



**OKLAHOMA**  
**Rehabilitation Services**

# *Commission for Rehabilitation Services*

**Commissioners**

**➤ Janet Barresi, Theresa Flannery, and Kelsey Lee**

Regular Meeting  
and Video Conferencing

3535 NW 58<sup>th</sup> Street, Suite 200  
Oklahoma City, OK

September 11, 2024

Empowering Oklahomans with Disabilities

**State of Oklahoma  
Commission for Rehabilitation Services  
Regular Commission Meeting  
September 11, 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/1604000405>  
Phone: 1-669-254-5252; Webinar ID: 160 400 0405

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, September 10, 2024, at (405) 951-3472 or [Kathleen.Arrieta@okdrs.gov](mailto: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*

## **REPORTS**

**3. Presentation of Longevity Certificates**

*Theresa Flannery, Chair*

**4. Executive Director's Report**

*Melinda Fruendt, Executive Director*

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

Page 6

**5. Oklahoma ABLE Tech Report**

*Allyson Robinson, Director of Accessibility Programs*

- a) Report
- b) Possible discussion

Page 9

- 6. Oklahoma Statewide Independent Living Council Report** Page 20  
*Sidna Madden, Executive Director*  
a) Report includes update on programs and activities.  
b) Possible discussion
- 7. Services for the Blind and Visually Impaired (SBVI) Report** Page 23  
*Tracy Brigham, Division Administrator*  
a) Report on departmental updates  
b) Priority Group / Portal Referral Updates  
c) Possible discussion
- 8. Oklahoma School for the Deaf (OSD) Report** Page 30  
*Dr. Heather Laine, Superintendent*  
a) Report  
b) Possible discussion
- 9. Human Resources Report** Page 33  
*Tom Patt, HR Director*  
a) August Personnel Activity report & current FTE Status  
b) Introductions of new staff  
c) Possible discussion

## **ACTION ITEMS**

- 10. Review of the Minutes from the August 14, 2024, Commission Meeting** Page 40  
*Theresa Flannery, Chair*  
a) Discussion and possible action to modify and/or approve the minutes.
- 11. Commission for Rehabilitation Services 2025 Meeting Calendar** Page 46  
*Theresa Flannery, Chair*  
a) Discussion and possible action to modify and/or approve the 2025 Meeting Calendar
- 12. Chief Financial Officer's Report** Page 48  
*Kevin Statham, Chief Financial Officer*  
a) Financial Status Reports as of July 31, 2024  
b) FY 2026 Budget Request
  - FY 2026 Budget Request Executive Summary
  - FY 2026 Budget Request Summary
  - FY 2026 Budget Request Operations Funding Changesc) Discussion and possible action to approve the budget request.
- 13. Declaration of an emergency pursuant to 61 O.S. § 130 regarding the HVAC system at the Oklahoma Library for the Blind and Physically Handicapped.**  
*Theresa Flannery, Chair*  
a) Discussion and possible action

**14. Declaration of an emergency pursuant to 61 O.S. § 130 regarding a gas line leak repair at the Oklahoma School for the Deaf.**

*Theresa Flannery, Chair*

a) Discussion and possible action

**15. Acceptance of Donations to the Oklahoma School for the Deaf (OSD)** Page 69

*Dr. Heather Laine, Superintendent*

a) Donation Reports for August 2024

b) Discussion and possible action to accept the donations.

**16. Acceptance of Donations to the Oklahoma School for the Blind (OSB)** Page 71

*Brent Pearce, Interim Superintendent*

a) Donation Reports for August 2024

b) Discussion and possible action to accept the donations.

**17. Acceptance of Donations to the Oklahoma Library for the Blind and Physically Handicapped (OLBPH)** Page 73

*Tracy Brigham, Division Administrator, SBVI*

a) Donation Reports for August 2024

b) Discussion and possible action to accept the donations.

**18. New Business**

*Theresa Flannery, Chair*

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

**19. Announcements**

*Theresa Flannery, Chair*

a) Next Meeting:

Wednesday, October 16, 2024

Oklahoma School for the Blind

3300 Gibson Street, Muskogee, OK 74403

b) 2024 Commission Award Survey call for nominations.

**20. Public Comments**

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

**21. Adjournment**

*Theresa Flannery, Chair*

**Note: "Possible action" by the Commission includes, but is not limited to, approval, authorization, adoption, rejection, denial, amendment, taking no action, or tabling the item for disposition at a later date or time.**



# Executive Director's Report

**Oklahoma Department of Rehabilitation Services**  
**EXECUTIVE DIRECTOR REPORT**  
**September 11, 2024**

**Executive**

**August**

- 15 – Oklahoma Rehabilitation Council Meeting.
- 16 – Welcome presentation to the Business Enterprise Program Annual Training.
- 19 – Interpreter Services Meeting.
- 21 – South Central Impact Meeting of the DRS Business Services.
- 23 – Meeting with OSB Executive Team.
- 26 – 27 – Economic Development Conference.
- 28 – Presentation on Think College/IPSE and VR at the National Rehabilitation Association Conference, virtual.
- 29 – VR TAC Meeting on CAP progress.

**September**

- 2 – Labor Day
- 3 – VR/SBVI Performance Team meeting.
- 4 – RSA Data Dashboard and Technical Assistance Collaboration meeting.
- 5 – Oklahoma Rehabilitation Council Strategic Planning meeting.
- 9 – OKIPSE update meeting.
- 11 – Commission for Rehabilitation Services meeting; DRS Executive Team meeting.

**Process Improvement (PI) – Lyuda Polyun**

**Federal Reporting**

RSA-911 PY23 Q4 was submitted.

**AWARE**

The AWARE team has completed the necessary corrections for the RSA911 PY23 Q4 report, which was successfully submitted ahead of schedule.

The Pre-VR portal project is progressing, with Alliance nearing the completion of programming changes. We are about to start testing the Pre-ETS data import into AWARE, aiming to finalize the project by the end of September in time for the quarterly RSA-911 report for the July–September period.

We are collaborating with DVR/SBVI leadership to adjust parameters to enhance compliance with timely eligibility determinations and plan development.

To improve new users' case recording skills and compliance activities, we are adopting a more hands-on approach to AWARE training for new users.

### **Program Standards, Statistical Research, Data Dashboards**

The research staff completed the SFY 2024 Legislative Map, created a BEST-STEP service map for Transition, and completed program service maps for OSB and the OLBPH.

The research staff worked with the VIBE team to revise the post-session evaluations.

The research staff is working with agency administration and ORC on revising the questions and methodology for the upcoming 2024 VR/SBVI Adult Open Case Satisfaction survey.

The research staff continue to train on Power BI and are working on QA reports in Power BI.

### **Power Business Intelligence (BI)**

Working with 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.

Working on QA reports in Power BI and Report Builder.

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



# Oklahoma ABLE Tech Report



# YEAR-END REPORT

## Oklahoma Department of Rehabilitation Services from Oklahoma State University - Oklahoma ABLÉ Tech July 1, 2023 to June 30, 2024

### *Alternative Financing Program Report*

#### Descriptive Data

##### Types of Alternative Financing Loan Models

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- A. Direct Loan
- B. Interest Rate Buy-Down Loan
- C. Guaranteed/Interest Rate Buy-Down Loan

##### Name of Partners

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- D. Lead Agency: Oklahoma State University - Oklahoma ABLÉ Tech
- E. Community-Based Organization: Oklahoma Assistive Technology Foundation (OkAT)
- F. Lending Institution: BancFirst of Stillwater

##### Loan Program Features

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- Range of loan amounts program generally provides: There are no minimum or maximum loan amount restrictions for unsecured loans or vehicle loans. Home accessibility modification loans are limited to \$25,000. Loans for the past year ranged from \$36 to \$87,237 with an average loan size of \$10,338.
- Interest rates provided to borrower: From 7/1/23 to 11/14/23, all loans had an interest rate of 5% fixed over the term of the loan. From 11/15/23 forward, all loans had an interest rate of 8%. OkAT was able to buy down the interest rate for BancFirst loans from **8.75%** for secured/guaranteed loans and from **10.49%** for unsecured loans.
- Repayment terms the program generally provides: The program generally offers terms of 12 to 60 months (about 5 years) for unsecured and secured loans. Home modification direct loans can have a term of up to 84 months (about 7 years). The shortest loan term was 4 months.
- Total loan fund capacity as of June 30, 2024: Total dollars available for closing new loans is **\$1,594,898**.

- Restrictions on types of devices purchased: The loan program does not restrict the type of AT a borrower can purchase.

## Portfolio Performance - Alternative Financing Program (AFP)

### A. Outstanding loans, for which the principal was not paid in full, as of June 30, 2024, of Guaranteed and Direct loans for which the loan program could incur losses:

Type of Loan	Number of Loans	Outstanding Principal Balance
Guaranty Loans	122	\$854,939
Direct Loans	223	\$628,962
<b>Total</b>	<b>345</b>	<b>\$1,483,901</b>

### B. Losses this past year

Total dollar amount of net losses (money lost on direct loans and guarantee payouts minus recoveries from collateral or payments): **\$109,180**

Number of loans defaulted as of June 30, 2024: **32**

### C. Outstanding loans, for which the principal was not paid in full, as of June 30, 2024, of non-guaranteed loans for which the loan program cannot incur losses.

Total number of outstanding loans: **53**

Total dollar amount of principal still outstanding: **\$449,037**

## Loan Information

### Number of Applications received

Application Status for Metro vs. Non-Metro	Metro	Non-Metro	Total
Number of applications approved - loan made	56	66	122
Number of applications approved - loan not made	10	11	21
Number of applications rejected	44	68	112
<b>Total</b>	<b>110</b>	<b>145</b>	<b>255</b>

**B. Income of borrowers - Average gross income of all borrowers: \$48,666**

<b>Annual Gross Income Range</b>	<b>\$15,000 or Less</b>	<b>\$15,001 to \$30,000</b>	<b>\$30,001 to \$45,000</b>	<b>\$45,001 to \$60,000</b>	<b>\$60,001 to \$75,000</b>	<b>\$75,001 or More</b>
Number of Loans Made	12	32	25	16	12	25

**C. Loans closed**

<b>Type of Loan</b>	<b>Number</b>	<b>Total Dollar Amount</b>
Direct Loan	65	\$287,628
Preferred Interest Rate Buy-Down Loans	19	\$375,067
Preferred Guaranteed & Buy-Down Loans	38	\$598,516
<b>Total all loans</b>	<b>122</b>	<b>\$1,261,211</b>

**D. Type of AT purchased from July 1, 2022, to June 30, 2023**

<b>Type of AT</b>	<b>Number Devices</b>	<b>Total Dollar Amount</b>
Hearing	182	\$466,819
Vehicle modifications and transportation	25	\$780,119
Daily Living	8	\$4,715
Environmental Adaptation	0	\$0
Vision	2	\$3,017
Speech Communication	0	\$0
Computer Related	4	\$1,763
Mobility, Seating, and Positioning	6	\$4,778
Recreation, Sports, and Leisure	0	\$0
<b>Total</b>	<b>227</b>	<b>\$1,261,211</b>

**E. Purpose of AT**

<b>Education</b>	<b>Employment</b>	<b>Community Living</b>	<b>Total</b>
2	28	92	122

# ***Creating an Accessible Workforce System for All***

## **Contract Item 1**

Provide ad hoc **training and technical assistance** with continued outreach to agency Partners under WIOA.

