



OKLAHOMA
Rehabilitation Services

Commission for Rehabilitation Services

Commissioners

➤ Janet Barresi, Theresa Flannery, and Kelsey Lee

Regular Meeting
and Video Conferencing

3535 NW 58th Street, Suite 200
Oklahoma City, OK

November 13, 2024

Empowering Oklahomans with Disabilities

**State of Oklahoma
Commission for Rehabilitation Services
Regular Commission Meeting
November 13, 2024, at 10:30 a.m.**

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

Commissioners: Theresa Flannery, Chair; Dr. Janet Barresi, Vice Chair; and Kelsey Lee, Member.

Commission link: <https://www.zoomgov.com/j/1604801765>
Phone: 1-669-254-5252, Webinar ID: 160 480 1765

Sign Language Interpreters are provided for public accessibility.

Public Comment: To sign up to speak virtually, please contact the Assistant to the Commission no later than 5:00 PM on Tuesday, November 12th at (405) 951-3472 or Kathleen.Arrieta@okdrs.gov. If speaking in person, please sign up on arrival prior to the start of the meeting. Public comments will be limited to three minutes per person.

AGENDA

1. Call to Order and Roll Call

Theresa Flannery, Chair

2. Statement of Compliance with the Open Meeting Act

Kathleen Arrieta, Commission Assistant

3. Public Comments

Public Audience - Under Oklahoma Open Meeting Laws, the Oklahoma Commission for Rehabilitation Services cannot respond to or discuss any matter not on today's agenda.

4. Presentation of Longevity Certificates

Theresa Flannery, Chair

5. Executive Director's Report

Melinda Fruendt, Executive Director

- a) Certificates of Appreciation
- b) Report on agency updates including meetings and Process Improvement.
- c) Possible discussion

Page 6

6. Chief Financial Officer's Report

Kevin Statham, CFO

- a) Financial Status Report for FY 24 Page 9
- b) Financial Status Report for FY 25 Page 16
- c) Possible discussion

7. Services for the Blind and Visually Impaired (SBVI) Report Page 24

Tracy Brigham, Division Administrator

- a) Report on division updates including personnel, events, and departmental updates.
- b) Priority Group / Portal Referral Updates
- c) Possible discussion

8. Services for the Blind and Visually Impaired (SBVI) and Vocational Rehabilitation (VR) Transition Report Page 29

Renee N. Sansom Briscoe, Transition Coordinator

- a) Report on Transition updates including pre-ETS, programs, personnel, and contracts.
- b) Possible discussion

9. Disability Determination Services (DDS) Report Page 36

Keith Tiller, Division Administrator

- a) Report on Transition updates including production targets and goals and objectives.
- b) Possible discussion

10. Human Resources Report Page 41

Tom Patt, HR Director

- a) Personnel Activity report & current FTE Status.
- b) Introductions of new staff
- c) Possible discussion

11. Review of the Minutes from the October 16, 2024, Commission Meeting Page 47

Theresa Flannery, Chair

Discussion and possible action to modify and/or approve the minutes.

12. Review of the Minutes from the October 29, 2024, Special Commission Meeting Page 52

Theresa Flannery, Chair

Discussion and possible action to modify and/or approve the minutes.

13. Acceptance of Donations to the Oklahoma School for the Blind (OSB) Page 55

Brent Pearce, Interim Superintendent

- a) Donation Report for October 2024
- b) Discussion and possible action to accept the donations.

14. Acceptance of Donations to the Oklahoma School for the Deaf (OSD) Page 57

Lynn Hickman, Business Manager, OSD

- a) Donation Report for October 2024
- b) Discussion and possible action to accept the donations.

15. Acceptance of Donations to the Oklahoma Library for the Blind and Physically Handicapped (OLBPH) Page 59

Kevin Treese, Programs Manager III, OLBPH

- a) Donation Report for September 2024
- b) Discussion and possible action to accept the donations.

16. Selection of DRS Employee as Recipient of the Annual Commission Award.

Theresa Flannery, Chair

- a) Discussion and possible vote to enter Executive Session pursuant to 74 O.S. § 166.8(A)(2) and 25 O.S. § 307(B)(1) for the purpose of discussing the nominations for the annual Oklahoma Commission for Rehabilitation Services Award.
- b) Vote to reconvene into Regular Session
- c) Discussion and possible action on matters discussed in Executive Session.

17. New Business

Theresa Flannery, Chair

Any matter not known about, or which could not have been reasonably foreseen prior to the time of posting as per 25 O.S. § 311.

18. Commissioner Comments and Announcements

Theresa Flannery, Chair

19. Adjourn

Theresa Flannery, Chair

Discussion and possible action

**Next Commission meeting:
Wednesday, December 11, 2024**



Executive Director's Report

**Oklahoma Department of Rehabilitation Services
EXECUTIVE DIRECTOR REPORT
November 13, 2024**

Executive

October

17 – Governor’s Disability Employment Awards – Closing presentation.

19-23 – Council of Vocational Rehabilitation State Administrators Fall Conference – Seattle, WA

29-30 – State of the Art Conference – Chapel Hill, NC.

November

6 – Disability Determination Services Town Hall; RSA Quarterly Meeting for VR.

7 – Oklahoma Works Alumni Celebration.

12 – OKIPSE Update Meeting.

13 – Commission for Rehabilitation Services; DRS Executive Team.

Process Improvement (PI) – Lyuda Polyun

Federal Reporting

WIOA annual report was submitted before October 1 deadline.

AWARE

The AWARE team continues to work with Missouri University to complete the Pre-Employment Transition Service Data project.

Staff started the Aware Boot Camp for System Administrator.

Upgraded Aware to v6.16.2. completed.

RSA-911 Error Clean-up in progress for Program Year 2024, Q1, due mid-November.

Program Standards, Statistical Research, Data Dashboards

The research staff assisted the Commission Assistant with collecting nominations for the Commission Award.

The staff is preparing for an online counselor survey for the Statewide Needs Assessment that will begin on November 1.

Oklahoma was selected for this year’s Evaluation Peer Learning Cohort through the Dept of Labor. The Program Standards Supervisor is representing OKDRS along with our Oklahoma WIOA partners. The first webinar hosted through WorkforceGPS was held on October 24. The cohort will meet with a Mathematica coach through March 2025. The goal is to increase evaluation capacity and develop a capstone project.

The Statistical Research Specialist is working with OSD to migrate their maps from Tableau to Power BI.

The data team is building a Power BI report focused on aged 18-24, PG1 clients in rural areas for a Highly Challenged Pilot collaboration.

Power Business Intelligence (BI)

Continuing to work with our Power BI contractor to transition reports currently hosted in Tableau to the Power BI service. These reports, primarily used by DVR/SBVI Leadership, are scheduled to be completed by the end of December 2024.

Continuing the training in Coursera.

Working with Team to complete the QA Reports by setting up the permissions by Unit.

Working with FSD to update the Refund Report with more fields.

Working with UM and OU on new reports for Pre-ETS to help clean up the data we will receive from them thru the Portal.

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



Chief Financial Officer's Report

Department of Rehabilitation Services Financial Status Report FY 24

As of September 30, 2024

Agency Summary							
	Budget	% of Total Budget	Expenditures	2024 Expenditures in FY 25	% Expended	Encumbrances	% Used
Personnel	96,935,137.00	51.8%	82,980,393.30	576,045.80	86.2%	225,670.18	86.4%
Travel	1,389,950.00	0.7%	1,158,584.16	153,437.83	94.4%	24,964.51	96.2%
General Operating	32,597,028.16	17.4%	14,887,165.39	2,944,983.49	54.7%	6,078,136.90	73.4%
Office Furniture & Equipment	1,734,414.50	0.9%	796,788.30	61,108.65	49.5%	174,372.79	59.5%
Client / General Assistance	44,608,278.00	23.8%	25,904,903.20	5,704,520.33	70.9%	10,469,930.96	94.3%
Indirect Cost	10,016,917.84	5.3%	10,016,917.85	-	100.0%	-0.01	100.0%
Total	187,281,725.50	100.0%	135,744,752.20	9,440,096.10	77.5%	16,973,075.33	86.6%

