**Oklahoma Commission for Rehabilitation Services**

**Department of Rehabilitation Services**

**3535 NW 58th Street, Suite 200**

**Regular Commission Minutes**

**December 9, 2019**

**PRESENT**

Wes Hilliard, Commission Vice-Chair

Emily Cheng, Commission Member

**ABSENT**

Jace Wolfe, Commission Chair

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:30 am by Commissioner Hilliard. Two 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**

There were none.

 **REPORTS**

**PRESENTATION OF 2019 DIRECTOR’S AWARD**

Commissioner Hilliard recognized Melinda Fruendt who presented the 2019 Director’s Award to Joe Hill, Administrative Programs Officer who oversees the contract team at the State Office. Fruendt said Hill has always said a higher standard of professionalism and integrity in his work. In preparing to honor Hill, Fruendt sought contributions from his coworkers who praised him for being detailed oriented and a top-notch team leader.

**PRESENTATION OF 2019 DIRECTOR’S AWARD**

Commission Hilliard presented the 2019 Oklahoma Commission for Rehabilitation Services Award. There were two recipients. Jimmy Corbin who is a Customer Service Representative for VR#67 in Tulsa. There were many letters nominating him with words of praise for his attitude and work ethic. Scott See works at the Oklahoma Library for the Blind and Physically Handicapped. His co-workers praised him for his technical abilities to keep the software and hardware running smoothly and his determination in making the digital recording studio one of the best in the nation. Commissioner Hilliard presented the two with an Oklahoma flag that had been flown over the State Capitol in their honor.

**DIRECTOR REPORT**

Commissioner Hilliard recognized Melinda Fruendt. Her report included national and state committees, meetings and training attended by the Executive Director and team; updates on AWARE’s projects; case review status; and Program Standards, Statistical Research update.

**PRIORITY GROUP UPDATE**

Commissioner Hilliard recognized Mark Kinnison, Director of Vocational Rehabilitation. He reported 228 have been released from Priority I. There are now 559 on the waiting list.

**FINANCIAL STATUS REPORT**

Commissioner Hilliard recognized Kevin Statham. He gave the Financial Status Reports for FY19 and FY20 as October 31, 2019.

**PERSONNEL ACTIVITY REPORT**

Commissioner Hilliard recognized Tom Patt. He gave the personnel activity report as of November 30, 2019. The activity report also has current FTE status.

**STATE INDEPENDENT LIVING COUNCIL**

Commissioner Hilliard recognized Sidna Madden. She reported on the national conference information; veteran’s council; and annual OKC Mayor’s Committee on disability concerns.

**PROPOSED DRS ADMINISTRATIVE RULE REVISIONS**

Commissioner Hilliard recognized Tina Calloway. She reported on the revisions for review. They are revisions on name changes, regarding Visual Services and Disability Determination Division and requested revisions for the 2020 administrative rule cycle.

**ACTION ITEMS**

**COMMISSION MEETING MINUTES**

Commissioner Hilliard asked for review and discussion with possible vote to approve the December 9, 2019 Commission for Rehabilitation Services regular Meeting Minutes.

***Motion was made and seconded to approve the December 9, 2019 minutes. Both Commissioners voted in the affirmative. Motion passed.***

**PROPOSED DRS INTERNAL POLICY REVISIONS**

Commissioner Hilliard recognized Tina Calloway to present the Proposed DRS Internal policy Revisions. Commissioner Hilliard asked if there was any discussion and possible vote to approve.

***Motion was made and seconded to approve the DRS Internal Policy Revisions. Both Commissioners voted in the affirmative. Motion passed.***

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

Commissioner Hilliard recognized Kevin Treese to present the November, 2019 donation report for review and discussion with possible vote for approval.

***Motion was made and seconded to approve the November, 2019 OLBPH donations. Both Commissioners voted in the affirmative. Motion passed.***

**OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Hilliard recognized Rita Echelle to present the November, 2019 donation report for review and discussion with possible vote for approval.

***Motion was made and seconded to approve the November, 2019 OSB donations. Both Commissioners voted in the affirmative. Motion passed.***

**OKLAHOMA SCHOOL FOR THE DEAF**

Commissioner Hilliard recognized Chris Dvorak to present the November, 2019 donation report for review and discussion with possible vote for approval.

***Motion was made and seconded to approve the November, 2019 OSD donations. Both 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, February 10, 2020 at 10:30 a.m.

Oklahoma Department of Rehabilitation Services

Oklahoma Library for the Blind and Physically Handicapped

300 NE 18th Street

Oklahoma City Ok 73105

**ADJOURNMENT**

Commissioner Hilliard adjourned the meeting.

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