### **Outreach to System Partners Update**

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- Assisted with the shutdown of the accessibility website hosted by OMES. This website is now being redirected to the [new page on digital accessibility](#). Further work may continue in the next contract year to increase the availability of information related to digital accessibility on the state government's websites.
- Presented a session on Digital Accessibility Four Core Skills at the Oklahoma Workforce Partner's conference, as well as hosted a booth.
- Presented a session on how digital accessibility can increase your organization's potential talent pool of applicants at the 2023 Oklahoma Association for People Supporting Employment First (OKAPSE) Conference.

## **Contract Item 2**

Provide **information and assistance** to the Oklahoma Office of Workforce Development (OOWD) and/or other Workforce entities regarding technology in its existing and possible new digital properties to ensure that Oklahomans with disabilities can fully access all workforce resources provided by its website. Content and applications on the website are designed to connect employers, employees and job seekers to information and programs that help build Oklahoma's workforce.

### **OOWD Technical Assistance Update**

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Provided technical assistance for minor issues on a few of the websites ABLE Tech built for several Workforce Boards as part of a previous contract year.

## Contract Item 3

Create and disseminate monthly, **accessibility-related communications** that apply to employment. These could be tips on the accessibility of digital properties and tools or tips on Assistive Technology (AT) devices.

### Accessibility Communications Update

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Continued to provide monthly accessibility information and tips on the ABLE Tech newsletter. See the full repository on the [ABLE Tech Newsletter webpage](#).

## Contract Item 4

Continue to contribute content and topics to the **Course Catalog** that contains materials that will help Workforce Boards and Partners gain mastery in the various dimensions of the Access for All effort. This includes Customer Service, Outreach, and Physical Accessibility. ABLE Tech will author training content using an accessible, SCORM/x-API compliant tool and upload it to the Adobe learning environment recently licensed by the Office of Workforce Development. ABLE Tech will also explore and potentially pilot the use of training materials from trusted and legitimate accessibility organizations. Such training requires a licensing fee as detailed later. Training topics will be determined by relevance to the audience.

### Course Catalog Update

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Course development continued this year, with several more self-paced, interactive courses completed:

- MS PPT Accessibility (two versions)
- Describing Complex Images
- MS Word Accessibility (two versions)
- Web Accessibility Testing: Basic

The foundational course that will complete the Intro to Digital Accessibility Track, Four Core Skills, is nearing completion.

These courses will go into Adobe Captivate Prime whenever the Access for All project resumes.

## Contract Item 5

Create and host **self-paced training courses** on a separate course catalog with courses available to DRS employees and other state agency personnel. These training offerings would be available at any time, providing flexibility to the training audience to consume it according to their schedule.

### Separate Course Catalog Update

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Oklahoma ABLE Tech continued adding courses to the ABLE Tech Course Catalog. There are now 6 individual courses and two learning tracks in the catalog. Visit the [ABLE Tech Course Catalog](#).

## Contract Item 6

Present the **TechAccess Oklahoma Conference** - the ninth in a series of annual technology accessibility conferences for web developers, policy administrators, purchasers, etc., to assure public accessibility of OK agencies, higher education institutions and the career and technology education centers.

### TechAccess Update

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TechAccess Oklahoma 2024 was held in person at Rose State College and virtually over Zoom, February 27-29. In total, 478 people registered, while in-person and virtual attendance averaged 150 people each day combined. Once again, there was an amazing lineup of accessibility experts who agreed to share their expertise with the audience.

All session recordings are available on ABLE Tech's [TechAccess Oklahoma 2024 YouTube Playlist](#).

Here is a list of this year's sessions:

- Fireside Chat with GAAD Co-Founder Jennison Asuncion
- Digital Accessibility: You're Not the Imposter You Think You Are – Darren Denham
- I never knew a website could hurt someone. – Karl Groves
- Creating Sustainable Knowledge in Accessibility: Professional Development and Support – Rob Carr
- Panel: All Roads Lead to Accessibility – Combination of Speakers

- Accessibility and the Three Bears of AI – Glenda Sims
- Championing Digital Accessibility: The Pivotal Role of Leadership – Marie Cohan
- Clue Me In: Gaining Stakeholder Buy-In at Your Organization – Lindsey Morris and Lindsay Foster

All presenters received excellent feedback from participants.

Planning has begun for TechAccess Oklahoma 2025, which will be held the last week of February.

## Contract Item 7

Oklahoma ABLE Tech will continue to use the **Pope Tech enterprise accessibility testing tool** with appropriate web accessibility assessment projects. The tool allows ABLE Tech to create and repeat automated scans on hundreds of web pages. ABLE Tech can use this data to monitor progress over time. ABLE Tech also uses the data to help scope manual assessments so that overall assessment projects are efficient, effective, and valuable. Each assessment has a technical assistance component as well. ABLE Tech will work with Partner staff to understand and remove barriers to access that they can directly control. Assessment results for vendor-supplied products and services help to shape the conversation around procurement within the Partner, even if only project by project.

### Pope Tech/Accessibility Assessment Update

Pope Tech was used to evaluate the following websites as part of accessibility audits this year:

- Tulsa Community College
- Metropolitan Library System
- Oklahoma State University applications

This tool was also used to monitor the accessibility of the Oklahoma ABLE Tech websites.

## Contract Item 8

Continue to explore integrating technology accessibility into higher education curriculum.

### Higher Education Curriculum Update

Few inroads have been made on true integration into college curriculum, but we have contributed to a new project that's similar in scale. The team has been asked to contribute to a

large-scale accessibility endeavor as part of the Cowboy Up initiative. This is a project from Oklahoma State University that will create university-wide micro-credential programs. We proposed many ways to insert accessibility into the creation, review, and maintenance of all micro-credential programs, and we also proposed hiring accessibility-focused roles for this project.

We also provided several trainings directly to college students as part of their classes. These are detailed below:

- Peyton and Adam were guest speakers at an OSU Ag Communications class, highlighting general accessibility principles and on social media.
- Lyssa presented a general session on Assistive Technology and Digital Accessibility to two marketing and communications classes.
- Adam gave a presentation on digital accessibility to a class of master's-level special education teachers at SNU (Southern Nazarene University).
- The team increased their presence in the Council for Online Learning, promoting the course catalog. The course catalog has been adopted as part of professional development for all of the State Regents.

## Contract Item 9

Create and maintain a curated set of technology accessibility resources. The resource set will serve as reference material for the Workforce Development System. The resources will be a combination of material created by ABLE Tech and material from reliable third parties. ABLE Tech will group resources by content type or topic area, such as document accessibility (Word, PDF, etc.), web accessibility, procurement, etc. ABLE Tech will actively curate this content, updating as needed.

### Accessibility Resources Update

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Oklahoma ABLE Tech has continued to maintain and update the [ABLE Tech ICT Accessibility Resources](#).

## Contract Item 10

Update the **Access for All certification course** content and move it into the library of self-paced courses.



## Access for All Certification Course Update

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Due to the changeover of the Governor’s Council for Workforce and Economic Development and the lack of movement on the Access for All project, this project did not occur. In the future, we need to have conversations with various Workforce Boards and Centers to see how they are using this resource and adapt it accordingly.

## Other Activities

1. Presented an introduction to digital accessibility at a meeting of the Small Business Administration of Oklahoma.
2. Worked with the Continuing Education Committee of the Oklahoma Library Association (OLA) on developing their onboarding materials for members coming into leadership roles. This included integrating previous accessibility work with the development of the OLA's accessibility policy into instructional materials used by elected leadership members.
3. Attended the Emergency Preparedness and Response Planning Meeting hosted by the Oklahoma City County Health Department (OCCHD). This meeting has already generated lots of work, with more to come.
4. Lyssa Prince and Adam Thiel served as judge for the Knowbility Accessibility Internet Rally (AIR) competition.
5. The team began work on the Oklahoma Pathways to Partnership grant, which will result in the development of the Plan Your Way OK. The role of ABLE Tech will be accessibility testing and remediation, addition of the website content, and guidance to grant staff on how to add future content.

## ***AT, AEM, and ICT Accessibility for Pre-ETS***

### Contract Item 1 – Course Materials

Oklahoma ABLE Tech continues to add courses on digital accessibility to its course catalog. There are two tracks and 6 individual courses currently available. Additional courses are being developed on an ongoing basis. Visit the [course catalog](#).

## Contract Item 2 – AT Devices, information, and training to BEST STEP campers

- A short [instructional video](#) was developed to introduce AT in the workplace. The video was disseminated to every BEST STEP camp program and viewed by all participants. The video was part of a curriculum introducing AT that might be used in the workplace, with additional information about how to access other resources provided by ABLE Tech.
- 500 ABLE Tech bags with a Make 'n Take low-tech device and informational brochures for the participants were distributed to all BEST STEP campers.
- Postcards were created to share information about the course catalog and how to borrow AT devices for short-term loan to make informed decisions prior to AT acquisition.

## Contract Item 3 – Training and TA to Pre-ETS Staff

- Information was provided to Pre-ETS staff on how to use the video and materials.
- The team presented to two different Pre-Employment Transition Services (Pre-ETS) groups that are part of DRS and SDE on the self-paced digital accessibility courses, aiming to get more individuals involved in Pre-ETS taking the courses and also helping their students access the courses to further build the accessibility professional community.

## Contract Item 4 – Assist with Providing Information about Pre-ETS to the Public

Basic information about Pre-ETS, transition services, and the Quality Indicators for AT in Transition were included in presentations to the public throughout the year. Additional opportunities to partner with DRS and to share information about Pre-ETS are regularly sought.

## Contract Item 5 – Prepare and Submit Data and Reports

Relevant data was entered into the NATADS system for the Administration for Community Living.

## Contract Item 6 – Year-End Progress Report

This report meets this deliverable.



# Statewide Independent Living Council of Oklahoma Report

**Oklahoma Statewide Independent Living Council (SILC) Report**  
**DRS Commission Meeting**  
**September 11, 2024**

SILC has received notice that the U.S. Department of Health and Human Services (HHS), Administration for Community Living (ACL), has terminated Progressive Independence Inc (PI)'s grant award under the Centers for Independent Living program. This was effective August 1, 2024. The determination could have been appealed to the ACL Administrator, and then to the HHS Departmental Appeals Board (DAB). There was no appeal to the Administrator within the allotted 30 days and the decision is final.