Department of Rehabilitation Services Financial Status Report FY 24

As of September 30, 2024

All Programs							
Vocational Rehabilitation and Services for the Blind & Visually Impaired							
	Budget	% of Total Budget	Expenditures	%	Expended	Encumbrances	% Used
Personnel	30,477,753.00	36.6%	24,705,680.31	161,720.69	81.6%	53,481.94	81.8%
Travel	957,950.00	1.2%	875,369.66	101,959.91	102.0%	664.56	102.1%
General Operating	10,793,925.04	13.0%	6,737,347.58	785,667.78	69.7%	2,148,121.53	89.6%
Office Furniture & Equipment	736,508.00	0.9%	417,101.47	9,368.76	57.9%	108,817.62	72.7%
Client / General Assistance	36,379,278.00	43.7%	18,635,869.28	5,404,842.76	66.1%	10,147,373.65	94.0%
Indirect Cost	3,817,604.96	4.6%	3,817,604.97	-	100.0%	-0.01	100.0%
Total	83,163,019.00	100.0%	55,188,973.27	6,463,559.90	74.1%	12,458,459.29	89.1%
<i>Vocational Rehabilitation Grant</i>							
	Budget	% of Total Budget	Expenditures	%	Expended	Encumbrances	% Used
Personnel	27,758,218.00	35.5%	22,237,970.94	113,563.04	80.5%	17,343.45	80.6%
Travel	939,000.00	1.2%	853,371.95	101,319.20	101.7%	664.56	101.7%
General Operating	9,824,619.63	12.6%	6,300,587.79	681,873.95	71.1%	1,859,863.73	90.0%
Office Furniture & Equipment	543,960.00	0.7%	245,083.00	3,866.00	45.8%	108,817.62	65.8%
Client / General Assistance	35,655,667.00	45.6%	18,238,146.83	5,340,907.73	66.1%	5,112,633.75	80.5%
Indirect Cost	3,524,445.37	4.5%	3,524,445.37	-	100.0%	0.00	100.0%
Total	78,245,910.00	100.0%	51,399,605.88	6,241,529.92	73.7%	7,099,323.11	82.7%

**Department of Rehabilitation Services
Financial Status Report FY 24**

As of September 30, 2024

All Programs							
Oklahoma School for the Blind							
	Budget	% of Total Budget	Expenditures	%	% Expended	Encumbrances	% Used
Personnel	7,437,421.00	71.6%	7,177,444.13	34,745.91	97.0%	4,541.63	97.0%
Travel	107,000.00	1.0%	69,491.60	8,318.43	72.7%	0.00	72.7%
General Operating	1,708,748.29	16.5%	1,100,323.68	155,411.64	73.5%	344,527.73	93.7%
Office Furniture & Equipment	285,127.00	2.7%	242,829.58	10,994.61	89.0%	9,389.03	92.3%
Client / General Assistance	76,000.00	0.7%	37,694.96	3,609.40	54.3%	0.00	54.3%
Indirect Cost	769,878.71	7.4%	769,878.71	-	100.0%	0.00	100.0%
Total	10,384,175.00	100.0%	9,397,662.66	213,079.99	92.6%	358,458.39	96.0%

**Department of Rehabilitation Services
Financial Status Report FY 24**

As of September 30, 2024

All Programs							
Oklahoma School for the Deaf							
	Budget	% of Total Budget	Expenditures	%	% Expended	Encumbrances	% Used
Personnel	9,200,943.00	38.4%	7,604,141.14	83,746.23	83.6%	10,252.18	83.7%
Travel	154,500.00	0.6%	119,793.28	33,199.39	99.0%	711.70	99.5%
General Operating	12,434,302.14	51.9%	1,948,528.90	1,398,834.40	26.9%	2,682,070.25	48.5%
Office Furniture & Equipment	630,568.50	2.6%	104,821.52	40,745.28	23.1%	56,166.14	32.0%
Client / General Assistance	603,000.00	2.5%	185,330.85	2,332.14	31.1%	112,269.50	49.7%
Indirect Cost	915,026.86	3.8%	915,026.86	-	100.0%	0.00	100.0%
Total	23,938,340.50	100.0%	10,877,642.55	1,558,857.44	52.0%	2,861,469.77	63.9%

**Department of Rehabilitation Services
Financial Status Report FY 24**

As of September 30, 2024

All Programs							
Disability Determination Services							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	Used
Personnel	41,243,263.00	71.0%	35,964,248.57	272,353.67	87.9%	34,993.21	87.9%
Travel	94,300.00	0.2%	38,223.99	2,446.50	43.1%	23,588.25	68.1%
General Operating	4,669,544.54	8.0%	3,115,238.18	206,309.69	71.1%	647,717.34	85.0%
Office Furniture & Equipment	34,213.00	0.1%	2,400.62	-	7.0%	0.00	7.0%
Client / General Assistance	7,550,000.00	13.0%	7,046,008.11	293,704.08	97.2%	210,287.81	100.0%
Indirect Cost	4,508,679.46	7.8%	4,508,679.46	-	100.0%	0.00	100.0%
Total	58,100,000.00	100.0%	50,674,798.93	774,813.94	88.6%	916,586.61	90.1%

Department of Rehabilitation Services Financial Status Report FY 24

As of September 30, 2024

All Programs							
DRS Support Services							
	Budget	% of Total Budget	Expenditures	%	Expended	Encumbrances	% Used
Personnel	8,575,757.00	73.3%	7,528,879.15	23,479.30	88.1%	122,401.22	89.5%
Travel	76,200.00	0.7%	55,705.63	7,513.60	83.0%	0.00	83.0%
General Operating	2,990,508.15	25.6%	1,985,727.05	398,759.98	79.7%	255,700.05	88.3%
Office Furniture & Equipment	47,998.00	0.4%	29,635.11	-	61.7%	0.00	61.7%
Client / General Assistance	0.00	0.0%		31.95	0.0%	0.00	0.0%
Indirect Cost	5,727.85	0.0%	5,727.85	-	100.0%	0.00	100.0%
Total	11,696,191.00	100.0%	9,605,674.79	429,784.83	85.8%	378,101.27	89.0%

Department of Rehabilitation Services Financial Status Report FY 24

As of September 30, 2024

Personnel

Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

Travel

Travel - Agency Direct

Travel - Reimbursements

General Operating

AFP Encumbrances

Bond Indebtness and Expenses

Buildings-Purchase, Construction and Renovation

General Operating

Inter/Intre 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

Office Furniture & Equipment

Library Equipment & Resources

Office Furniture & Equipment

Client / General Assistance

Social Service and Assistance Payments

Indirect Cost

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

Agency Summary						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	98,019,646.00	50.3%	20,761,695.84	21.2%	76,802,242.04	99.5%
Travel	1,343,060.00	0.7%	264,342.53	19.7%	25,346.75	21.6%
General Operating	25,110,527.00	12.9%	4,088,156.02	16.3%	14,384,050.37	73.6%
Office Furniture & Equipment	1,592,849.00	0.8%	92,546.14	5.8%	448,418.81	34.0%
Client / General Assistance	57,338,389.00	29.4%	5,938,699.91	10.4%	44,261,544.31	87.6%
Indirect Cost	11,326,882.00	5.8%	2,689,781.89	23.7%	8,637,100.11	100.0%
Total	194,731,353.00	100.0%	33,835,222.33	17.4%	144,558,702.39	91.6%

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

All Programs						
Vocational Rehabilitation and Services for the Blind & Visually Impaired						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	31,341,077.00	32.2%	6,298,596.15	20.1%	24,915,782.60	99.6%
Travel	985,400.00	1.0%	199,823.39	20.3%	0.00	20.3%
General Operating	11,162,661.00	11.5%	2,034,621.37	18.2%	6,710,475.08	78.3%
Office Furniture & Equipment	813,637.00	0.8%	28,994.82	3.6%	279,667.62	37.9%
Client / General Assistance	48,353,389.00	49.7%	4,483,423.09	9.3%	37,112,120.13	86.0%
Indirect Cost	4,663,887.00	4.8%	1,131,328.86	24.3%	3,532,558.14	100.0%
Total	97,320,051.00	100.0%	14,176,787.68	14.6%	72,550,603.57	89.1%
Vocational Rehabilitation Grant						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	28,555,136.00	31.2%	5,719,801.43	20.0%	22,708,655.32	99.6%
Travel	959,400.00	1.0%	194,210.86	20.2%	0.00	20.2%
General Operating	9,417,349.00	10.3%	1,956,979.61	20.8%	6,121,694.90	85.8%
Office Furniture & Equipment	613,131.00	0.7%	17,127.85	2.8%	279,412.62	48.4%
Client / General Assistance	47,709,667.00	52.1%	4,409,430.34	9.2%	36,587,458.12	85.9%
Indirect Cost	4,358,379.00	4.8%	1,054,693.61	24.2%	3,303,685.39	100.0%
Total	91,613,062.00	100.0%	13,352,243.70	14.6%	69,000,906.35	89.9%

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

All Programs						
Oklahoma School for the Blind						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	7,516,825.00	74.1%	1,700,053.89	22.6%	5,755,737.83	99.2%
Travel	68,200.00	0.7%	6,780.68	9.9%	625.00	10.9%
General Operating	1,417,632.00	14.0%	183,292.56	12.9%	1,287,727.56	103.8%
Office Furniture & Equipment	324,976.00	3.2%	27,114.88	8.3%	168,351.19	60.1%
Client / General Assistance	53,000.00	0.5%	0.00	0.0%	0.00	0.0%
Indirect Cost	762,479.00	7.5%	188,547.70	24.7%	573,931.30	100.0%
Total	10,143,112.00	100.0%	2,105,789.71	20.8%	7,786,372.88	97.5%

