**Oklahoma Commission for Rehabilitation Services**

**Department of Rehabilitation Services**

**3535 NW 58th Street OKC, OK 73112**

**Regular Commission Minutes**

**September 9, 2019**

**PRESENT**

Emily Cheng, Commission Chair

Jace Wolfe, Commission Vice-Chair

Wes Hilliard, Commission Member

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:30 am by Commissioner Cheng. All 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.

**INTRODUCTION OF GUESTS**

No guests.

**REPORTS**

**INTRODUCTION OF COMMISSIONER HILLIARD**

Commissioner Cheng introduced the new Commissioner, Wes Hilliard. Commissioner Hilliard, Sulphur native and local banker, was appointed DRS Commissioner by Oklahoma House of Representatives Speaker Charles McCall July 15, 2019. He and his wife Melissa have three (3) children. Commissioner Hilliard, a former Oklahoma State Representative, serves as president at Landmark Bank in Sulphur and Davis. He has devoted his career to serving his community and the state and he will be a wonderful additional to our Commission. He is familiar with the work of DRS from his time in the Legislature and he has a unique understanding of the needs of the Oklahoma School for the Deaf.

**CONGRATULATIONS TO COMMISSIONER WOLFE**

Commissioner Cheng congratulated Commissioner Jace Wolfe for himself and the Oklahoma Hearts for Hearing receiving “Best Audiologist Oklahoma Gazette Best of OKC 2019”.

**LONGEVITY CERTIFICATES**

Commissioner Cheng presented longevity certificates to April Story for 30 years, and to Ruth Elaine Boykin and Rod VanStavern for 40 years.

**CERTIFICATES OF APPRECIATION**

Commissioner Cheng recognized Melinda Fruendt who presented Certificates of Appreciation to Tommy Hay, Management Services; and those who assisted with the Helen Keller Deaf/Blind Celebration; Jeri Cooper, Stephanie Butler, Mabel Stripling, Lorraine Lovelace, Becky Bate, Jill Streck and James Jenks.

**DIRECTOR REPORT**

Commissioner Cheng recognized Melinda Fruendt. Her report included committees, meetings, and training attended by the Executive Director and team including a working breakfast with Governor Stitt, our Cabinet Secretary Steve Buck and other agency directors. She had updates on statistical research, policy and Access for All.

**PRIORITY GROUP UPDATE**

Commissioner Cheng recognized Tracy Brigham, Director of Visual Services. She reported as of September 4, 2019 all Priority Groups had been released. As of today, there are 285 cases on hold.

**FINANCIAL STATUS REPORT**

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

**PERSONNEL ACTIVITY REPORT**

Commissioner Cheng recognized April Story reporting for Tom Patt. She gave the personnel activity report as of June 28, 2019. The activity report also has current FTE status.

**ABLE TECH**

Commissioner Cheng recognized Linda Jaco. She reported on their financial status; creating an Accessible Workforce system for All; and new opportunities and efforts through ABLE.

**VISUAL SERVICES**

Commissioner Cheng recognized Tracy Brigham. She reported on updates in field service; Oklahoma Library for the Blind and Physically Handicapped; enhancements to the Business Enterprise Program; Business Services Program; Transition; production; and her activities in meetings and conferences.

**VOCATIONAL REHABILITATION**

Commissioner Cheng recognized Mark Kinnison. His report included updates on production; successful employment closure wages; employment programs; program in coordination with other agencies; Transition; vacancies and how staff are working to assist in these areas; and his activities and participation in conferences and meetings.

**EXECUTIVE SESSION**

Commissioner Cheng recognized Rick Olderbak who asked for the Executive Session to be tabled until the end of the meeting.

***Motion was made and seconded to table the Executive Session until the end of the meeting. All three Commissioners voted in the affirmative. Motion passed.***

**PROPOSED 2020 COMMISSION MEETING SCHEDULE**

Commissioner Cheng recognized Carol Brown. She reported the 2020 Commission Meeting schedule has been prepared and is in the packet. If there are any dates not suitable for the Commission to meet, let her know, ASAP. The calendar will be presented for a vote in October.