We are currently working with ACL to learn more about SILC's obligations and the process. We also reached out to the other Centers for Independent Living (CILs) in the state for their assistance and input, particularly with communications and coverage. ACL will also need additional detail, and changes in the new State Plan for Independent Living (SPIL) to address disbursement of funds going forward. This will require additional committee work and meetings with SILC, DRS, ACL and our centers as we move forward.

**NASILC (National Association of Statewide Independent Living Councils)** – SILC Congress is March 10-12, 2025 in Orlando, FL. The theme for the conference is Connect: Collaborate, Organize, Network, Navigate, Empower, Create and Transform

**ARPIL (Association of Programs for Rural Independent Living)**– Conference is Oct. 11-13 in Chicago, IL

**I.L. Stakeholder** meetings with the Administration on Community Living, the National Council on Independent Living, the Association of Programs for Rural Independent Living, the National Association of Statewide Independent Living Councils, the Independent Living Research Utilization, and the Office of Independent Living Programs.

\*There was discussion around including more consumer satisfaction data/information in the Program Performance Report (PPR).

It was decided that a general question about consumer satisfaction will be left in the PPR to make it easier to collect that data for the SPIL. So, the narrative box will be left for now and more conversation is needed to figure out how to better collect that data.

\*In the Rehab Act, it refers to 'significant disabilities', and the question was raised as to whether to separate out (in the PPR) consumers with disabilities versus consumers with significant disabilities. There was a lot of discussion and it was said that 'significant' to one person may not be considered 'significant' to another and that there was no need to separate out the two groups.

\*CIL PPR redesign – this is well under way and by October or November will be out for public comment. One major consideration is to remove the community activities table.

\*SPIL – all SPILs were reviewed by Monday August 26<sup>th</sup>. There are 4 states who did not submit a SPIL, and there are 9 states that got their SPIL returned. OILP will be issuing conditional approvals to a few states and giving them until the end of December to amend.

\*FY2025 CIL Part C award amounts are out. CILs can email Jennifer Martin, our Program Officer and check the amount of their award, or they can wait for the official notice, which will go out at the end of September.

SILC and our attorney Kevin Nelson, are still trying to resolve some ongoing issues with the Open Meetings Act through the Attorney General's Office. Currently there are no provisions for accommodations for board members with disabilities to attend meetings virtually (as an accommodation) and that makes it difficult for us to meet a quorum at our meetings because many members can't attend in person.

Respectfully submitted,

Sidna Trimmell



# Services for the Blind and Visually Impaired Report

**Services for the Blind and Visually Impaired (SBVI)  
Commission Report  
September 11, 2024**

**Field Services**

**June 17 Priority Group 2 opened!**

ODRS has been on Order of Selection (OOS) since March 2017. Currently Priority Groups 1 and 2 are open and only PG3 is closed and still has a waiting list.

\*As of this report, there are 265 on Priority Group 3 waiting list. On September 4 160 were released from the wait list.

**New Hires**

Rehabilitation Tech (OKC)—Kathryn Christian, June 3  
Counselor (Weatherford)—Stephanie Herren, June 3  
Counselor (Enid)—Rachel Morgan, June 11

**Vacancies**

AT Trainer  
Rehabilitation Teacher- OKC  
Counselor – OKC – selected but not announced yet  
Counselor- McAlester  
2 O&M – Tulsa and tbd  
Programs Manager - Tulsa

**June/July/August**

Julie Bailey's unit in Northeastern Oklahoma and Charles Watt, DRS ADA Coordinator, have been working with the Tulsa Election Board to educate the blindness support groups in the surrounding areas of Tulsa, Owasso, Sapulpa, and Bartlesville to ensure they are aware of their rights to receive assistance with voting prior to the presidential election in November 2024.

The National Association of Workforce Development Professionals Conference was held in San Antonio, Texas. SBVI staff attending included Tracy Brigham, Tammie Jones and Teresa McDermott.

The Missouri-Oklahoma-Kansas-Arkansas (MOKA) Conference for the Blind, which brings together professionals and attendees aimed at enriching the social and emotional needs of blind citizens, was held in Springfield, MO with SBVI staff Dan Shephard, Deitra Woody and Debi Trout attending.

Kelley Gutierrez, DeafBlind Program Specialist, set up an informational table on DeafBlind services offered through SBVI at the Deaf Education Conference on June 5 in Sulfur

Kelley Gutierrez also coordinated a very successful DeafBlind Awareness Day Celebration at Metro Technology – Springlake Campus in Oklahoma City. The event provided resources for individuals with combined hearing and vision loss, as well as their family and supports, and also to make connections with others. There were vendors available to provide information and demonstration of equipment and a speaker, Kristi Bingham, who is DeafBlind to give her experience.

Pamela Holloway and Debbie Eagle, who are both Rehabilitation Teachers (Certified Vision Rehab. Therapists), attended the American Council of the Blind conference in Jacksonville, Florida. ACB is an organization which fosters voice, choice and community, as well as advocates for the equality of people who are blind or have low vision. They help inspire community and connect individuals with education, resources and each other to support independence. Attendance of this convention will allow the staff from Oklahoma to develop relationships from other blindness professionals on a national level, as well as learn about new techniques, products and trends in the field of rehabilitation.

SBVI staff attended the National Federation of the Blind convention in Orlando, FL. NFB is one of the largest membership and advocacy organizations of blind people in the United States. Their mission is to work to raise the expectations of blind people because low expectations can create obstacles between the individual and accomplishing their dreams and goals. SBVI sends professional staff to conferences like NFB to allow them to spend time with individuals who are blind and are demonstrating independence in all facets of society and to inspire them toward “possibility thinking” with the people they serve.\

SBVI instructional staff Amy Pebley, Deborah Trout and Liz Scheffe attended the 2024 Association for Education and Rehabilitation of the Blind and Visually Impaired (AER) in Charlotte, North Carolina. AER is a professional membership organization dedicated to professionals who provide services to persons with vision loss. They promote and support the professionals by advocating for evidenced-based practices, high-quality standards and issues of critical importance to individuals who are blind or low vision.

SBVI staff have been participating in DRS/DDS Liaison Meetings as part of the collaboration to provide services to clients who came off of DDS’s wait list and, moving forward, clients who decide they would like to become employed.

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.

Payne Education Center (PEC) is a new statewide contract. This contract is for academic language therapy designed for use by Certified Academic Language Therapists (CALTs) with children who have developmental dyslexia, a specific disability in reading, or severe reading, deficiencies. This contract is the first in the nation with a Rehabilitation Agency!



## Summer VIBE

Adult VIBE was very successful this summer with 22 clients attending in June and July. Transition VIBE was also successful with 11 clients completing the program.

SBVI developed a new VIBE video for Counselors to help explain the VIBE program to clients. VIBE is growing as we planned and is very valuable for clients. The video will assist clients' understanding of why they should participate in VIBE, and adjust their expectations about knowledge, skills, and insight they might gain.

### Community Events/Meetings:

SWODA Burns Flat; Camargo Senior Center; Woodward Work Ready; Woodward OARC; Texoma Methodist Church; Texoma First Christian Church; OKC Santa Fe Life Center Health and Adaptive Sports Expo; OKC Living Better Fun Days Health Fair; Enid Meadow Point Senior Living

### Presentations:

Transition VIBE; OSB; Dress for Success; OACEP; Cleveland HS Special Ed 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.

### SBVI Successfully Closed Case Data for FY 2024

Average Wage Statewide = \$17.52/hour

Average Hours = 35/week

## Assistive Technology (AT) Services

	June	July
Assessments	13	24
Trainings	53	71
Training Hour	125	153

The push nationally and in Oklahoma is for earlier engagement. Our goal is for counselors to send AT referrals on transition age clients that are in High School even if they are not into their senior year yet. While it is still the school's responsibility to provide students with needed AT while they are in school, the idea is to get the SBVI AT Staff involved as early as possible, to ensure the client has the proper equipment to meet their accommodation needs and have proper training on how to use it. We believe this will help with a smoother transition from High School to a university or technical/trade school, or into the workforce. We want to try to avoid clients learning new technology while also trying to acclimate into a new environment, such as continued education or a job.

The SBVI AT Lab will be receiving 12 new computers and the plan is to start scheduling classroom style training for 2 or 3 clients at a time. This will be an

improvement on current training and toward what we hope for when the lab moves to a larger fully equipped space capable of training multiple clients in a group.

## **Business Enterprise Program (BEP)**

A new Vending Facility Consultant, Ryan Robinson, became a part of the team on August 12.

2 SBVI clients became trainees in the Fall BEP training class, beginning August 5. The hybrid training consists of online training modules and hands-on training in facilities with current Licensed Vendors over 13 weeks.

There have been 5 new Licensed Vendors added for a total of 27 Licensed Vendors in the BEP which is the highest number in recent years.

5 new locations are opening and 3 conversions from snack bar to micro markets are in process.

The major news is David Altstatt, Sr. is the Licensed Vendor in Ft. Sill in the troupe dining contract again.

BEP staff assisted in planning and participating in the Annual BEP Conference. The conference provides information, resources and training for the Licensed Vendors. The new board consist of Jeff Penick- Pres, Tara Brown- SW rep/secretary, Tyrel Burnham NW rep, Tim McCann-NE rep and Sharon Altstatt-SE rep. Active participation with the ECM is ongoing, consisting of weekly meetings to discuss ECM input into the Administrative Rules and other topics of interest.

## **Oklahoma Library for the Blind and Physically Handicapped (OLBPH)**

Kevin Treese was interviewed on TV 9's Porch Show about OLBPH's services on June 25. Later in the day, OETA visited the library to make a recording!

Kevin Treese speaking engagements and outreach:

- \*OAER annual conference speaker in August and also exhibited a library table
- \*Exhibit at Epworth Villa OKC Healthy Living Expo
- \*Bartlesville Lunch and Learn speaker in August
- \*Washington County Senior Center speaker
- \*Visited Nowata and Vinita Public Libraries to discuss OLBPH services
- \*Delivered Summer Reading prize (iPad) to the winner in Big Cabin

During the month of August, the OLBPH had a display case at the Carnegie Public Library in El Reno.

The Prison Braille Program has now completed and applied braille labels to regular print books for seven new titles (140 books!). The program participants are currently working on six additional titles and there are another six titles to be shipped to the program in June.

Duplication on Demand has 160,000 titles available to patrons.

Duplication on Demand (DoD)

SFY '25 as of 08/25 = 61,151

The AIM Center has started a Book of the Month program for Early Childhood (birth-5 years) in collaboration with the Prison Braille Program in Granite. So far 109 Large Print and 76 Braille books have been requested and disseminated to parents to begin working with their children. (This number does not include the 5-year-old group yet.)