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

All Programs						
Oklahoma School for the Deaf						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	9,511,523.00	56.6%	1,817,960.27	19.1%	7,587,060.71	98.9%
Travel	140,700.00	0.8%	33,604.84	23.9%	1,180.00	24.7%
General Operating	5,400,725.00	32.1%	1,018,591.11	18.9%	2,036,803.32	56.6%
Office Furniture & Equipment	331,476.00	2.0%	25,459.19	7.7%	400.00	7.8%
Client / General Assistance	431,000.00	2.6%	6,898.00	1.6%	97,803.00	24.3%
Indirect Cost	995,725.00	5.9%	225,301.88	22.6%	770,423.12	100.0%
Total	16,811,149.00	100.0%	3,127,815.29	18.6%	10,493,670.15	81.0%

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

All Programs						
Disability Determination Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	40,421,259.00	69.5%	9,031,661.95	22.3%	31,283,484.31	99.7%
Travel	69,500.00	0.1%	7,138.10	10.3%	23,541.75	44.1%
General Operating	4,196,880.00	7.2%	533,347.36	12.7%	2,411,879.89	70.2%
Office Furniture & Equipment	43,059.00	0.1%	3,492.31	8.1%	0.00	8.1%
Client / General Assistance	8,501,000.00	14.6%	1,448,378.82	17.0%	7,051,621.18	100.0%
Indirect Cost	4,898,302.00	8.4%	1,143,179.59	23.3%	3,755,122.41	100.0%
Total	58,130,000.00	100.0%	12,167,198.13	20.9%	44,525,649.54	97.5%

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

All Programs						
DRS Support Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	9,228,962.00	74.9%	1,913,423.58	20.7%	7,260,176.59	99.4%
Travel	79,260.00	0.6%	16,995.52	21.4%	0.00	21.4%
General Operating	2,932,629.00	23.8%	318,303.62	10.9%	1,937,164.52	76.9%
Office Furniture & Equipment	79,701.00	0.6%	7,484.94	9.4%	0.00	9.4%
Client / General Assistance	0.00	0.0%	0.00	0.0%	0.00	0.0%
Indirect Cost	6,489.00	0.1%	1,423.86	21.9%	5,065.14	100.0%
Total	12,327,041.00	100.0%	2,257,631.52	18.3%	9,202,406.25	93.0%

Department of Rehabilitation Services Financial Status Report FY 25

As of September 30, 2024

Personnel

Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

Travel

Travel - Agency Direct

Travel - Reimbursements

General Operating

AFP Encumbrances

Bond Indebtness and Expenses

Buildings-Purchase, Construction and Renovation

General Operating

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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

Office Furniture & Equipment

Library Equipment & Resources

Office Furniture & Equipment

Client / General Assistance

Social Service and Assistance Payments

Indirect Cost



Services for the Blind and Visually Impaired Report

**Services for the Blind and Visually Impaired (SBVI)
Commission Report
November 13, 2024**

New Hires

Counselor (OKC)—Hannah Dangle, September 16
Rehabilitation Teacher (OKC)—Charlotte Duthile, October 8
BEP Vending Machine Technician II—Jessie McDermid, November 1
Business Services Job Placement Specialist—David Lawrence, November 1

Vacancies

AT Trainer—interviews have been completed
Counselor- McAlester---interviews have been completed
2 O&M – Tulsa and tbd
Programs Manager – Tulsa—interviews have been completed

September/October/November

The Division Administrator (DA) attended the CSAVR (Council of State Administrator of Vocational Rehabilitation) 2024 Fall Conference, including the Leadership Forum and Directors Training and also attended the NCSAB (National Council of the State Agencies for the Blind) Fall Conference. Other SBVI employees or those involved with SBVI who also attended included: Renee Briscoe, CSAVR and NCSAB; Teresa McDermott, NCSAB; Yasmin Avila, CSAVR and Grant Moak, CSAVR and NCSAB. The Division Administrator will not be serving in the NCSAB Treasurer role for 2025 but will be NCSAB Transition Committee Chair.

A meeting was held October 29-30 for all SBVI/VR field coordinators and program managers. Some topics discussed were self-employment, home and vehicle modifications, New Employee Academy, Sexual Harassment Policy and responsibilities for Supervisors, referral process for specific disabilities and multiple other topics.

The Governor's Disability Employment Awards were held at the Governor's Mansion on October 17 with many deserving clients, employers and supports awarded for their successes and efforts.

Instructional Staff continue with support groups in areas across the state. They set up speakers and provide topics that are helpful in a variety of areas.

White Cane Awareness Day was a success. The walk was held on October 15 in downtown Tulsa this year! The day began with Director Melinda Fruendt reading a proclamation from Mayor Bynum. The O&M Staff did a great job of planning the event!

VIBE was held in Tulsa October 7-11. Staff are actively involved in the training of participants in the program.

The DeafBlind program continues to grow with Kelley Gutierrez taking 4 applications in just one week. The new Counselor position has been posted for this program due to the growth and we hope to fill the position very soon.

The DeafBlind Symposium was held October 10-12 at Spring Valley Ranch in Eucha, OK. This semi-annual event is designed to empower the DeafBlind toward independence.

SBVI staff continue to participate in DRS/DDS Liaison Meetings as part of the collaboration to provide services to clients who came off DDS's wait list and, moving forward, clients who decide they would like to become employed. As part of this collaboration, the Division Administrator participated as a speaker at the Oklahoma Transition Institute along with VR DA Mark Kinnison and DDS's Melissa Gituma on the DRS/DDS Client Service Collaboration.

SBVI staff have been attending Regional IMPACT Meetings with our Business Services Unit across the state. These meetings are designed to strengthen relationships with employers in each part of the state.

Community Events/Meetings:

Guthrie Fall Senior Health Fair; OCB Conference; Ada Public Library; Ardmore Job Fair; SWOSU Job Fair; OAER and AER; Cornerstone Home Health; OACEP

Presentations:

Moore Parks Department; Idabel Workforce Office In-service; Annual OCB Convention; Tulsa OCB Meeting

The Change Teams (Recruitment and Retention; Process Improvement; Organizational Change and Culture), comprised of SBVI and VR employees, continue the process of holding regular meetings to develop ideas for improvements and efficiencies in the change team topic areas.

Assistive Technology (AT) Services

	Sept	Oct
Assessments	21	22
Trainings	58	44
Training Hours	115	99

The SBVI AT Lab received the 12 new computers reported previously but there has been difficulty getting them set up. The OMES IT restrictions have been difficult and not conducive to the accessible programs needed by SBVI staff and clients.

BEP

A new Vending Machine Technician, Jessie McDermid, became a part of the team on November 1.

BEP Coordinator has been holding regular meetings to ensure active participation with the ECM regarding Administrative Rules.

OLBPH

The major news is that the HVAC system is being replaced. This is great news but does create some difficulty in logistics regarding the work in the OLBPH. Most employees will be working remotely but some of the work must be completed in the building, such as the cartridge exchange and the AIM Center equipment processing.

Duplication on Demand (DoD)

SFY '25 as of 10/24 = 111,611

AIM Center

SFY '25 as of 10/24 Students Birth to 3 years = 538 Students PreK to Grade 12 = 391

Business Services

*Planned the Career Expo and Job Fair on November 4 at the OSU OKC Campus in coordination with the ORC, NCDDET and the Autism Foundation of Oklahoma

*IMPACT Meetings

*Elevate Planning

*NE Business and Workforce Alliance Meetings

*BAC's

*Workforce Board Meetings

*Oklahoma Workforce Partners Conference

*Attended the NET Summit

Order of Selection

PG 3 Released 115 October 2, 2024

Pre-ETS Expenditures:

15% Pre-ETS Requirement - **FFY2023** 6,328,730.40

Actual FFY2023 YTD Pre-ETS Expenditures 6,908,650.34

Remaining or (over) 15% requirement -579,919.94

Percentage of Grant Award Spent on Pre-ETS 16.37%

15% Pre-ETS Requirement - **FFY2024** 8,024,112.15

Actual FFY2024 YTD Pre-ETS Expenditures 1,835,944.06

Remaining or (over) 15% requirement 6,188,168.09

Percentage of Grant Award Spent on Pre-ETS 3.43%

Division Administrator Activities:

Administration continues to work on PreETS CAP quarterly progress reports. The DRS Team also continues work with the NTACT-C for assistance with PreETS contracts and spending, as well as the VR TAC-QM for assistance with the RSA Monitoring Report CAP.

The NCSAB Executive Committee continues to hold meetings with the RSA Commissioner and his team, holding “listening sessions”, in hope of building the best relationships to move the future of VR in a positive direction.

