**Oklahoma Commission for Rehabilitation Services**

**Department of Rehabilitation Services**

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

**Regular Commission Minutes**

**January 13, 2020**

**PRESENT**

Jace Wolfe, Commission Chair

Emily Cheng, Commission Member

**ABSENT**

Wes Hilliard, Commission Vice-Chair

**CALL TO ORDER AND ROLL CALL**

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

**INTRODUCTION OF ASSISTANT ATTORNEY GENERAL CLAYTON EUBANKS**

Commissioner Wolfe recognized Assistant Attorney General Clayton Eubanks, who is sitting in on our meeting due to the loss of Rick Olderbak, Assistant Attorney General. Commissioner Wolfe also said a few words about the unexpected loss of Rick Olderbak. Commissioner Wolfe recognized Melinda Fruendt, who reiterated the loss we, as friends and co-workers are still trying to accept. She also mentioned recently retired Visual Services employee Danny Roberson had just passed away. Both will be missed by staff and clients.

**PRESENTATION OF CERTIFICATES OF APPRECIATION**

Commissioner Wolfe recognized Melinda Fruendt who presented a Certificate of Appreciation to Keith Tampkins. When the MC of the national conference of The Consortia of Administrators for Native American Rehabilitation (CANAR) was unable to attend at the last moment, Keith was asked and he readily stepped up and accepted the challenge. Keith did an excellent job, which reflected well on himself as well as our agency. Melinda said this is what Keith does, anytime he is needed. Congratulations Keith!

**PRESENTATION OF LONGEVITY CERTIFICATES**

Commissioner Wolfe presented a longevity certificate to Lizzy Chacko for 35 years of service. She began her career in Washington, D. C., coming to Oklahoma and working at the OU Health Science Center, DHS and our agency. In 2006 she was promoted to HR Management Specialist and is a devoted employee. Her co-workers say she has the “Eyes of an eagle”, spotting an error on documents faster than anyone. Congratulations Lizzy!

**DIRECTOR REPORT**

Commissioner Wolfe recognized Melinda Fruendt. Her report included state committees, meetings, and training attended by the Executive Director and team; Happy Holidays message to staff; updates on AWARE’s projects including their Pilot Program; and Program Standards, Statistical Research update.

She reminded everyone of the Persons with Disability Awareness Day at the State Capitol March 10th, and the Capitol is still under renovations.

**PRIORITY GROUP UPDATE**

Commissioner Wolfe recognized Tracy Brigham, Director of Services to the Blind and Visually Impaired. She reported December 4th 307 cases were released. There are now 938 on the waiting list.

**FINANCIAL STATUS REPORT**

Commissioner Wolfe recognized Kevin Statham. He gave the Financial Status Reports for FY19 and FY20 as November 30, 2019.

**PERSONNEL ACTIVITY REPORT**

Commissioner Wolfe recognized Tom Patt. He gave the personnel activity report as of January 3, 2020. The activity report also has current FTE status.

**LEGISLATURE REPORT**

Commissioner Wolfe recognized Kevin Nelson. He reported on the FY2020 Legislative session requests.

**UNIFIED STATE PLAN**

Commissioner Wolfe recognized Stephanie Roe, Project Coordinator. She reported the Vocational Rehabilitation portion has been submitted for 2020-2023. The Unified State Plan is completed every four years. It is currently up for public comment. She will give the link to this report when it is completed.

**ACTION ITEMS**

**COMMISSION MEETING MINUTES**

Commissioner Wolfe asked for review and discussion with possible vote to approve the December 9, 2019 Commission for Rehabilitation Services regular Meeting Minutes. There were two errors needing correction. The first showed Commissioner Wolfe’s name instead of Commissioner Hilliard for New Business and the other was Announcements showed February’s meeting not January’s.

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

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

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

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

**OKLAHOMA SCHOOL FOR THE BLIND**

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

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

**OKLAHOMA SCHOOL FOR THE DEAF**

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

***Motion was made and seconded to approve the December, 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 N.E. 18th Street

Oklahoma City Ok 73105

**ADJOURNMENT**

Commissioner Wolfe adjourned the meeting.

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