A personal note from a parent in regard to the Book of the Month program is paraphrased below:

*The parents 3-year-old passed away this month from her many physical complications but wanted us to know that her daughter loved to be read to and our books made a big difference in the last days of her life, as it calmed her considerably. She indicated that they were so busy dealing with her health issues that they were unable to concentrate on anything else. Having the books mailed directly to the home was so helpful as they had no time to visit the library or buy books for her.*

AIM Center Students Served

SFY '25 as of 08/25 PreK-Grade 12 = 101 Birth-3 Years = 232

### **Business Services**

IMPACT Meetings

Business Summit

Elevate Planning

NE Business and Workforce Alliance Meetings

BAC's

Workforce Board Meetings

Self-Employment Community of Practice

Disability Resources Council

Job Fair Planning

### **Division Administrator Activities:**

Administration reviewed and updated the State Plan goals and priorities. Administration continues to work on Pre-Employment Transition Services (PreETS) corrective action plan (CAP) quarterly progress reports. The DRS Team also continues work with the National Technical Assistance Center on Transition (NTACT-C) for assistance with PreETS contracts and spending, as well as the Vocational Rehabilitation Technical Assistance Center for Quality Management (VR TAC-QM) for assistance with the Rehabilitation Services Administration (RSA) Monitoring Report CAP.

SBVI Administrator attended the NCSAB Strategic Planning Meeting with the Executive Board in Denver, CO for the purpose of planning for blind services on a national level.

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 Meeting; Randolph-Sheppard Troop Dining Meeting; NCSAB Executive Committee Meetings; Randolph-Sheppard Priority Meetings: DRS/DDS meetings; NTACTION Meetings; ORC; ORC Executive Committee; NCSAB Conference Planning; Performance Review Meetings; Monitoring CoP; CSAVR Customer Service for Adults committee; BEP Contracts meeting; VR TAC-QM; Change Leader Meetings; Randolph-Sheppard Calls; FC/PM Meetings; DRS/DDS Sequencing of Services; PreETS CAP Revisions Meetings; Fiscal Management CoP; DRS PreETS Meeting; Monitoring CoP; BEP New Trainee Meeting; Commission Meetings; DRS ETeam Meeting; Recruitment and Retention Planning Meeting; New Employee Academy Presentation; VR/SBVI Overview with Commissioner Barresi; BEP Job Profile Description Meeting; NCSAB Strategic Planning; DeafBlind Awareness Day; ODAPCA; DRS Executive Retreat; BEP Job Profile Meeting with HR; DIF Grant Meeting; DDSD Waiver Language Meeting; Administrative Rules Meeting

Report respectfully submitted by Tracy Brigham, SBVI Division Administrator  
Sept. 11, 2024



# Oklahoma School for the Deaf Report

**Oklahoma School for the Deaf**  
**Report for the DRS Commission**  
**September 11, 2024**  
**Dr. Heather Laine**  
**Superintendent**

OSD was thrilled to have their students back on the campus on Monday, August 5th for the 2024-2025 school year. The buildings (White Hall, Stewart Hall, Long Hall, and Read Hall) were completed but had a few tasks to complete while the students and staff were on campus.

Canopies for south and north playgrounds have been installed and look great!

New mural in the Gym was painted by our wonderful Student Life Specialist, Nathan Fylstra.



Fall Sports for Football, Volleyball and Cheerleading have begun. Our football team had an away game on August 29 and won! We have several upcoming games listed below:

- Saturday, September 7 -
  - Volleyball - Oklahoma vs Alabama at 3pm
  - Football - Oklahoma vs Alabama at 7pm
- Monday, September 9 - Volleyball Home Game for Junior High and High School
- Saturday, September 14
  - Volleyball - Oklahoma, Illinois, and Kansas
  - Football vs Kansas at 7pm
- Monday, September 16 - Volleyball Home Game
- Saturday September 21 - Away Game for both Football and Volleyball to Minn.

- Monday, September 23 - Volleyball Home Game
- Tuesday, September 24 - Volleyball Home Game
- Friday - Saturday October 11-12 - Oklahoma hosts Great Plains School for the Deaf (GPSD) Volleyball Tournament

September is Deaf Awareness Month. Our football, volleyball and cheerleading team will go to the OKC Baseball Game on Friday, September 6 for Deaf Night Out. This is sponsored by OSD Foundation. Our Jr. NAD club is planning the Deaf Awareness Week on the week of September 23-26.

OSD Foundation will have their annual OSD Foundation Golf Tournament on Monday, October 21. This was rescheduled from April due to the Sulphur Tornado Disaster.

### **OSD News as of September 3, 2024:**

- Family Engagement and Early Language Supports (FEELS)
  - A total of 68 families with 74 Baby Bison (ages 0-5)
- Total Number of OSD Students
  - 94 Students
    - 92 at Sulphur Campus
    - 2 at Chickasha Preschool program
  - About 5 scheduled for tours and admissions
- Outreach Services
  - New Director - Eric Reed
  - He will be working on Oklahoma Family Connection Events in Moore and Tulsa. The first event will be in Tulsa on Saturday, November 16.
- Employment Positions at OSD are being filled
- Student Recognition
  - Russell Fewel became a newest member of the National Society of High School Scholars Organization.
  - New High School Student Body Government Officers for the 2024-2025 school year
    - President Zella Traver
    - Vice President Russell Fewel
    - Secretary Landen Fewel
    - Treasurer Bodee Flanary
    - Reporter Axel Benitez
- ASL Online Classes will begin on September 16 and end on December 31 of this year. The registration is ongoing until September 30. There are over 25,000 shares on the ASL online class post on OSD Facebook.



# Human Resources Report



## PERSONNEL ACTIVITY REPORT AS OF AUGUST 31, 2024

### FILLED AND VACANT POSITIONS

Personnel Activity = 26 vacant positions filled / 82 positions in Announcement or Selection Process / 72 OSB and OSD Contracts Renewed FY2025

Division	Title/PIN	Date Vacated	Location	Begin date	End date	Ann. #	Action/Incumbent	Date Filled
EXEC	Information Systems Applications Specialist / P106444	NEW PIN	Exec	07/16/2024	07/22/2024	25-009	David Unklesbay	08/01/2024
DDS	Disability Medical Consultant / 1345	05/01/2023	DDS	08/08/2024	Continuous	24-024	Angela Selmon	08/08/2024
		08/30/2023						
		12/01/2021						
		06/11/2023						
		03/01/2023						
		03/01/2024						
		04/03/2024						
		06/21/2023						
		05/29/2021						
		09/25/2021						
		02/17/2023						
		08/24/2021						
DDS	Disability Determination Specialist / 0019, 0068, 0110, 0179, 0373, 0406, 0493, 0566, 0584, 0628, 1269, 1274, 1278, 1281, 1306	04/09/2021					In Selection Process	
		04/01/2022						
		03/24/2021						
DDS		09/14/2021	DDS	05/28/2024	Continuous	24-096	Currently Open	
DDS	Administrative Programs Officer / 1163	09/20/2023	DDS	05/29/2024	06/10/2024	24-099	In Selection Process	
FSD	Accountant / 1063	08/31/2023	FSD	08/19/2024	08/23/2024	25-027	In Selection Process	
FSD	Accountant / 0713	11/01/2019	FSD	07/26/2024	08/01/2024	25-013	In Selection Process	
FSD	Accountant / 0096	07/14/2018	FSD	05/31/2024	06/19/2024	24-098	Mathew Samuel	08/05/2024
FSD	Accountant / 1063	08/31/2023	FSD	02/09/2024	02/29/2024	24-060	In Selection Process	
MSD	Administrative Programs Officer / 0992	08/31/2024	MSD	08/05/2024	09/16/2024	25-020	Currently Open	
MSD	Administrative Programs Officer / P106591	NEW PIN	MSD	08/26/2024	08/30/2024	25-029	In Selection Process	
MSD	Contracting & Acquisitions Agent / 0856	02/29/2024	MSD	07/31/2024	08/19/2024	25-019	Currently Open	

MSD	Administrative Programs Officer / 1013	08/01/2023	MSD	07/18/2024	07/24/2024	25-010	Sara Seabolt	08/01/2024
OSB	Teacher / 0258	09/01/2024	OSB	08/26/2024	Continuous	25-030	Currently Open	
OSB	Recreational Activities Specialist / 0419	04/10/2024	OSB	07/15/2024	Continuous	25-008	Currently Open	
OSB	Teacher / 0212	08/01/2024	OSB	05/17/2024	06/06/2024	24-092	Nikki Roper	08/01/2024
OSB	Direct Care Specialist / 0053	12/01/2012	OSB	05/15/2024	06/04/2024	24-093	Darlus Reeves	08/05/2024
OSB	LPN / 0017	07/31/2024	OSB	04/10/2024	Continuous	24-081	Currently Open	
OSB	School Transition Coordinator / 1089	07/31/2024	OSB	03/26/2024	04/01/2024	24-067	Laci Goins	08/01/2024
OSB	Transportation Officer/Student Aide / 1084	01/08/2024	OSB	02/09/2024	Continuous	24-061	AmyLynn Sotffer	08/05/2024
		02/29/2024						
		04/01/2024						
OSB	Direct Care Specialist / 0610, 0378, 0638, 0552	05/22/2024						
OSB		06/19/2024	OSB	01/17/2024	Continuous	24-057	Michelle Belyeu	08/05/2024
OSB	School Psychologist, 2045 / 0463	07/31/2023	OSB	10/26/2023	Continuous	23-095	Currently Open	
OSD	Food Service Specialist / 0486	09/01/2024	OSD	08/21/2024	Continuous	25-025	Currently Open	
OSD	Administrative Assistant / 0172	07/31/2024	OSD	08/19/2024	Continuous	25-026	Currently Open	
OSD	Fire Prevention & Security Officer / 0733	07/31/2024	OSD	07/26/2024	Continuous	25-015	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	Currently Open	
OSD	Administrative Assistant / 0304	02/01/2022	OSD	08/19/2024	Continuous	25-001	Currently Open	
OSD	Administrative Assistant / 0088	04/25/2024	OSD	07/01/2024	Continuous	25-002	Currently Open	
OSD	Teaching Assistant / P106372	NEW PIN	OSD	07/01/2024	Continuous	25-004	Currently Open	
OSD	Transportation Officer/Student Aide / 0460	09/01/2022	OSD	06/28/2024	Continuous	24-103	Currently Open	
OSD	Outreach Consultant / 1490	07/31/2024	OSD	06/11/2024	Continuous	24-104	Jennifer Freese	08/01/2024
OSD	Early Development Specialist / 1499	07/31/2024	OSD	06/07/2024	Continuous	24-105	Jennie Linck	08/01/2024
OSD	Teacher (Vocational) / 0448	08/01/2010	OSD	06/28/2024	Continuous	24-107	Currently Open	
	Dir of Family and Early Childhood Services / 1494							
OSD		05/10/2024	OSD	05/08/2024	Continuous	24-084	Currently Open	
OSD	Food Service Specialist / 0663	04/23/2024	OSD	05/03/2024	Continuous	24-089	Currently Open	
OSD	Outreach Consultant / P104583	07/31/2024	OSD	05/21/2024	Continuous	24-095	Jessi Alexander	08/01/2024
			OSD –					
OSD	Teacher / 0635	07/31/2024	Chickasha	04/15/2024	Continuous	24-083	Currently Open	
	Construction/Maintenance Technician / 0245							
OSD		02/01/2024	OSD	03/11/2024	Continuous	24-068	Seth Allen	08/19/2024
OSD	Food Service Specialist / 0655	07/01/2024					Michael Bidwell	08/01/2024
OSD	Teaching Assistant / 0648	11/01/2023	OSD	01/11/2024	Continuous	24-038	Currently Open	
OSD	Housekeeping/Custodial Worker / 0542	01/09/2024	OSD	01/17/2024	Continuous	24-058	Currently Open	
	Director of Outreach and Accessibilities, 4966 / P104791							
OSD		New PIN	OSD	08/07/2023	Continuous	24-017	Eric Reed	08/01/2024