VRTAC-QM ITAA Meetings; Randolph-Sheppard Troop Dining Meetings; NCSAB Executive Committee Meetings; Randolph-Sheppard Priority Meetings; DRS/DDS meetings; NTACT:C Meetings; ORC; ORC Executive Committee; NCSAB Conference Planning; Performance Review Meetings; CSAVR Customer Service for Adults committee; VR TAC-QM; Change Leader Meetings; Randolph-Sheppard Calls; FC/PM Meetings; DRS/DDS Sequencing of Services; PreETS CAP Revisions Meetings; Commission Meetings; DRS ETeam Meeting; Recruitment and Retention Planning Meeting; New Employee Academy Presentation; DDSD Waiver Language Meeting; Administrative Rules Meeting; TVR; OLBPH HVAC Meetings; RSA-17 Training; OTI Presentation Planning Meeting; White Cane Day; OSB White Cane Day; OSB Fund Raiser Dinner and Auction; Governor’s Disability Employment Awards; CSAVR/NCSAB; FC/PM Meeting; OTI Presentation

Portal:

Referral Status as of 11-4-2024	Count
Active	50
Pending Assignment	33
New Case Taken	4
Closed - Referred to Another Agency or Program	3
Closed - Other Reasons	1
Closed - Referral Already Has Open Referral	1
Closed - Refused Services	1
Grand Total	93

Priority Group as of 11-4-24

- Priority Group 1 is open.
- Priority Group 2 is open.
- Priority Group 3 is closed, clients waiting: 15

Total clients on waiting list: 15

Report respectfully submitted by Tracy Brigham, SBVI Division Administrator

November 13, 2024



Transition Services Report

Commission Report for Transition Services November 2024 (summer and beyond)

Pre-ETS Updates

Transition continues to maintain relationships and provide resources around the state to and with our Pre-ETS. The 25 (and growing) Pre-Employment Transition Specialists are still currently working with students and schools on providing Pre-ETS services in over 250 schools, including Central Tech and Kiamichi Tech. The 5 work skills trainers through the Pre-ETS contract are increasing inclusion in the communities and competitive integrated workplaces. COWIB also has 2 of these workers for the school year and they will be working with the IPSE programs as well as other Pre-ETS programs around the state. This will allow students work during high school and gain work experience with some supports.

1. Pre-ETS from Central Tech and Kiamichi - We continue to grow this program in the Northeastern part of the state including Bristow, Cleveland, Cushing, Davenport, Depew, Drumright, Hominy, Kellyville, Kiefer, Mannford, Mounds, Oilton, Olive, Prue, Ripley, Sapulpa, West Side Christian Academy, and Yale in partnership with the Central Technology Center. Kiamichi Tech Center began Pre-ETS at their campuses in August 2023. Kiamichi has 9 campuses, which are reaching some rural areas – Talihina, Durant, McAlister, Idabel, Stigler, Poteau, Hugo, Wilburton, and Atoka and they have 9 Pre-ETS providing these services to potentially eligible and DRS clients.

The Pre-ETS contract continues to work with Not Your Average Joe (NYAJ) and Down Syndrome Association of Central Oklahoma (DASCO). NYAJ has some opportunities for transition aged youth that we are working on. NYAJ opened a Work Based Learning site at the downtown library in OKC and are assisting with employment of students in several locations. We are also working with FeedMeGems, formerly known as HairCandybyHan with the Work Based Learning model in Edmond. She has hired 2 Sparkle Stylists for the WBL experience. She plans on expanding and hiring others. Bridges in Tulsa is utilizing this opportunity for those surrounding schools as well. We have had discussions with other possible employers such as Okie Goods and Kendall's Restaurant to expand opportunities

- a. Not Your Average Joe (NYAJ), FeedMeGems, and Bridges have a contract for Work Based Learning where students participating in a work-based learning experience is essential to empowering students with a disability to develop job skills, realize the benefits of earned income, explore different types of employment and work environments, and gain experience with competitive integrated employment. We are reimbursing employers for those work-based learning opportunities based on hours worked, not to exceed 120 hours in one year.

- b. DSACO has a self-advocacy center where they have a staff that delivers Pre-ETS activities to those students throughout the year.

Staff Updates

Jessie Renteria is a new member of my team, including Kevin Randall, Chris Compton, and Tracy Keeley. Jessie will serve as the Transition Administrative Assistant and will be working with all staff including responsibilities of managing schedules, coordinating meetings, assisting with communication across departments and outside agencies, upkeep of counselor / tech school lists, BEST STEP support, provide essential assistance our day-to-day operations, and putting up with my shenanigans along with many other things!! Jessie brings over 10 years of experience with administrative and secretarial duties. She has worked the 9 ½ years as a Rehabilitation Tech in the OKC DRS office assisting with Transition and adult caseloads. She is full of energy, organized, has a talent for multitasking, and her skills are a fantastic addition to our team. I cannot wait to watch the continued growth within Transition. She will be housed out of the OKC State office on the 5th floor.

Peer Mentoring

- a. National Center for Disability Education and Training (NCDET) and the Department of Rehabilitation Services (DRS) continue the peer mentoring program, adapted from Peer MentoringWorks, for mentees (high-school students) aged 16-21 and mentors aged 18-26. Peer Mentoring - one-on-one relationship building between students and Pre-ETS or previous/current DRS clients or a person with a disability sharing knowledge and experience, promoting encouragement, offering problem solving skills, serving as a positive role model as well as providing an opportunity to learn from different perspectives.
 1. Pre-ETS Specialist, Peer Mentoring Coordinator, vacant currently, but there have been job postings for a new coordinator. We have several under grad students who are current or previous DRS clients/Pre-ETS clients, OU students or other student with disabilities.

School Work Study (SWS) Contracts

School Work Study contracts are being sent in steadily. We already have as of November 4th, 306 contracts that have been signed for FY25. Usually, we have that many at the end of the renewal season and last year we had 314 in June! Chris Compton keeps that information updated and does all the send outs!

Work Adjustment Training (WAT) Contracts

Work Adjustment Training Contracts are growing. We have 15 contracts as of November 4th, that have come back signed for FY25. We have several inquiries from schools across the state to begin WAT contracts (including OKC public). Those who have reached out are Bios, 4RKids, Tulsa, Sand Springs, Gatesway, Bethany, Durant, and some rural areas. Kevin Randall and Tracy Keeley are working with those schools on their proposals to submit to DRS for approval.

Project Search

We currently have ten sites beginning the 2024-2025 school year and we have approximately 70 students that are serving this year. We have a new opportunity in Ada, Ardmore, Lawton, and Duncan that is still being discussed!! We are looking forward to more opportunities!! We are on the move. Also, we had a meeting with Tinker AFB about a Project SEARCH, and they are very interested. Ardmore and Ada will be beginning Project SEARCH in fall of 2026, if not sooner.

Program Updates

OSU-IDD - Self-Determination Training Program

This program has completed year 1. They changed the name to just OSU-IDD Self Determination Training. We currently have 12 in the program currently.

Micro-Credentialing – ABLE Tech

ABLE Tech has developed and began the micro-credentialing contract with DRS. Pre-ETS is involved to be able to share this opportunity with youth. Super exciting times.

Oklahoma Inclusive Postsecondary Education – (OKIPSE)

DRS has signed contracts to support clients in these programs below:

- OU SoonerWorks
- NSU RiverHawks
- OSU Opportunity Orange
- USAO in Chickasha – Neuro Diversity program

We continue conversations with Julie Lackey and other CTE's to begin the process of having IPSE programs in the CTE's. SOOOO Exciting!

Competitive Employability Readiness Training (CERT) Culinary

- Tulsa Technology Center CERT Culinary participants continue in the hospitality program learn how to work as a culinary assistant. The program provides them with technical training and experience in a variety of service occupations through the HospitAbilities curriculum.
- **A New Leaf**
DRS continues to work with A New Leaf to provide those services to DRS clients.
- **National Peer Mentoring Project**
TC continues to work with the mentor program.

DHS/OJA/DMHSAS – MOUs

MOUs continue to be written and created to provide support and services to students in DHS and OJA custody and other partners with different homeless alliances, Mental Health, and shelters in OKC and Tulsa. We continue more partnerships/initiatives around the state for the homeless, foster youth, Mental Health (including Red Rock), and DHS/ OJA custody.

Payne Education Center

A new contract has been developed to provide Certified Academic Language Therapists (CALTs) to students who have developmental dyslexia, a specific learning disability in reading, or severe reading deficiencies. The purpose of this reading therapy is to enable students to achieve and maintain better word recognition, reading fluency, reading comprehension, and aid in the transition from a therapy setting to “real world” learning.

ReadWrite Center

TC is working with ReadWrite Center as well to get a contract set up for another type of training to provide another option for dyslexia evaluations and therapy. The contract is not signed yet, but it has been sent out.

Mathnasium

TC is working with JK Moon and his wife on a workplace readiness program that will be related to financial literacy. The goal would be to help those students, aged 14-21, with pre-employment skills in a structured program that would include direct instruction in financial literacy by Mathnasium instructors, using our robust curriculum. The exact parameters of this program are to be determined. This also brings the ability to partner with Mathnasium to work with DRS to provide braille opportunities for this training. Currently, there is not an option for that. Tracy Brigham and TC have had the conversations and will be working with others to see about the possibilities.

