each academic year and may be taken  
4 with the approval of the school superintendent. Personal leave may not be charged to  
5 sick leave ~~and, and any unused personal leave~~ will not be cumulative. Unused personal  
6 leave and will not be paid to the employee at the rate of \$75 for each full day of unused  
7 leave after the end of each academic year upon separation from the Department.

8 (b) Sick leave. Contracted instructional staff will receive ten days sick leave per  
9 academic year. Such leave shall vest at the beginning of each academic year and  
10 unused sick leave shall be cumulative up to a total of sixty working days. Such leave is  
11 to be used when the employee is required to be absent from duty due to personal injury,  
12 illness or pregnancy, or injury or illness of an immediate family member requiring the  
13 employee's care. In instances where a contracted instructional staff person has  
14 exhausted all accrued sick leave and continues to be absent due to personal injury,  
15 illness, or pregnancy, that employee is entitled to an additional twenty days at full salary  
16 less the amount actually paid to employ a substitute to temporarily assume the absent  
17 employee's position; as long as the total leave does not exceed the total number of days  
18 in the contract period. Sick days may be accrued as credit toward retirement.  
19 Otherwise, all accumulated sick leave will be canceled upon separation from the  
20 Department.

21 (c) Family and medical leave. Family and medical leave will be granted in accordance  
22 with the Family Medical Leave Act. 1

23 (d) Educational leave. A teacher may apply for up to 80 hours per academic year for  
24 educational leave. Such leave must be pre-approved by the immediate supervisor and  
25 Superintendent.

26 (e) Jury duty. Contracted instructional personnel will be granted leave for jury service in  
27 a criminal, civil, or juvenile proceeding and will receive the full, current contract salary  
28 during such service; provided that the Department may deduct any compensation  
29 received for serving as a juror from the employee's salary during such service.

30 (f) Armed forces leave. Contracted instructional personnel who are members of the  
31 Reserve Forces of the Army, the Navy, the Marine Corps, the Coast Guard, the Air  
32 Force, or any other component of the Armed Forces of the United States, including  
33 members of the Air or Army National Guard, shall, when ordered by the proper authority  
34 to active duty or service, be entitled to a leave of absence from employment with the  
35 Department for the period of such service without loss of status or efficiency rating.

36 (g) Shared leave. The state leave sharing program permits state employees to donate  
37 leave to a fellow state employee who is suffering or has a relative who is suffering from  
38 an extraordinary or severe illness, injury, impairment, or physical or mental condition  
39 which has caused, or is likely to cause, the employee to take leave without pay or  
40 terminate employment. Contracted instructional personnel may contribute sick leave  
41 under this program. The shared leave will be credited on a dollar for dollar basis.

42 (h) Other leave. Any leave not defined in this Section shall be treated as personal  
43 leave.

44 (i) Health and life insurance. Each Department employee receives health and life  
45 benefits coverage as prescribed by the agency at no cost. The employee may elect to  
46 purchase additional individual or family benefit options.

47 (j) Retirement. Contracted instructional personnel employed before July 1, 1995 may  
48 continue participation in either the State Teachers Retirement System or the Oklahoma  
49 Public Employees Retirement System. Contracted instructional personnel employed on  
50 or after July 1, 1995 will be enrolled in the State Teachers Retirement System. The  
51 employee and employer will contribute the amount prescribed by statute.

52 (k) Longevity. Contracted instructional personnel hired prior to July 1, 1995 will retain  
53 longevity as long as they remain in continuous service. Any break in service will result in  
54 the loss of longevity. New hires after July 1, 1995 will not be entitled to longevity unless  
55 provided by law.

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

**OLBPH Donation Report  
September 2020**

**Donations under \$500**

<b>Date</b>	<b>Name</b>	<b>Cash</b>	<b>Fund</b>	<b>Property</b>	<b>Value</b>
9/10	Margaret Hawkins	100.00	216		
			216		
			216		
			216		
			216		
<b>Subtotal of Cash (Under \$500) Donated in September 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 September 2020</b>		<b>0.00</b>			

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

**OKLAHOMA SCHOOL  
FOR THE BLIND  
MONTHLY  
DONATION  
REPORT**

# OSB DONATION REPORT

## September 2020 Donations

Date	Name	Cash	Fund	Property	Value
9/9/2020	Frank T. Dirksen	\$ 250.00	701		\$ 250.00
9/9/2020	Tera Webb			School supplies	\$ 95.89
<b>Subtotal of Cash (under \$500) donated in September 2020</b>		<b>\$ 250.00</b>		<b>Subtotal prop.</b>	<b>\$ 345.89</b>
<b>Donations \$500 and over</b>					
9/14/2020	Arvest Foundation	\$ -			
9/29/2020	Cherokee Nation	\$ 9,500.00			
		\$10,000.00			
<b>Subtotal of Cash (\$500 and over) donated in September 2020</b>		<b>\$19,500.00</b>		<b>Subtotal prop.</b>	<b>\$ -</b>
<b>TOTAL DONATION AMOUNTS September - 2020</b>		<b>\$20,095.89</b>			

**OKLAHOMA SCHOOL  
FOR THE DEAF  
MONTHLY  
DONATION  
REPORT**

# OSD Donation Report

## September 2020

Donations Under \$500.00				Property Value
Date	Name	Cash	Fund	Explanation
9/24	Ann Nick	50.00	21600/70100	Needy pupil fund
9/24	Murray Co EMA		70100	Black face masks
<b>Subtotal Cash Under \$500.00</b>				<b>97.50</b>

Donations Over \$500.00				Value
Date	Name	Cash	Fund	Explanation
<b>Subtotal Cash Over \$500.00</b>				<b>Subtotal Property Over \$500.00</b>
<b>Subtotal Cash Combined</b>				<b>Subtotal Property Combined</b>
<b>50.00</b>				<b>97.50</b>

**Total donation for September 2020**

**\$147.50**