OSD	Teacher, 2083 / 0050	07/31/2023	OSD	08/16/2023	Continuous	24-022	Currently Open	
OSD	Sign Language Specialist, 2308 / 1090	07/20/2023	OSD	08/17/2023	Continuous	24-023	Currently Open	
OSD	Direct Care Specialist / 0620, 0642, 0803, 0746	01/01/2024 03/10/2024 03/07/2024 06/14/2024	OSD	10/24/2023	Continuous	23-032	Kayte Chebultz	08/05/2024
OSD	Teacher, 2083 / 0022, 0569, 0890, 0400, 0413, 0890	07/31/2023 04/30/2020 08/01/2021 07/31/2024 08/01/2024 08/01/2021	OSD	10/04/2023	Continuous	23-079	Jennifer Bidwell Dawn Kellner Ashley Hines Rachelle Richardson	08/01/2024 08/01/2024 08/01/2024 08/01/2024
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 Field Representative / 0614	06/26/2021	VR48 – OKC	08/21/2024	08/27/2024	25-024	In Selection Process	
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	Currently Open	
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	Currently Open	
VR	Vocational Rehabilitation Specialist / 0339	02/13/2024	VR63 – Alva	07/10/2024	Continuous	25-005	Currently Open	
VR	Rehabilitation Technician / 0708	05/01/2024	VR05 – Weatherford	05/21/2024	Continuous	24-094	Currently Open	
VR	Rehabilitation Technician / 0545	06/01/2024	VR86 – Ada	05/30/2024	Continuous	24-079	Madison Frazier	08/01/2024
VR	Vocational Rehabilitation Specialist / 0671	06/01/2024	VR77 – Miami	05/30/2024	Continuous	24-101	Currently Open	
VR	Behavioral Health Clinician / 0034	04/30/2023	VR23 – OKC	04/10/2024	Continuous	24-080	Currently Open	
VR	Vocational Rehabilitation Specialist / 0512	07/31/2022	TBD	04/17/2024	Continuous	24-087	Crystal Kixmiller	08/01/2024
VR	Vocational Rehabilitation Specialist / 0044	02/28/2024	VR67 – Tulsa	03/21/2024	Continuous	24-074	Currently Open	
VR	Vocational Rehabilitation Specialist / 0821	02/11/2024	VR13 – McAlester	02/12/2024	Continuous	24-064	Kami Runyon	08/05/2024
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	Currently Open	
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	Currently Open	
VR	Vocational Rehabilitation Specialist / 0904	06/17/2022	VR80 – Tulsa	07/20/2022	Continuous	23-008	Currently Open	
VR	Vocational Rehabilitation Specialist / 0752, 0955	11/01/2021 10/31/2022	VR80 – Tulsa	11/03/2022	Continuous	23-037	Paige Pulscher	08/01/2024
VR	Vocational Rehabilitation Specialist / 0567	09/01/2020	VR67 – Tulsa	12/22/2020	Continuous	21-028.1	Currently Open	
VR	Vocational Rehabilitation Specialist / 0627	07/08/2020	VR18 – Muskogee	08/18/2021	Continuous	21-007.2	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	Vocational Rehabilitation Specialist / 1038	10/06/2023	SBVI90 – OKC	07/26/2024	Continuous	25-016	Currently Open	
SBVI	BEP Operations Coordinator / 1209	08/01/2023	SBVI33 – OKC	07/18/2024	07/24/2024	25-011	Christopher Brannaman	08/01/2024
SBVI	Vending Facility Business Consultant / 0134, 0003	03/19/2024 06/30/2023	SBV33 – OKC	05/01/2024	Continuous	24-090	Ryan Robinson	08/12/2024
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	Currently Open	
SBVI	Assistive Technology Trainer / 0654	01/03/2023	TBD	03/25/2024	Continuous	24-075	Currently Open	

**DISCHARGES/RESIGNATIONS/RETIREMENTS = 6**

**As of August 31, 2024**

**SUPPORT SERVICES DIVISION (Executive/MSD/FSD)**

Retirement = 2

1 = 31 years 7 months

1 = 25 years 9 months

**DIVISION OF VOCATIONAL REHABILITATION**

Resignation = 1

1 = 11 years 9 months

Retirement = 1

1 = 28 years

**SERVICES FOR THE BLIND AND VISUALLY IMPAIRED DIVISION**

**OKLAHOMA SCHOOL FOR THE BLIND**

Discharge = 1

1 = 5 years 7 months

**OKLAHOMA SCHOOL FOR THE DEAF**

Discharge = 1

1 = 2 years 11 months

**DISABILITY DETERMINATION SERVICES**

# CURRENT FTE STATUS FY 2025

*FTE as of August 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	74.00	6.00	0.00	80.00
Vocational Rehabilitation	238.0	199.00	22.00	(1.00)	220.00
Services for the Blind and Visually Impaired	115.0	95.00	9.00	(2.00)	102.00
VR/SBVI-DP	4.00	4.00	0.00	0.00	4.00
Oklahoma School for the Blind	100.5	95.00	7.00	0.00	102.00
Oklahoma School for the Deaf	134.0	108.00	22.00	(1.00)	129.00
<b>Total (NON-EXEMPT)</b>	<b>676.80</b>	<b>575.00</b>	<b>66.00</b>	<b>(4.00)</b>	<b>637.00</b>
Disability Determination Services (EXEMPT)	342.40	320.00	16.00	(320.00)	336.00
<b>TOTAL NON-EXEMPT &amp; EXEMPT</b>	<b>1019.20</b>	<b>895.00</b>	<b>82.00</b>	<b>(324.00)</b>	<b>973.00</b>

**FY 25 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  
 Kathleen Arrieta, Executive Assistant  
 Brett Jones, Public Information Officer III



# Commission Minutes

**Oklahoma Commission for Rehabilitation Services  
Department of Rehabilitation Services (DRS)  
In-Person and Videoconferencing  
Regular Commission Meeting Minutes**

**August 14, 2024**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:30 a.m. by Commissioner Flannery with a quorum present.

Present: Theresa Flannery, Commission Chair, and Kelsey Lee, Commission Member. Not present: Dr. Janet Barresi, Commission Vice-Chair

**STATEMENT OF COMPLIANCE**

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

**PRESENTATION OF LONGEVITY CERTIFICATES**

*Theresa Flannery, Acting Chair*

The Commission presented a longevity award to April Story, HR Program Manager, who has worked 35 years with the State of Oklahoma, and 6 years at the Department of Rehabilitation Services.

**EXECUTIVE DIRECTOR'S REPORT**

*Melinda Fruendt, Executive Director*

Highlights of Meetings and events attended:

- June 13 - Workforce Partners
- June 20 - ORC Executive Committee
- June 21 - Oklahoma Commission on Children and Youth
- June 27 - VR Technical Assistance Center for Quality Management on Intensive Technical Agreement issues
- June 27 - Deaf Blind Awareness Event
- July 11 - Workforce Partnership
- July 18 - VR/SBVI Business Services Impact Meeting in Enid
- July 25 - VR Technical Assistance Center for Quality Management on Intensive Technical Agreement issues meeting
- July 25 - Oklahoma Workforce Association Meeting
- August 8 - VR/SBVI Business Services Impact Meeting - Director Fruendt said this was a phenomenal meeting and thanked Yasmin Guillen and her team for their work on this event.



#### Other updates:

- Director Fruendt announced that Jody Harlan will be retiring as of September 1<sup>st</sup> after 31 years as the Communications Director for DRS and thanked Ms. Harlan for her many years of service.
- **Process Improvement** has initiated a project to establish a new vendor portal in AWARE to streamline vendor payment processes primarily with Employment Services Contracts.
- **Program Standards** - Research staff started data collection for the SFY 2024 Legislative Map.

### **OKLAHOMA REHABILITATION COUNCIL (ORC)**

*Carolina Colclasure, Program Manager*

An invitation to the August 15<sup>th</sup> Quarterly meeting was extended to the Commissioners.

All Committees are meeting planned objectives for FY 24. Committee update highlights:

- The Executive Committee met on June 20, 2024, via zoom. ORC has one vacant position on the Executive Committee which is the Workforce Board representative appointed by the Governor.
- The Program and Planning Committee reviewed the Strategic Plan, and all activities and objectives are on target to be met by September 30<sup>th</sup>. The Committee also reviewed the draft of the Customer Satisfaction Survey for DRS which will be sent out to clients in the fall.

### **CHIEF FINANCIAL OFFICER'S REPORT**

*Kevin Statham, Chief Financial Officer*

- Financial Status Reports for FY 2024. As of June 30, 2024, the agency had spent \$135.7M of the \$1857.2M budget, with remaining encumbrances of \$37.6M, which represent 92.6% of the budget.
- FY 2026 Budget Request  
The budget request for State appropriated funding is \$2,262,000 and will be submitted for approval at the September 11, 2024, Commission meeting.

### **VOCATIONAL REHABILITATION REPORT**

*Mark Kinnison, Division Administrator*

Report highlights:

- As of August 2, 2024, our employment programs have taken 3,631 applications, developed 2,749 plans of employment, and closed 751 cases in successful employment.
- Wages on successfully closed cases are averaging \$16.85 an hour.

- As of August 2, 2024, there are 10 vacant counselor positions, which is down from 26 vacancies.
- DRS assisted 199 people in going off Social Security Disability benefits resulting in a 100% program expense reimbursement of \$2,843,186.98 to DRS.

#### Meetings attended:

- The national conference for Association of People Supporting Employment First; the Subminimum Wage Plan was discussed.
- Impact meetings in Tulsa and Enid, which are hosted by the Business Services Team. In attendance are WIOA partners, employers, and VR employees.
- Held a webinar in May for all VR employees to update them on topics, such as production, RSA, and national trends.

#### Portal Referral Updates

The portal received 108 self-referrals for June of which a total of four (4) have completed an application. Thirteen (13) have been closed either because they already had a case, already had a referral, or, after discussion with a counselor decided not to apply. Thirty-three (33) of these referrals are pending assignment to a caseload and fifty (50) are active referrals assigned to a counselor.