Summer Program Review:

This Summer 2024, Transition Services of DRS (including Pre-ETS activities, VR/SBVI Counselors, Workforce, Transition Program Field Reps, Pre-ETS specialists, and Work Skills Trainers) increased the skill sets of individuals with disabilities for successful employment around the state. Below are the results for Spring/Summer 2024.

- a. Science Technology Engineering Mathematics – STEM camps –
 1. 4 Camps that were held – in person in Ada, Skiatook, Lawton, and Tulsa. Approximately 45 students were given opportunities to explore STEM careers.
- b. Building Employment Skills for Today (BEST) followed by Summer Transition Employment Program (STEP). We had 30 BEST STEP programs around the state including Kiamichi Tech and Central Tech. Dates of BEST were held in June and 2 BEST only programs were held in July. For BEST STEP, we served 413 students, (there were 500 + that applied. There were interviews held and some students dropped out last minute). Tulsa alone had over 100 students apply for BEST STEP. We had 30 locations, were in 22 counties, and 26,007 internship hours worked. 361 students worked and received paid internships of 10.00 an

hour. Our partnerships included 2 workforce development boards (COWIB and SWB), 3 Post-secondary institutions (Pre-ETS teams), and 248 employers who had STEP interns.

1. BEST was one week of instruction - BEST provided opportunities to prepare students with disabilities, both DRS clients and potentially eligible students, ages 16-21, for real life jobs, careers, and situations. Engaging youth in job search activities, work readiness, access to employment and vocational opportunities, making networking/social connections and pre-employment transition skills (Pre-ETS).
 2. STEP was 4 weeks of paid work experience - STEP was the employment piece of the summer program. Teachers and paras were hired to assist with development and being a job skills trainer to ensure these students are getting the help needed in the community on the job. Students working during the summer got wages paid through Central Oklahoma Workforce Board (COWIB) and Southern Workforce Board (SWB) Workforce partners.
 3. Guest speakers were included again during the BEST portion of the camp during the lunch hour. We had 3 speakers this summer.
 4. Please check out the tables below to see where applications are coming from. You can [click here for locations page](#)
 5. Many resources to help prepare for BEST STEP can be found on the [BEST STEP Portal](#)
- c. We are in the process of working for summer 2025. The applications are now open for BEST STEP 2025. The direct link to apply is below:
The direct link to apply online:
<https://sites.google.com/transitionservicesofok.org/beststep25locations/home>
- d. Sooner Works Summer Academy was held in June at OU. It was a residential summer college experience for individuals with intellectual and and/or developmental disabilities (IDD) on the University of Oklahoma (OU) campus and DRS. DRS supported 15 students. These students were current high school students who have completed the 10th grade (estimated ages 15-20) and are DRS clients or potentially eligible students with disabilities (“participating students”) interested in attending a postsecondary education program with an emphasis on interest in PSE program. There were 13 participants – 12 from Oklahoma and 1 from Texas.
- e. Visually Impaired Blindness Empowerment (VIBE)
1. The Transitional VIBE Program provides assessment and career/higher education exploration. This one-week program is designed to prepare the individual for higher education,

competitive workforce, and independent living to the best of their ability. They learned Independent Living Skills, Communication Skills, Team Building, Travel/transportation, Career and Job Exploration, Interviews, Technology, Resume Skills, Exploration of College/Career and Tech/Workforce. The Pre-ETS specialists will continue to be involved in this as well. We had 10 applicants for VIBE this summer.

Transition Newsletter

If you have not subscribed to our external Transition Newsletter, please do. The subscription link is located at

<https://public.govdelivery.com/accounts/OKDRS/subscriber/new>. We are always needing Success Stories. Please send your leads to Tracy, Kevin, and Chris for the Newsletters. **We have reached 2,894 subscribers as of November 1st, 2024. We are 106 from our year goal!!! So exciting!**

Meetings and Activities

1. TC has attended many Best STEP Meetings with staff, Business Services COWIB Meetings, CSAVR transition committee meetings, NCSAB committee meetings, Joining Forces Planning Meetings, School presentations and fairs, Down Syndrome Association Central Oklahoma meetings, OCCY Strengthening and Youth Custody Meetings, Project SEARCH meetings and partners meetings, Cimarron Public Transit board meetings, counselor / tech check-in meetings, Career Pathways meetings, OTC Meetings, NTACTION CTE/SpEd/VR Meetings, Pre-ETS Blindness CoP, Autism Foundation of Oklahoma Meetings, Collaborate for Change meetings, RSA – OPC Advisory Board meetings, CREOKS DRS WAT contract for OSB meetings, OSD and OSB quarterly meetings, Pre-VR meetings, VR TAC Meetings, Choctaw Nation meetings to expand transition services, Policy Committee meetings, OU special education / transition department meetings in class, OKIPSE meetings, Cape Youth meetings, CSAW meetings, CSAT meetings, DDS / DRS meetings, Micro-Credentialing meetings with ABLE Tech, OU Zarrow, DCDT meetings, CBI meetings for the state plan for Oklahoma, conferences, and Education and Training Subcommittee Meetings.
2. Department of Education, DRS, COWIB, and many others continue to work together to support the Disability Innovation Fund (DIF) We continue to be in the process of sorting through MOU's, funding, contracts, etc. DRS is a part of the grant to receive some funds separated from Pre-ETS. The DIF grant sub award request for proposal should be released the first week of November. TC to share with all when that becomes available.

If you have any questions, please let me know!

Thank you so much,

Respectfully submitted: Renee Sansom Briscoe



Disability Determination Services Report

Disability Determination Services Commission Report – November 2024

Disability Determination Services staff make the medical / vocational determination of eligibility for those applying for Social Security Disability. The DDS has two components – the main DDS who process a caseload of applicants from the State of Oklahoma while the Extended Service Team (EST) processes a caseload made up of applicants from other states as determined by SSA. In Federal Fiscal Year 2024, the two components together processed cases from Oklahoma, Kansas, and Georgia.

SSA sets benchmark targets for the DDS in Production, Processing Time, and Accuracy. These benchmarks are applied across three major groups of cases:

- Initial Cases (IN) – claimants making their first or a new application for benefits.
- Reconsideration (RC) – claimants appealing an unfavorable initial determination.
- Continuing Disability Reviews (CDR) – periodic review of claimants currently receiving disability benefits.

FY 2024 Production

In Federal Fiscal Year 2024, the Oklahoma DDS staff did a tremendous job toward meeting our production targets across all categories:

FY 2024 Production							
OK DDS Production				OK EST Production			
	Target	YTD	Gap		Target	YTD	Gap
Initial	36681	34415	93.82%	Initial (GA)	8542	9869	115.54%
Recon	10264	10430	101.62%	Recon	N/A	N/A	N/A
CDR	8228	8228	100.00%	CDR (KS)	N/A	2993	N/A
Total DDS Production			53073	Total EST Production			12862

Overall Total Production	65935
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Early in FY 2024, the DDS staff were exceeding the pace to meet our original agreed upon target for Initial cases by over 10%. In our third quarter projections, we negotiated with SSA to increase this target as our staff would almost certainly produce above these numbers, and in an effort to reduce our internal backlog of unassigned cases. We agreed on a new target of 31,942 Initial determinations.

Shortly afterwards, SSA stopped processing of CDR cases and shifted to focus on Initial filings. They then set a new “stretch” target for the DDS adding an additional 5,000 Initial decisions for

FY 2024. The DDS was very clear in our communication that this new target was unattainable and urged them SSA to consider our very recently adjusted target. Ultimately, that negotiation was unsuccessful.

That said, while the “official” production numbers seem to indicate the DDS produced under our Initial claim target. In reality, we exceeded our own adjusted target by almost 3,000 cases.

With our end of April projection:	31492	8.49%
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FY 2024 Processing Time

The DDS exceeded FY 24 processing time targets for both Initial and Reconsideration. Due to significant delays in processing cases from states needing assistance, SSA excludes EST from a processing time standard.

FY 2024 Processing Time				
	Target (Days)	OK	Region	Nation
IN	165	156	269	189
RC	169	143	304	210

Our low processing time is very significant during a time when processing time remained very high for the DDS nationwide.

FY 2024 Accuracy

I am very happy to report the DDS vastly improved our accuracy in FY 2024, ending the year well above SSA’s performance target for both Initial and Reconsideration cases.

OK DDS Performance Accuracy			
	Target	DDS	Change
Initial	90.60%	95.60%	4.50%
Recon	90.00%	94.50%	2.70%

OK DDS Decisional Accuracy			
	Target	DDS	Change
Initial	97.00%	97.00%	3.00%
Recon	97.00%	96.80%	2.80%

FY 2024 Aged Cases

Cases pending with the DDS for 180 days or more are a priority workload for SSA. In FY 2024, the OK DDS maintained our very low percentage of aged cases compared to the Dallas Region and SSA nationally.