**NOMINATIONS FOR THE COMMISSION SERVICES AWARD**

Commissioner Cheng recognized Carol Brown. She reported it is time for the nominations for the Commission for Rehabilitation Servicers Award. She asked nominations be submitted by October 13, 2019.

**ACTION ITEMS**

**COMMISSION MEETING MINUTES FOR JULY 8, 2019**

Commissioner Cheng asked for review and discussion with possible vote to approve the July 8, 2019 Commission for Rehabilitation Services regular Meeting Minutes. Commissioner Wolfe said the minutes needed to be amended by removing Senate Pro-Tem Treat and Speaker McCall from the Director’s report as attending the Helen Keller Celebration. They were not in attendance. Commission Assistant Carol Brown said she would make the amendment.

***Motion was made and seconded to approve the July 8, 2019 minutes as amended. All three Commissioners voted in the affirmative. Motion passed.***

**INTERNAL POLICY REPORT**

Commissioner Cheng recognized Tina Calloway, Administrative Programs Officer. She reported on the addition of a new policy DS:3-3-21, Fitness for Duty, which was brought to the Commission last month for review. This new internal policy establishes a procedure which allows the agency to conduct fitness for duty examinations when an employee’s behavior indicates they are not capable of performing their job duties.

***Motion was made and seconded to approve the new Internal Policy DS:3-3-21, Fitness for Duty. All three Commissioners voted in the affirmative. Motion passed.***

**APPROVAL OF FY2021 BUDGET REQUST**

Commissioner Cheng recognized Kevin Statham, Chief Financial Officer. He presented the FY2021 budget for review, discussion and possible vote for approval.

***Motion was made and seconded to approve FY2021 Budget Request. All three Commissioners voted in the affirmative. Motion passed.***

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

Commissioner Cheng recognized Kevin Treese, Programs Manager, to present the July and August, 2019 donation report for review and discussion with possible vote for approval.

***Motion was made and seconded to approve the July and August, 2019 OLBPH donations. All three Commissioners voted in the affirmative. Motion passed.***

**OKLAHOMA SCHOOL FOR THE BLIND**

Commissioner Cheng recognized Rita Echelle, Superintendent, to present the July and August, 2019 donation report for review and discussion with possible vote for approval.

***Motion was made and seconded to approve the July and August, 2019 OSB donations. All three Commissioners voted in the affirmative. Motion passed.***

**OKLAHOMA SCHOOL FOR THE DEAF**

Commissioner Cheng recognized Chris Dvorak, Superintendent, to present August, 2019 donation report for review and discussion with possible vote for approval.

***Motion was made and seconded to approve the August, 2019 OSD donations. All three Commissioners voted in the affirmative. Motion passed.***

**ELECTION OF COMMISSION CHAIR**

Commissioner Cheng made the motion to elect Commissioner Wolfe as Commission Chair.

***Motion was made and seconded to approve Commissioner Wolfe as the new Commission Chair. All three Commissioners voted in the affirmative. Motion passed.***

**ELECTION OF COMMISSION VICE-CHAIR**

Commissioner Cheng made the motion to elect Commissioner Hilliard as Commission Vice-Chair.

***Motion was made and seconded to approve Commissioner Hilliard as the new Commission Vice-Chair. All three Commissioners voted in the affirmative. Motion passed.***

**EXECUTIVE SESSION**

Commission Cheng recognized Rick Olderbak, DRS Legal Counsel. He asked to Table the Executive Session until the October meeting.

***Motion was made and seconded to table the Executive Session to the October 14, 2019 meeting in Sulphur. All three Commissioners voted in the affirmative. Motion passed.***

**NEW BUSINESS**

Commissioner Cheng 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 14, 2019 at 10:30 a.m.

Oklahoma School for the Deaf

1100 E. Oklahoma Avenue

Sulphur, OK 73086

**ADJOURNMENT**

Commissioner Cheng adjourned the meeting.

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