#### Priority Group Update as of August 2, 2024

- Priority Group 1 is open
- Priority Group 2 is open
- Priority Group 3 is closed, clients waiting: 257
- Total clients on waiting list: 257

## **HUMAN RESOURCES REPORT**

*Tom Patt, HR Director*

- Personnel Activity report as of June 30, 2024: 10 vacant positions were filled; 80 positions were open. There were seven separations. There were 973 Full-Time Equivalent (FTE) positions.
- Personnel Activity report as of July 31, 2024: 6 vacant positions were filled; 95 positions were open. There were 14 separations. There were 983 Full-Time Equivalent (FTE) positions. It was noted during a brief discussion that resignations typically increase at the end of the school year.
- Tammie Jones, Program Manager, introduced Stephanie Herren, the newly hired Vocational Rehabilitation Specialist in Weatherford.
- Yasmin Avila Guillen, Business Services Coordinator, introduced Lora Williams, the newly hired Business Services Liaison for the southern area of the state.

## **SUCCESS STORY**

Video featuring Larry Duffy, former DRS Client, and Western Oklahoma State College (WOSC) instructor.

In a video, Mr. Duffy spoke of his career and how DRS helped him by providing funding and encouragement for him to return to school and get a degree in Music Education.

## **APPROVAL OF THE COMMISSION MEETING MINUTES FROM JUNE 12, 2024.**

*Theresa Flannery, Chair*

*A motion was made by Commissioner Lee and seconded by Commissioner Flannery to approve the minutes from the June 12, 2024 Commission meeting as submitted. Both 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 June 2024 totaled \$600.00 and there were no donations for July 2024.

*A motion was made by Commissioner Lee and seconded by Commissioner Flannery to accept the June 2024 OSD donations. Both Commissioners voted in the affirmative and the motion carried.*

In a brief discussion, Dr. Laine said that the school is almost fully recovered from the flooding damage caused by the tornadoes that hit Sulphur in April 2024, with only a few minor repairs remaining.

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

*Rita Echelle, Superintendent*

The donations for June 2024 totaled \$2,725.60 and there were no donations for July 2024.

*A motion was made by Commissioner Lee and seconded by Commissioner Flannery to accept the June 2024 OSB donations. Both Commissioners voted in the affirmative and the motion carried.*

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

*Kevin Treese, Program Manager III, SBVI*

The donations for June 2024 totaled \$100.00 and there were no donations for July 2024.

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

**NEW BUSINESS**

*Theresa Flannery, Chair*

There was no new business.

**ANNOUNCEMENTS**

*Theresa Flannery, Chair*

The next Commission meetings are scheduled for:  
Wednesday, September 11, 2024  
Department of Rehabilitation Services  
3535 NW 58th Street, Suite 200, OKC, OK 73112

Wednesday, October 16, 2024  
Oklahoma School for the Blind  
3300 Gibson Street, Muskogee, OK 74403

**PUBLIC COMMENTS**

There was a public comment from a former DRS employee, James Sirmons, who asked that everyone check their voter registration, and stressed the importance of voting.

**ADJOURNMENT**

The meeting was adjourned at 12:17 p.m.



# Proposed 2025 Commission Meeting Schedule



**OKLAHOMA COMMISSION FOR REHABILITATION SERVICES**  
**State Office, 3535 NW 58th Street, Suite 200**  
**Oklahoma City, OK 73112**

**Proposed 2025 Regular Meeting Schedule**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
January 8, 2025	10:30 AM	State Office, Suite 200
February 12, 2025	10:30 AM	State Office, Suite 200
March 12, 2025	10:30 AM	State Office, Suite 200
April 16, 2025	10:30 AM	State Office, Suite 200
May 14, 2025	10:30 AM	State Office, Suite 200
June 11, 2025	10:30 AM	State Office, Suite 200
July, 2025	NO COMMISSION MEETING	
August 13, 2025	10:30 AM	State Office, Suite 200
September 10, 2025	10:30 AM	State Office, Suite 200
October 8, 2025	10:30 AM	State Office, Suite 200
November 12, 2025	10:30 AM	State Office, Suite 200
December 10, 2025	10:30 AM	State Office, Suite 200

**Contact:**

**Kathleen Arrieta, Assistant to the Commission**

[Kathleen.Arrieta@okdrs.gov](mailto:Kathleen.Arrieta@okdrs.gov)



# Chief Financial Officer's Report

## Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 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	547,021.07	86.2%	251,276.73	86.4%
Travel	1,389,950.00	0.7%	1,158,584.16	132,248.28	92.9%	25,492.41	94.7%
General Operating	31,330,592.00	16.7%	14,887,165.39	1,653,719.73	52.8%	6,754,795.63	74.4%
Office Furniture & Equipment	1,734,414.50	0.9%	796,788.30	51,288.42	48.9%	174,472.78	59.0%
Client / General Assistance	44,608,278.00	23.8%	25,904,903.20	1,626,754.59	61.7%	13,585,707.70	92.2%
Indirect Cost	11,283,354.00	6.0%	10,016,917.85	-	88.8%	1,266,436.15	100.0%
<b>Total</b>	<b>187,281,725.50</b>	<b>100.0%</b>	<b>135,744,752.20</b>	<b>4,011,032.09</b>	<b>74.6%</b>	<b>22,058,181.40</b>	<b>86.4%</b>



## Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 2024

<b>All Programs</b>							
<b>Vocational Rehabilitation and Services for the Blind &amp; Visually Impaired</b>							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	
						Used	
Personnel	30,477,753.00	36.6%	24,705,680.31	137,986.63	81.5%	77,216.00	81.8%
Travel	957,950.00	1.2%	875,369.66	84,558.31	100.2%	664.56	100.3%
General Operating	10,127,731.00	12.2%	6,737,347.58	613,822.28	72.6%	2,337,243.40	95.7%
Office Furniture & Equipment	736,508.00	0.9%	417,101.47	5,988.04	57.4%	108,917.61	72.2%
Client / General Assistance	36,379,278.00	43.7%	18,635,869.28	1,486,867.18	55.3%	13,106,828.76	91.3%
Indirect Cost	4,483,799.00	5.4%	3,817,604.97	-	85.1%	666,194.03	100.0%
<b>Total</b>	<b>83,163,019.00</b>	<b>100.0%</b>	<b>55,188,973.27</b>	<b>2,329,222.44</b>	<b>69.2%</b>	<b>16,297,064.36</b>	<b>88.8%</b>
<i>Vocational Rehabilitation Grant</i>							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	
						Used	
Personnel	27,758,218.00	35.5%	22,237,970.94	109,393.46	80.5%	21,513.03	80.6%
Travel	939,000.00	1.2%	853,371.95	83,987.35	99.8%	664.56	99.9%
General Operating	9,188,446.00	11.7%	6,300,587.79	522,575.71	74.3%	2,027,866.55	96.3%
Office Furniture & Equipment	543,960.00	0.7%	245,083.00	585.27	45.2%	108,817.62	65.2%
Client / General Assistance	35,655,667.00	45.6%	18,238,146.83	1,428,739.88	55.2%	8,925,226.48	80.2%
Indirect Cost	4,160,619.00	5.3%	3,524,445.37	-	84.7%	636,173.63	100.0%
<b>Total</b>	<b>78,245,910.00</b>	<b>100.0%</b>	<b>51,399,605.88</b>	<b>2,145,281.67</b>	<b>68.4%</b>	<b>11,720,261.87</b>	<b>83.4%</b>

## Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 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	32,245.01	96.9%	6,290.50	97.0%
Travel	107,000.00	1.0%	69,491.60	6,696.61	71.2%	0.00	71.2%
General Operating	1,694,187.00	16.3%	1,100,323.68	62,397.20	68.6%	437,669.06	94.5%
Office Furniture & Equipment	285,127.00	2.7%	242,829.58	11,009.59	89.0%	9,389.03	92.3%
Client / General Assistance	76,000.00	0.7%	37,694.96	1,919.96	52.1%	0.00	52.1%
Indirect Cost	784,440.00	7.6%	769,878.71	-	98.1%	14,561.29	100.0%
<b>Total</b>	<b>10,384,175.00</b>	<b>100.0%</b>	<b>9,397,662.66</b>	<b>114,268.37</b>	<b>91.6%</b>	<b>467,909.88</b>	<b>96.1%</b>

## Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 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	83,597.26	83.6%	10,252.18	83.7%
Travel	154,500.00	0.6%	119,793.28	31,927.60	98.2%	1,239.60	99.0%
General Operating	12,342,219.00	51.6%	1,948,528.90	441,212.48	19.4%	2,933,333.35	43.1%
Office Furniture & Equipment	630,568.50	2.6%	104,821.52	34,290.79	22.1%	56,166.14	31.0%
Client / General Assistance	603,000.00	2.5%	185,330.85	(700.00)	30.6%	113,554.50	49.5%
Indirect Cost	1,007,110.00	4.2%	915,026.86	-	90.9%	92,083.14	100.0%
<b>Total</b>	<b>23,938,340.50</b>	<b>100.0%</b>	<b>10,877,642.55</b>	<b>590,328.13</b>	<b>47.9%</b>	<b>3,206,628.91</b>	<b>61.3%</b>

## Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 2024

<b>All Programs</b>							
<b>Disability Determination Services</b>							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	Used
Personnel	41,243,263.00	71.0%	35,964,248.57	270,285.87	87.9%	34,993.21	87.9%
Travel	94,300.00	0.2%	38,223.99	1,844.84	42.5%	23,588.25	67.5%
General Operating	4,177,654.00	7.2%	3,115,238.18	170,958.96	78.7%	746,378.07	96.5%
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	138,667.45	95.2%	365,324.44	100.0%
Indirect Cost	5,000,570.00	8.6%	4,508,679.46	-	90.2%	491,890.54	100.0%
<b>Total</b>	<b>58,100,000.00</b>	<b>100.0%</b>	<b>50,674,798.93</b>	<b>581,757.12</b>	<b>88.2%</b>	<b>1,662,174.51</b>	<b>91.1%</b>

## Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 2024

<b>All Programs</b>							
<b>DRS Support Services</b>							
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	%	Used
Personnel	8,575,757.00	73.3%	7,528,879.15	22,906.30	88.1%	122,524.84	89.5%
Travel	76,200.00	0.7%	55,705.63	7,220.92	82.6%	0.00	82.6%
General Operating	2,988,801.00	25.6%	1,985,727.05	365,328.81	78.7%	300,171.75	88.7%
Office Furniture & Equipment	47,998.00	0.4%	29,635.11	-	61.7%	0.00	61.7%
Client / General Assistance	0.00	0.0%	0.00	-	0.0%	0.00	0.0%
Indirect Cost	7,435.00	0.1%	5,727.85	-	77.0%	1,707.15	100.0%
<b>Total</b>	<b>11,696,191.00</b>	<b>100.0%</b>	<b>9,605,674.79</b>	<b>395,456.03</b>	<b>85.5%</b>	<b>424,403.74</b>	<b>89.1%</b>

# Department of Rehabilitation Services Financial Status Report FY 24

As of July 31, 2024

## **Personnel**

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Salary Expense

Insurance Premium -Health-Life, etc

FICA-Retirement Contributions

## **Travel**

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Travel - Agency Direct

Travel - Reimbursements

## **General Operating**

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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**