Aged Cases 180 Days and Older % of Total Pending Cases		
OK DDS	Region	Nation
9.31%	42.35%	31.63%

Other FY 2024 Highlights

- Oklahoma was one of a handful of states who received critical hiring authority from SSA in FY 2024. OK EST began training for 14 new Disability Examiners and one Medical Consultant who came onboard in September of 2024.
- DDS Administrator attended the SSA sponsored DDS Administrator conference in Baltimore where we shared best practices and new perspectives.

FY 2025 Goals and Objectives

- The Social Security Disability Program currently has over 1 million people awaiting a determination on their initial claim for SSA Disability benefits. 30,000 people have died during that wait period. It is not an exaggeration to characterize this as a national crisis. The fact of the matter is, more claims come to the DDS nationally, than we have the capacity to process.

The Oklahoma DDS has 5831 Initial claims waiting an average of 68 days to be assigned to a caseworker. While by comparison to other State DDS' this number seems positive, we acknowledge it is simple too long for anyone to wait on a decision for eligibility for SSA Disability benefits.

The OK DDS will take steps this year to stand up a pre-development unit. These staff will take the initial steps in development including requesting medical records, claimant forms, and initial claimant contact, all with the goal of assigning cases with enough information already in file to potentially make a determination.

- We are in the process of examining our internal Quality and Accuracy process with a goal of continuing our momentum in attaining and maintaining the high quality OK DDS has historically been known for.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K Tiller', written in a cursive style.

Keith Tiller
DDS Administrator



Human Resources Report

PERSONNEL ACTIVITY REPORT AS OF OCTOBER 31, 2024

FILLED AND VACANT POSITIONS

Personnel Activity = 16 vacant positions filled / 58 positions in Announcement or Selection Process

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
EXEC	Public Information Mgr. / Dir. of Communications / 1484	08/31/2024	EXEC	10/08/2024	Continuous	25-043	Currently Open	
DDS	Deputy Administrator / 0219	09/30/2024	DDS	10/01/2024	10/07/2024	25-039	In Selection Process	
DDS	Disability Program Administrator / 0987, 1243, 1440, 1442	09/30/2022 12/01/2022 10/04/2024 06/01/2022	DDS	10/09/2024	10/17/2024	25-040	In Selection Process	
DDS	Accountant / 0593	09/01/2024	DDS	10/14/2024	10/18/2024	25-045	In Selection Process	
FSD	Accountant / 1063	08/31/2023	FSD	08/19/2024	08/23/2024	25-027	Brittany Spencer	10/14/2024
MSD	Administrative Programs Officer / 0479	09/11/2024	MSD	09/23/2024	09/27/2024	25-038	In Selection Process	
MSD	Administrative Programs Officer / 0992	08/31/2024	MSD	08/05/2024	09/16/2024	25-020	Rhonda Spain	10/07/2024
MSD	Administrative Programs Officer / P106591	NEW PIN	MSD	08/26/2024	08/30/2024	25-029	Kandice Anderson	10/21/2024
OSB	Teacher / 0258	09/01/2024	OSB	08/26/2024	Continuous	25-030	Dennis Butler	10/01/2024
OSB	Recreational Activities Specialist / 0419	04/10/2024	OSB	07/15/2024	Continuous	25-008	Autumn Reeve	10/01/2024
OSB	Direct Care Specialist / 0421, 0378	10/24/2024	OSB	01/17/2024	Continuous	24-057	Currently Open	
OSB	School Psychologist, 2045 / 0463	07/31/2023	OSB	10/26/2023	Continuous	23-095	Currently Open	
OSD	Administrative Assistant / 0672	10/14/2024	OSD	10/21/2024	Continuous	25-046	Currently Open	
OSD	Early Development Specialist / 1496	07/31/2024	OSD	09/19/2024	Continuous	25-036	Currently Open	
OSD	Construction/Maintenance Tech / 0701, 1042	09/30/2024 10/01/2024	OSD	09/19/2024	Continuous	25-037	Currently Open	
OSD	Construction/Maintenance Tech / 0607	10/01/2024	OSD	09/24/2024	Continuous	25-041	Currently Open	
OSD	Food Service Specialist / 0486	09/01/2024	OSD	08/21/2024	Continuous	25-025	Currently Open	
OSD	School Counselor / 1488	10/06/2022	OSD	07/15/2024	Continuous	25-007	Currently Open	
OSD	Office Technology Specialist / P106390	NEW PIN	OSD	07/10/2024	Continuous	25-003	Aaron Kellner	10/01/2024
OSD	Administrative Assistant / 0304	02/01/2022	OSD	08/19/2024	Continuous	25-001	Starla Davidson	10/14/2024
OSD	Administrative Assistant / 0088	04/25/2024	OSD	07/01/2024	Continuous	25-002	Heath Freeborn	10/01/2024

OSD	Teaching Assistant / P106372	NEW PIN	OSD	07/01/2024	Continuous	25-004	Militsa Embaugh	10/01/2024
OSD	Transportation Officer/Student Aide / 0460	09/01/2022	OSD	06/28/2024	Continuous	24-103	Megan Anderson	10/07/2024
OSD	Teacher (Vocational) / 0448	08/01/2010	OSD	06/28/2024	Continuous	24-107	Currently Open	
OSD	Dir of Family and Early Childhood Services / 1494	05/10/2024	OSD	05/08/2024	Continuous	24-084	Currently Open	
OSD	Teacher / 0635	07/31/2024	OSD – Chickasha	04/15/2024	Continuous	24-083	Currently Open	
OSD	Teaching Assistant / 0648	11/01/2023	OSD	10/15/2024	Continuous	24-038	Currently Open	
OSD	Housekeeping/Custodial Worker / 0542	01/09/2024	OSD	01/17/2024	Continuous	24-058	Currently Open	
OSD	Sign Language Specialist, 2308 / 1090	07/20/2023	OSD	08/17/2023	Continuous	24-023	Currently Open	
OSD	Direct Care Specialist / 0642, 0746, 0824	03/10/2024 09/08/2024 10/01/2024	OSD	10/24/2023	Continuous	23-032	Currently Open	
OSD	Teacher, 2083 / 0890	08/01/2021	OSD	10/04/2023	Continuous	23-079	Currently Open	
VR	Vocational Rehabilitation Specialist / 0191	09/19/2024	VR81 – Chickasha	10/07/2024	Continuous	25-044	Currently Open	
VR	Vocational Rehabilitation Specialist / 0710	10/09/2024	VR12 – Lawton	10/21/2024	Continuous	25-047	Currently Open	
VR	Rehabilitation Technician / 0440	10/01/2024	VR38 – Okmulgee	10/29/2024	Continuous	25-049	Currently Open	
VR	Rehabilitation Technician / 0278	11/01/2024	VR19 – OKC	10/29/2024	Continuous	25-048	Currently Open	
VR	Vocational Rehabilitation Specialist / 0366	09/05/2024	VR31 – OKC	09/16/2024	Continuous	25-032	Currently Open	
VR	Rehabilitation Technician / 0152	08/19/2024	VR80 – Tulsa	09/13/2024	Continuous	25-033	Currently Open	
VR	Administrative Assistant / 0140	01/01/2018	VR Admin	09/12/2024	09/18/2024	25-034	In Selection Process	
VR	Programs Field Representative / 1172	03/01/2022	VR Admin	09/17/2024	Continuous	25-035	Currently Open	
VR	Vocational Rehabilitation Specialist / 1040	10/01/2024	VR11 – Idabel	08/20/2024	Continuous	25-022	Currently Open	
VR	Vocational Rehabilitation Specialist / 0207	07/19/2024	VR26 – Claremore	08/21/2024	Continuous	25-023	Currently Open	
VR	Programs Manager / 1133	12/01/2019	VR36 – OKC	08/21/2024	Continuous	25-028	Currently Open	
VR	Programs Manager / 0674	07/19/2024	VR – TBD	07/31/2024	Continuous	25-014	Sandy Keesee	10/01/2024
VR	Vocational Rehabilitation Specialist / 0031	07/08/2024	VR – TBD	07/26/2024	Continuous	25-012	Currently Open	
VR	Vocational Rehabilitation Specialist / 0714	06/28/2024	VR26 – Claremore	07/11/2024	Continuous	25-006	Jana Winn	10/07/2024
VR	Vocational Rehabilitation Specialist / 0339	02/13/2024	VR63 – Alva	07/10/2024	Continuous	25-005	Currently Open	

VR	Vocational Rehabilitation Specialist / 0671	06/01/2024	VR77 – Miami	05/30/2024	Continuous	24-101	Julie Brixey	10/21/2024
VR	Behavioral Health Clinician / 0034	04/30/2023	VR23 – OKC	04/10/2024	Continuous	24-080	Currently Open	
VR	Vocational Rehabilitation Specialist / 0044	02/28/2024	VR67 – Tulsa	03/21/2024	Continuous	24-074	Currently Open	
VR	Job Placement Specialist / 0925	05/31/2023	VR47 – OKC	12/04/2023	12/18/2023	24-046	In Selection Process	
VR	Vocational Rehabilitation Specialist / 1190	06/09/2023	VR08 – Enid	06/05/2023	Continuous	23-096	Currently Open	
VR	Programs Field Representative / 1195	11/21/2022	TBD	09/13/2023	Continuous	23-098	Christi Presgrove	10/01/2024
VR	Behavioral Health Clinician / 0467	04/14/2023	VR23 – OKC	10/27/2023	Continuous	23-083	Currently Open	
VR	Vocational Rehabilitation Specialist / 0646	08/01/2022	VR41 – Ponca City	01/24/2024	Continuous	23-038	Currently Open	
VR	Vocational Rehabilitation Specialist / 0073	06/20/2022	VR13 – McAlester	09/26/2023	Continuous	23-003	Christie Colbert	10/01/2024
VR	Vocational Rehabilitation Specialist / 0904	06/17/2022	VR80 – Tulsa	07/20/2022	Continuous	23-008	Currently Open	
VR	Vocational Rehabilitation Specialist / 0955	10/31/2022	VR80 – Tulsa	11/03/2022	Continuous	23-037	Currently Open	
VR	Vocational Rehabilitation Specialist / 0567	09/01/2020	VR67 – Tulsa	12/22/2020	Continuous	21-028.1	Currently Open	
SBVI	Vocational Rehabilitation Specialist / 0563	04/01/2017	TBD	10/07/2024	Continuous	25-042	Currently Open	
SBVI	Programs Manager / 0260	08/01/2023	SBVI64 – Tulsa	08/06/2024	Continuous	25-021	Currently Open	
SBVI	Vending Machine Technician / 1027	07/08/2024	SBVI33 – OKC	08/23/2024	09/06/2024	25-031	Currently Open	
SBVI	Vocational Rehabilitation Specialist / 0709	06/30/2024	SBVI84 – McAlester	07/30/2024	Continuous	25-018	Currently Open	
SBVI	Rehabilitation of the Blind Specialist / 0582	06/28/2024	SBVI91 – Tulsa	07/29/2024	Continuous	25-017	Currently Open	
SBVI	Vending Facility Business Consultant / 0003	06/30/2023	SBV33 – OKC	05/01/2024	Continuous	24-090	Currently Open	
SBVI	Job Placement Specialist / 0097	02/01/2023	SBVI64 – Tulsa	05/07/2024	Continuous	24-091	Currently Open	
SBVI	Rehabilitation of the Blind Specialist / 0679	04/01/2024	SBVI90 – OKC	03/20/2024	Continuous	24-072	Charlotte Duthile	10/08/2024
SBVI	Assistive Technology Trainer / 0654	01/03/2023	TBD	03/25/2024	Continuous	24-075	Currently Open	

DISCHARGES/RESIGNATIONS/RETIREMENTS = 7

As of October 31, 2024

SUPPORT SERVICES DIVISION (Executive/MSD/FSD)

Resignation=1

1 = 27 years 1 month

DIVISION OF VOCATIONAL REHABILITATION

Trial Period Discharge = 1

1 = 4 months

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION

OKLAHOMA SCHOOL FOR THE BLIND

Retirement = 1

1 = 8 years 2 months

Trial Period Discharge = 1

1 = 2 months

OKLAHOMA SCHOOL FOR THE DEAF

DISABILITY DETERMINATION SERVICES

Resignation = 2

1 = 20 years 11 months

1 = 4 years

Retirement = 1

1 = 20 years

CURRENT FTE STATUS FY 2025

FTE as of October 31, 2024

<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)	85.3	72.00	2.00	0.00	74.00
Vocational Rehabilitation	238.0	202.00	22.00	(1.00)	223.00
Services for the Blind and Visually Impaired VR/SBVI-DP	115.0	99.00	8.00	(2.00)	105.00
Oklahoma School for the Blind	4.00	4.00	0.00	0.00	4.00
Oklahoma School for the Deaf	100.5	98.00	3.00	0.00	101.00
	134.0	111.00	17.00	(1.00)	127.00
Total (NON-EXEMPT)	676.80	586.00	52.00	(4.00)	634.00
Disability Determination Services (EXEMPT)	342.40	331.00	6.00	(331.00)	337.00
TOTAL NON-EXEMPT & EXEMPT	1019.20	917.00	58.00	(335.00)	971.00

FY 25 Budgetary Limit = 1255

*** Authorized agency FTE limit does not include Executive Fellow and SWIP appointments**

ROUTING TO: Melinda Freundt, Director
 Kevin Statham, Chief Financial Officer
 Randy Weaver, Chief of Operations
 Tom Patt, Human Resources Program Director
 Dana Tallon, Public Information Manager II
 Kathleen Arrieta, Executive Assistant
 Brett Jones, Public Information Officer III



Commission Minutes October 16, 2024



Oklahoma Commission for Rehabilitation Services

REGULAR MEETING MINUTES **October 16, 2024**

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:33 a.m. by Commissioner Flannery with a quorum present. Present: Theresa Flannery, Commission Chair, Dr. Janet Barresi, Commission Vice-Chair and Kelsey Lee, Commission Member.

STATEMENT OF COMPLIANCE

Commission Assistant Kathleen Arrieta confirmed the Commission for Rehabilitation Services follows the Open Meetings Act.

PUBLIC COMMENTS

Lisa Toth, the CEO of Rise Staffing, spoke briefly about the working relationship with the Department of Rehabilitation Services. Ms. Toth stated that the communication is lacking, and that DRS needs to have an independent grievance procedure for vendors/providers.

PRESENTATION OF LONGEVITY CERTIFICATES

Theresa Flannery, Acting Chair

The Commission presented longevity awards to the following staff:

- Faye Miller, Mobility and Orientation Specialist, 25 years with DRS.
- Sherry Holder, Outreach Coordinator, 30 years with DRS.
- Cammeron Brice, Direct Care Specialist, 35 years with DRS.

EXECUTIVE DIRECTOR'S REPORT

Melinda Fruendt, Executive Director

Highlights of Meetings and events attended:

09/12 - Virtual meeting with Dante Allen, RSA Commissioner, which focused on the potential of artificial intelligence in serving individuals with disabilities. Governor Stitt is forming an AI Task Force, and Jonathan Woodward will represent DRS.

09/25 OSB Western Heritage Day. She encouraged everyone to attend next year.
9/26 VR TAC Meeting - The monitoring report process is going well.

3535 N.W. 58th Street, Suite 500, Oklahoma City, OK 73112
o: 405-951-3400 | f: 405 951-3529 | Oklahoma.gov | okdrs.gov

Executive Director Melinda Fruendt
Commissioners Janet Barresi, Theresa Flannery, and Kelsey Lee

09/30 Governor's Council on Workforce and Economic Development (GCWED)
Executive Committee meeting

10/2-4 Oklahoma Works Conference

10/15 SBVI White Cane Day - Downtown Tulsa

10/16 OSB White Cane Day - Muskogee

Other Updates:

- The OKDRS Strategic Plan template for FY2025-2029 was submitted on September 30.
- Federal Reporting: ETA 9169 WIOA Annual Report PY23 has been submitted.
- AWARE System:
 - A new version of the RSA 911 went into effect on July 1st. The RSA 911 (Rehabilitation Services Administration Case Service Report) is a system of records that collects and stores information on individuals who have participated in or left the VR and Supported Employment programs. The data is used for a variety of purposes, including performance accountability, research, and monitoring.
 - The Pre-VR portal is progressing.
 - The agency has taken over responsibility of facilitating new user training for the AWARE system to provide more in-depth, one-on-one training and feedback.

CHIEF FINANCIAL OFFICER'S REPORT

Paula Nelson, Financial Budget Manager

- Financial Status Reports for FY 2024. As of August 31, 2024, the agency had spent \$143.2M of the \$187.3M budget, with remaining encumbrances of \$18.8M which represent 86.5% of the budget.
- Financial Status Reports for FY 2025. As of August 31, 2024, the agency had spent \$21.5M of the \$193.6M budget, with remaining encumbrances of \$155.4M which represent 91.4% of the budget.

VOCATIONAL REHABILITATION (VR) REPORT

Mark Kinnison, Division Administrator

Report highlights:

- The federal production year ended September 30, 2024. The employment programs completed 4,484 applications, 2,289 plans of employment, and 1,012 successful outcomes. The outcomes were lower by 25-30 cases, but this number is expected to rise with the new portal improvements.
- Wages on successful outcomes were up 6%, with an average wage of \$17.17 per hour, with an average of 34 hours a week worked.
- Mark Kinnison and Tracy Brigham recently attended an Oklahoma Tribal Vocational Rehabilitation (OKTVR) meeting and gave a presentation regarding the employment programs. This was a collaboration with the Apache, Muscogee, Iowa, and Wichita tribal VR programs.