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Library Equipment & Resources

Office Furniture & Equipment

## **Client / General Assistance**

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Social Service and Assistance Payments

## **Indirect Cost**

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# Department of Rehabilitation Services Financial Status Report FY 25

As of July 31, 2024

Agency Summary						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	98,059,646.00	50.7%	6,520,334.85	6.6%	91,096,551.44	99.5%
Travel	1,343,060.00	0.7%	14,278.38	1.1%	25,720.00	3.0%
General Operating	23,780,893.00	12.3%	1,585,266.80	6.7%	15,134,989.10	70.3%
Office Furniture & Equipment	1,501,849.00	0.8%	-	0.0%	11,979.84	0.8%
Client / General Assistance	57,338,091.00	29.7%	568,520.66	1.0%	46,463,560.10	82.0%
Indirect Cost	11,276,882.00	5.8%	966,440.05	8.6%	10,310,441.95	100.0%
<b>Total</b>	<b>193,300,421.00</b>	<b>100.0%</b>	<b>9,654,840.74</b>	<b>5.0%</b>	<b>163,043,242.43</b>	<b>89.3%</b>

# Department of Rehabilitation Services Financial Status Report FY 25

As of July 31, 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	32.6%	1,998,904.94	6.4%	29,239,185.32	99.7%
Travel	985,400.00	1.0%	12,715.07	1.3%	0.00	1.3%
General Operating	10,112,661.00	10.5%	1,046,969.19	10.4%	6,856,632.21	78.2%
Office Furniture & Equipment	813,637.00	0.8%	0.00	0.0%	6,375.00	0.8%
Client / General Assistance	48,353,091.00	50.3%	244,622.71	0.5%	38,281,458.05	79.7%
Indirect Cost	4,613,887.00	4.8%	449,735.43	9.7%	4,164,151.57	100.0%
<b>Total</b>	<b>96,219,753.00</b>	<b>100.0%</b>	<b>3,752,947.34</b>	<b>3.9%</b>	<b>78,547,802.15</b>	<b>85.5%</b>

Vocational Rehabilitation Grant						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	28,555,136.00	31.2%	1,816,200.38	6.4%	26,635,967.88	99.6%
Travel	959,400.00	1.0%	11,008.19	1.1%	0.00	1.1%
General Operating	9,417,349.00	10.3%	1,038,981.80	11.0%	6,201,326.42	76.9%
Office Furniture & Equipment	613,131.00	0.7%	0.00	0.0%	0.00	0.0%
Client / General Assistance	47,709,667.00	52.1%	242,683.10	0.5%	37,979,622.35	80.1%
Indirect Cost	4,358,379.00	4.8%	421,606.17	9.7%	3,936,772.83	100.0%
<b>Total</b>	<b>91,613,062.00</b>	<b>100.0%</b>	<b>3,530,479.64</b>	<b>3.9%</b>	<b>74,753,689.48</b>	<b>85.5%</b>



# Department of Rehabilitation Services Financial Status Report FY 25

As of July 31, 2024

<b>All Programs</b>						
<b>Oklahoma School for the Blind</b>						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	7,556,825.00	75.9%	562,333.09	7.4%	6,947,748.80	99.4%
Travel	68,200.00	0.7%	716.56	1.1%	420.00	1.7%
General Operating	1,280,982.00	12.9%	8,344.93	0.7%	1,440,976.56	113.1%
Office Furniture & Equipment	233,976.00	2.4%	0.00	0.0%	5,604.84	2.4%
Client / General Assistance	53,000.00	0.5%	0.00	0.0%	0.00	0.0%
Indirect Cost	762,479.00	7.7%	60,223.99	7.9%	702,255.01	100.0%
<b>Total</b>	<b>9,955,462.00</b>	<b>100.0%</b>	<b>631,618.57</b>	<b>6.3%</b>	<b>9,097,005.21</b>	<b>97.7%</b>

## Department of Rehabilitation Services Financial Status Report FY 25

As of July 31, 2024

<b>All Programs</b>						
<b>Oklahoma School for the Deaf</b>						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	9,511,523.00	57.1%	558,978.23	5.9%	8,847,345.68	98.9%
Travel	140,700.00	0.8%	0.00	0.0%	300.00	0.2%
General Operating	5,257,741.00	31.5%	375,573.59	7.1%	2,195,466.84	48.9%
Office Furniture & Equipment	331,476.00	2.0%	0.00	0.0%	0.00	0.0%
Client / General Assistance	431,000.00	2.6%	0.00	0.0%	6,000.00	1.4%
Indirect Cost	995,725.00	6.0%	75,186.91	7.6%	920,538.09	100.0%
<b>Total</b>	<b>16,668,165.00</b>	<b>100.0%</b>	<b>1,009,738.73</b>	<b>6.1%</b>	<b>11,969,650.61</b>	<b>77.9%</b>

# Department of Rehabilitation Services

## Financial Status Report FY 25

As of July 31, 2024

All Programs						
Disability Determination Services						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	40,421,259.00	69.5%	2,786,070.48	6.9%	37,535,947.35	99.8%
Travel	69,500.00	0.1%	0.00	0.0%	25,000.00	36.0%
General Operating	4,196,880.00	7.2%	120,342.53	2.9%	2,711,862.05	67.5%
Office Furniture & Equipment	43,059.00	0.1%	0.00	0.0%	0.00	0.0%
Client / General Assistance	8,501,000.00	14.6%	323,897.95	3.8%	8,176,102.05	100.0%
Indirect Cost	4,898,302.00	8.4%	380,840.61	7.8%	4,517,461.39	100.0%
<b>Total</b>	<b>58,130,000.00</b>	<b>100.0%</b>	<b>3,611,151.57</b>	<b>6.2%</b>	<b>52,966,372.84</b>	<b>97.3%</b>

# Department of Rehabilitation Services Financial Status Report FY 25

As of July 31, 2024

<b>All Programs DRS Support Services</b>						
	Budget	% of Total Budget	Expenditures	% Expended	Encumbrances	% Used
Personnel	9,228,962.00	74.9%	614,048.11	6.7%	8,526,324.29	99.0%
Travel	79,260.00	0.6%	846.75	1.1%	0.00	1.1%
General Operating	2,932,629.00	23.8%	34,036.56	1.2%	1,930,051.44	67.0%
Office Furniture & Equipment	79,701.00	0.6%	0.00	0.0%	0.00	0.0%
Client / General Assistance	0.00	0.0%	0.00	0.0%	0.00	0.0%
Indirect Cost	6,489.00	0.1%	453.10	7.0%	6,035.90	100.0%
<b>Total</b>	<b>12,327,041.00</b>	<b>100.0%</b>	<b>649,384.52</b>	<b>5.3%</b>	<b>10,462,411.63</b>	<b>90.1%</b>

# Department of Rehabilitation Services Financial Status Report FY 25

As of July 31, 2024

## **Personnel**

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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**

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Library Equipment & Resources

Office Furniture & Equipment

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## **Client / General Assistance**

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Social Service and Assistance Payments

## **Indirect Cost**

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# OKLAHOMA COMMISSION FOR REHABILITATION SERVICES

## EXECUTIVE SUMMARY

### ISSUE:

Approval of the FY 2026 Budget Request

### BACKGROUND:

At the Commission meeting held August 14, 2024, the Commission for Rehabilitation Services reviewed funding change requests and justifications for the FY 2026 Budget Request

### STAFF RECOMMENDATION:

Staff requests Commission approval of the FY 2026 Budget Request

### BUDGET IMPACT:

#### FY 2026 Operations Funding Changes

Description	State	Federal	Total	FTE
DVR/DSBVI	\$1,400,000	\$2,434,897	\$3,834,897	0.0
OSB	\$309,000	\$0	\$309,000	0.0
OSD	\$403,000	\$0	\$403,000	0.0
OLBPH	\$150,000	\$0	\$150,000	0.0
<b>TOTAL</b>	<b>\$2,262,000</b>	<b>\$2,434,897</b>	<b>\$4,696,897</b>	<b>0.0</b>

**Department of Rehabilitation Services**

<b>FY 2026 Budget Request</b>						
<b>Agency Priority</b>	<b>Program</b>	<b>Funding Purpose</b>	<b>State Appropriated Funding</b>	<b>Federal Funding</b>	<b>Total Funding</b>	<b>Requested FTE</b>
1	DVR / DSBVI	Maintain necessary state match and maintenance of effort funding associated with Title I federal funds	\$1,400,000	\$2,434,897	\$3,834,897	0.0
2	OSB	Annual maintenance request	\$309,000	\$0	\$309,000	0.0
2	OSD	Annual maintenance request	\$403,000	\$0	\$403,000	0.0
3	OLBPH	Purchase equipment and textbooks for the Accessible Instructional Materials (AIM) Center	\$150,000	\$0	\$150,000	0.0
<b>Total FY 2026 Budget Request</b>			<b>\$2,262,000</b>	<b>\$2,434,897</b>	<b>\$4,696,897</b>	<b>\$0</b>

## ***FY 2026 Operations Funding Change Requests***

<b>Agency Priority:</b>	1
<b>Program Description:</b>	Vocational Rehabilitation and Services for the Blind and Visually Impaired
<b>Requested FTE:</b>	0.0
<b>State Appropriations:</b>	\$1,400,000
<b>Funding Description:</b>	Funding Request for State Appropriations
<b>Purpose:</b>	Maintain Necessary State Match and Maintenance of Effort Funding Associated with Title I Federal Funds

Increased funding maximizes services to Oklahomans with disabilities, enhancing their opportunity to become self-sufficient through employment and becoming independent in their homes and communities. This means more Oklahomans can terminate their dependence on state and federal programs and move towards becoming taxpayers. This funding increase will positively impact the stability of the Oklahoma economy. The ratio of funding available is \$4 federal dollars to every \$1 dollar of state matching funds. Funding this request will allow DRS to fully match all the federal funds available to the State of Oklahoma and keeps DRS in a position to put Oklahomans with disabilities to work each year.

The Legislature has worked to restore funding for Oklahoma to meet the match of federal funds allocated to the State. The Vocational Rehabilitation Grant is a formula grant and is subject to annual economic growth. The SFY-2026 appropriation increase requested is \$1,400,000 to meet the match requirements. Oklahoma will avoid a Maintenance of Effort penalty for FY-25 as spending levels will be above the FY-23 determining threshold. The requested match increase will allow DRS to fund all obligations associated with the Vocational Rehabilitation Federal Grants awarded to the State of Oklahoma. Not providing this funding will cause the State of Oklahoma to forfeit federal funds and severely reduce the services available to disabled Oklahomans that want to return to work.