- Business Services is planning a job fair in November.
- The agency has surpassed three million dollars in reimbursement on SSI/SSDI cases for the fourth year in a row.
- Portal Update: There were 68 online referrals of which one has followed through with an application; one is unassigned; and two have been closed either because they already had a case, already had a referral or, after discussion with the counselor decided not to apply. Twenty-six of these referrals are pending assignment to a caseload, and 38 are active referrals assigned to a counselor.
- Priority Group Update: as of October 2, 115 clients were released off the Priority Group 3 waitlist. As of October 7:
 - Priority Group 1 is open.
 - Priority Group 2 is open.
 - Priority Group 3 is closed, clients waiting: 1
 - Total clients on waiting list: 1

HUMAN RESOURCES REPORT

Tom Patt, HR Director

Personnel Activity report as of September 30, 2024: 31 vacant positions were filled; 59 positions were open. There were eight separations which include retirements, resignations, and discharges. There were 971 Full-Time Equivalent (FTE) positions. Commissioner Flannery noted that the vacancies were lower than in past months, which Mr. Patt attributed to pay adjustments and a streamlined process.

OKLAHOMA SCHOOL FOR THE BLIND (OSB) REPORT

Brent Pearce, Principal and Interim Superintendent

Report highlights:

- SBVI held an Adult VIBE (Visually Impaired and Blindness Empowerment) camp on the OSB campus July 8th -12th, with twelve people attending.
- Representatives from the TSET program were on campus July 10th to congratulate OSB on the successful grants received. They were given a tour of the greenhouse, bottle filling stations, and the new sidewalk for which the funds were allocated.
- OSB students and staff celebrated the Annual Western Heritage Day at the Silver Spur Ranch in Haskell on September 25th. Members of the Oklahoma Quarter Horse Association and Connor's State College Rodeo Team, Archery Team, and President's Leadership class assisted the students with fishing, rock climbing, mechanical bull riding, horseback riding, and other activities.
- Science teacher Cheryl Daniels, along with five students traveled to Huntsville, Alabama in early October to attend the Space Camp for Interested Visually Impaired Students.
- Brent Pearce and several staff attended the 2024 Council of Schools & Services to the Blind (COSB) Leadership Institute on October 1st in Louisville, KY and went to the American Printing House for the Blind (APH) while in Louisville.

ACCEPTANCE OF DONATIONS TO THE OKLAHOMA SCHOOL FOR THE BLIND (OSB)

Brent Pearce, Principal and Interim Superintendent

The donations for September 2024 totaled \$8,418.00.

A motion was made by Commissioner Barresi and seconded by Commissioner Lee to accept the September 2024 OSB donations. All Commissioners voted in the affirmative and the motion carried.

APPROVAL OF THE COMMISSION MEETING MINUTES - SEPTEMBER 11, 2024

Theresa Flannery, Chair

A motion was made by Commissioner Lee and seconded by Commissioner Barresi to approve the minutes from the September 11, 2024, Commission meeting as submitted. All Commissioners voted in the affirmative and the motion carried.

ACCEPTANCE OF DONATIONS TO THE OKLAHOMA SCHOOL FOR THE DEAF (OSD)

Dr. Heather Laine, Superintendent

The donations for September 2024 totaled \$463.99.

A motion was made by Commissioner Barresi and seconded by Commissioner Lee to accept the September 2024 OSD donations. All Commissioners voted in the affirmative and the motion carried.

ACCEPTANCE OF DONATIONS TO THE OKLAHOMA LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED (OLBPH)

Tracy Brigham, Division Administrator, Services for the Blind and Visually Impaired (SBVI)

The donations for September 2024 totaled \$350. Ms. Brigham said that the library is in need of volunteers to read and are always appreciated.

A motion was made by Commissioner Lee and seconded by Commissioner Flannery to accept the September 2024 OLBPH donations. All Commissioners voted in the affirmative and the motion carried.

ADJOURNMENT

The meeting was adjourned at 11:38 a.m.



Commission Minutes

October 29, 2024



Oklahoma Commission for Rehabilitation Services

SPECIAL MEETING MINUTES
October 29, 2024

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:34 a.m. by Commissioner Flannery with a quorum present.

Present: Theresa Flannery, Commission Chair, Dr. Janet Barresi, Commission Vice-Chair and Kelsey Lee, Commission Member.

STATEMENT OF COMPLIANCE

Commission Assistant Kathleen Arrieta confirmed the Commission for Rehabilitation Services follows the Open Meetings Act.

AMENDMENT TO THE COMMISSION'S ENABLING ACT TO ENLARGE COMMISSION MEMBERSHIP

Theresa Flannery, Chair

Commissioner Barresi requested an amendment to the Commission's Enabling Act 74 OK Stat § 166.2 (C)(1)(2) to enlarge the Commission membership. She noted that because of the current limitations on number of Commission members, which currently stands at three, and a quorum of two, there can be no communication between board members on Commission matters outside of a Commission meeting. The ideal size of the commission would be five to seven members, with the quorum then being three or four members.

Commissioner Flannery appointed an exploratory committee with Commissioner Barresi as Chair, and Jennifer Hardin, DRS Legislative Liaison as a member. A third committee member will be added. The goal of the committee is to research the topic of expanding the DRS Commission and solidify the language for a request bill. The Committee will report to the Commission at a future meeting.

EXECUTIVE SESSION TO DISCUSS THE RESULTS OF DRS EMPLOYEE SURVEY



Commissioner Flannery made a motion to convene into an Executive Session as authorized by the Open Meeting Act 25 O.S. 307 (B) (7) for the purpose of reviewing the results of the DRS Employee Survey to be used for the Executive Director's Performance Review. Commissioner Barresi seconded. All Commissioners voted in the affirmative and the motion carried.

VOTE TO RECONVENE INTO REGULAR SESSION

A motion was made by Commissioner Flannery and seconded by Commissioner Barresi to convene into Regular Session. All Commissioners voted in the affirmative and the motion carried.

DISCUSSION AND POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

The Executive Session consisted of reviewing the survey results and a discussion about updating the Executive Director's job description. The Commission will send the Commission Assistant suggestions for the updated job description, which will then be updated. Future executive sessions will be necessary to complete this task.

ADJOURNMENT

A motion was made by Commissioner Flannery and seconded by Commissioner Barresi to adjourn the meeting. All Commissioners voted in the affirmative and the motion carried. The meeting was adjourned at 12:35 p.m.



Oklahoma School for the Blind Report

OSB DONATION REPORT

October 2024 Donations

Donations under \$500

Date	Name	Cash	Fund	Property	Value
10/9/2024	Gail McClellan /Low Vision Portable Magnifier Flipper F			Flipper port	\$ 450.00
10/9/2024	Sherry Holder / Anti-Choking Devices	\$ 320.00	701		
10/9/2024	Sherry Holder / Memory of Frank Dirksen/Rec Needy	\$ 100.00	701		
10/9/2024	Unique Dry Cleaners			In kind	\$ 35.00
10/24/2024	Beta Gamma ESA/Halloween treat bags			candy	\$ 120.00
10/29/2024	Rockin R Farms LLC/Elementary education	\$ 200.00	701		
Subtotal of Cash (under \$500) donated in October 2024		\$ 620.00		Subtotal prop.	\$ 605.00
Donations \$500 and over		\$ -			
10/29/2024	Nix Foundation/Library	\$1,000.00	701		
10/29/2024	Patsi Nix Smith/Library	\$ 4,000.00	701		
10/29/2024	Muskogee Tourism Authority/SCASB	\$ 500.00	216		
Subtotal of Cash (\$500 and over) donated in October 2024		\$ 5,500.00		Subtotal prop.	\$ -
TOTAL DONATION AMOUNTS October - 2024		\$6,725.00			



Oklahoma School for the Deaf Report

OSD Donation Report


October 2024

Donations Under \$500.00

Date	Name	Cash	Fund	Explanation	Property Value
10/28	Braum's		Book Buddy	Reading Program for Students	407.08
10/28	Tiffany Mc Daniel		Library	2 Library Books	37.98
	Subtotal Cash Under \$500.00			Subtotal Property Under \$500.00	445.06

Donations Over \$500.00

Subtotal Cash Combined	Subtotal Property Combined
Total donations for October 2024	\$445.06



Oklahoma Library for the Blind and Physically Handicapped Report

OLBPH October 2024 Donation Report

Donations under \$500				
DATE	NAME	CASH	PROPERTY	VALUE
10/03/2024*	Johnny Griffin	\$100		
10/08/2024**	Martha Helmcke	\$100		
10/16/2024**	David Ross and Kelli Carroll	\$100		
Subtotal of Donations Under \$500		\$300		

Donations \$500 and over				
DATE	NAME	CASH	PROPERTY	VALUE
10/29/2024**	Sarabeth and Perry Brown	\$500		
10/29/2024**	Dennis and Angi Graham	\$500		
10/29/2024**	Mike and Kathy Chauveaux	\$500		
Subtotal of Donations \$500 and over		\$1500		

Total Donation Amount	\$1,800
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*Patron donation

**Continued donations in honor of Kent Graham