DRS continues to work with other state agencies to coordinate services to common participants and to improve efficiencies. The Agency is an active participant in the Oklahoma Workforce System as well as the Governor's Council on Workforce. The workforce and Opportunity Improvement Act, the guiding federal regulation for the VR program, requires DRS to participate with 19 different programs across the State to better prepare individuals for successful employment outcomes. Providing this necessary funding would allow for the full access to available funds to continue to serve the existing clients and expand services to better reach underserved populations.



<b>Agency Priority:</b>	2
<b>Program Description:</b>	Oklahoma School for the Blind
<b>Requested FTE:</b>	0.0
<b>State Appropriations:</b>	\$309,000
<b>Funding Description:</b>	Funding Request for State Appropriations
<b>Purpose:</b>	Annual Maintenance Request

The Oklahoma School for the Blind in Muskogee provides effective education options for children with all levels of blindness or visual impairments. The goals of the school are to provide an environment that maximizes the learning opportunities for children with disabilities, certify their learning in accordance with State standards and provide a solid foundation of knowledge that the students can lean on well into adulthood. OSB also serves as a resource center to complement to the spectrum of services provided within common education for the State of Oklahoma. Communication and literacy are the two most crucial components for learning. OSB is able to tailor the education to the needs of the student. Students learn to be literate through braille and experience different levels of communication technology that establish a strong foundation for a lifetime of learning. OSB is 100% state appropriated. They do not receive funding from local ad valorem taxes or the State Department of Education funding formula.

The school received the teacher pay raise that was offered during SFY-2024. The schools also received the requested CPI adjustment for SFY-2024 and SFY-2025. CPI maintenance funding allows for operating budgets to keep up with fiscal requirements of providing a safe and healthy learning environment. The CPI request allows for incremental economic adjustments to the school's funding that would not otherwise be available.

The Covid-19 pandemic continues to put additional stressors on the staff and students to adapt and continue a productive learning environment.

As a residential facility, OSB has the same budgetary challenges as all the other local school districts in regard to the rising cost of food, fuel and utilities, but with the additional challenge of operating a residential facility. The Oklahoma Constitution mandates that the State provide for and support the School for the Blind. A maintenance appropriation adjustment based on this most recent increase of 3.4% would result in an increase of \$309,000 dollar budget request for the School for the Blind. This would allow for economic adjustments to the school's funding that are not otherwise available.

<b>Agency Priority:</b>	2
<b>Program Description:</b>	Oklahoma School for the Deaf
<b>Requested FTE:</b>	0.0
<b>State Appropriations:</b>	\$403,000
<b>Funding Description:</b>	Funding Request for State Appropriations
<b>Purpose:</b>	Annual Maintenance Request

The Oklahoma School for the Deaf in Sulphur provides effective education options for children with all levels of deaf or hard of hearing impairments. The goals of the school are to provide an environment that maximizes the learning opportunities for children with disabilities, certify their learning in accordance with State standards and provide a solid foundation of knowledge that the students can lean on well into adulthood. OSD also serves as a resource center to complement to the spectrum of services provided within common education for the State of Oklahoma. Communication and literacy are the two most crucial components for learning. OSD is able to tailor the education to the needs of the student. Students learn and communicate using sign language and experience different levels of communication technology that establish a strong foundation for a lifetime of learning. OSD is 100% state appropriated. They do not receive funding from local ad valorem taxes or the State Department of Education funding formula.

The school received the teacher pay raise that was offered during SFY-2024. The schools also received the requested CPI adjustment for SFY-2024 and SFY-2025. CPI maintenance funding allows for operating budgets to keep up with fiscal requirements of providing a safe and healthy learning environment. The CPI request allows for incremental economic adjustments to the school's funding that would not otherwise be available.

The Covid-19 pandemic continues to put additional stressors on the staff and students to adapt and continue a productive learning environment.

As a residential facility, OSD has the same budgetary challenges as all the other local school districts in regard to the rising cost of food, fuel and utilities, but with the additional challenge of operating a residential facility. The Oklahoma Constitution mandates that the State provide for and support the School for the Deaf. A maintenance appropriation adjustment based on this most recent increase of 3.4% would result in an increase of \$403,000 dollar budget request for the School for the Deaf. This would allow for economic adjustments to the school's funding that are not otherwise available.

<b>Agency Priority:</b>	3
<b>Program Description:</b>	Oklahoma Library for the Blind and Physically Handicapped
<b>Requested FTE:</b>	0.0
<b>State Appropriations:</b>	\$150,000
<b>Funding Description:</b>	Funding Request for State Appropriations
<b>Purpose:</b>	Purchase Equipment and Textbooks for the Accessible Instructional Materials (AIM) Center

The Accessible Instructional Materials (AIM) Center, as part of the Oklahoma Library for the Blind and Physically Handicapped, serves children in Pre-K through 12th grade who attend public and private schools in Oklahoma, as well as children in early childhood from birth to 3 years. Braille and large print textbooks, instructional materials and specialized educational aids are provided to children who are blind or visually impaired, have a physical disability or a medically diagnosed learning disability that makes it difficult to use regular print. The AIM Center serves a little over one thousand children each year, with approximately 90% of those being students Pre-K through 12<sup>th</sup> grade. Each student is as unique as are their needs for accessible materials. The goal is to provide sufficient equipment and textbooks for them to be at the same starting point as their sighted peers.

OLBPH is an Ex Officio Trustee of the Federal Quota Program which is administered overall through the American Printing House for the Blind, distributing textbooks and aids to eligible students in Oklahoma based on available federal quota funds. However, not all students qualify, and of those who do, Federal Quota funds cannot provide adequate resources. The AIM Center's SFY-2024 budget included \$150,000 appropriations and \$50,000 reimbursement from the State Department of Education; however, reimbursement from SDE was discontinued for SFY-2025. The AIM Center needs additional funding of \$150,000 to cover increased costs of accessible educational materials and technology and to provide continued service meeting the needs of Oklahoma's children and students across all the school districts of Oklahoma.



# Oklahoma School for the Deaf Donation Report

## OSD Donation Report August 2024

### Donations Under \$500.00


Date	Name	Cash	Fund	Explanation	Property Value
8/15	Heather Laine		MS Classroom	12 Piece Governament bulletin board decorations	10.99
8/15	Tori Sangi		3rd & 4th Grade	Paper pop-up cards	12.95
8/15	BancFirst		School Secretary	School supplies	499.42
8/15	Arbuckle Memorial Hospital		School Secretary	School supplies	80.41
8/15	Teacher Wishlist-Amazon		Classroom	J Wilson has compiled a wishlist for teachers on Amazon	13.39
8/15	Heather Laine		Principal Office	Sensory Fidget Toys for elem Principal-P Fylstra	7.99
8/27	Restored Hearts & Soles		Social Worker	3 Pairs of sneakers	164.55
8/27	Anonymous		For Retired	Donation given for 2 OSD retired affected by tornado	280.00
<b>Subtotal Cash Under \$500.00</b>				<b>Subtotal Property Under \$500.00</b>	<b>1,069.70</b>

### Donations Over \$500.00

8/12	Boomarang	3,000.00	70100-20374	Donation for Outreach Conference	
8/15	Boomarang		Sec/M Cole	Staff & Student donation	1,192.20
8/27	Anonymous		Tornado	Donations given for tornado victims	1,399.79
8/27	DRS State Office		Tornado/Staff	Donations given for tornado victims	845.00
8/27	Park Church of christ Deaf Ministry	500.00	Tornado/Staff	Donations given for tornado victims	1,000.00
<b>Subtotal Cash Combined</b>		<b>3,500.00</b>		<b>Subtotal Property Combined</b>	<b>4,436.99</b>

**Total donation for August 2024**

<b>\$9,006.69</b>
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# Oklahoma School for the Blind Donation Report

# OSB DONATION REPORT

## August 2024 Donations

### Donations under \$500

Date	Name	Cash	Fund	Property	Value
8/15/2024	Bissland Chiropractic			school supplies	\$ 450.00
8/15/2024	Brandon Amos/needly student	\$ 250.00	701		
8/15/2024	Lanny Stonebarger/Hot Wheel Braille Racer cars			Hot Wheels	\$ 100.00
8/15/2024	Randy Sander/in memory of Lizzy Tate / Rec	\$ 100.00	701		
8/15/2024	Chip & Kelly Thompson/in memory of Lizzy Tate / Rec	\$ 40.00	701		
8/15/2024	Lindasu Griffin/in memory of Lizzy Tate / Rec	\$ 50.00	701		
8/15/2024	Vicki Justus/in memory of Lizzy Tate / Rec	\$ 20.00	701		
8/15/2024	W.A. & Vicki Ralls/in memory of Lizzy Tate / Rec	\$ 40.00	701		
8/27/2024	Carl & Becky Black/in memory of Lizzy Tate / Rec	\$ 35.00	701		
8/27/2024	Kelli Lehr / in memory of Lizzy Tate / Rec	\$ 50.00	701		
8/27/2024	Amazon/Various donations for teacher wish lists			school supplies	\$ 52.07
8/29/2024	Rita Echelle / school supply donations from wish lists			school supplies	\$ 65.00
<b>Subtotal of Cash (under \$500) donated in August 2024</b>		<b>\$ 585.00</b>		<b>Subtotal prop.</b>	<b>\$ 667.07</b>
<b>Donations \$500 and over</b>		\$ -			
8/15/2024	AERBVI Oklahoma Chapter/Cane Quest & Braille Challenge	\$ 500.00	701		
8/15/2024	Lawton Council of the Blind/Cane Quest & Braille Challenge	\$ 500.00	701		
8/15/2024	Friends of the Library / Cane Quest & Braille Challenge	\$ 500.00	701		
8/27/2024	Liberty Braille, LLC / Cane Quest & Braille Challenge	\$ 500.00	701		
<b>Subtotal of Cash (\$500 and over) donated in August 2024</b>		<b>\$ 2,585.00</b>		<b>Subtotal prop.</b>	<b>\$ 667.07</b>
<b>TOTAL DONATION AMOUNTS August - 2024</b>		<b>\$3,252.07</b>			



# Oklahoma Library for the Blind and Physically Handicapped Donation Report



## OLBPH August 2024 Donation Report

Donations under \$500				
DATE	NAME	CASH	PROPERTY	VALUE
08/06/2024	OSLS		Anker USB C to 3.5mm phone adapters (x10)	\$169.90
08/06/2024	OSLS		Taxes on OSLS Purchase 08/06/2024	\$62.55
<b>Subtotal of Donations Under \$500</b>		<b>\$232.45</b>		

Donations over \$500				
DATE	NAME	CASH	PROPERTY	VALUE
08/06/2024	OSLS		Hindenburg Narrator Studio Workstation Non-profit (x5)	\$2040.00
08/06/2024	OSLS		MAIRDI Telephone Headsets (x15)	\$554.85
08/06/2024	OSLS		Items for Summer Reading Program including craft kits, small prizes, food, décor, and iPads (3x) for grand prizes	\$2,727.96
<b>Subtotal of Donations Over \$500</b>		<b>\$5,322.81</b>		

<b>Total Donation Amount</b>	<b>\$5,555.26</b>
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