

Alabama Board of Rehabilitation Services
Montgomery, Alabama
AGENDA
Friday, September 13, 2019

Call to Order	Eddie Williams, Chair
Prayer	
Verification of Quorum	Karen Freeman
Verification of Open Meeting Act Notice	Eddie Williams
Approval of Agenda	Eddie Williams
Approval of Minutes for the June 14, 2019 meeting	Eddie Williams
Board Member Recognition <ul style="list-style-type: none">• Dr. Stephen G. Kayes	Eddie Williams Jane Elizabeth Burdeshaw, Commissioner
Swearing in New Board Member – Michelle K. Glaze	Steve Simpson
Executive Leadership Team Recognition <ul style="list-style-type: none">• James Myrick, Assistant Commissioner Vocational Rehabilitation Service - General Program• Suzette Taylor, Chief Financial Officer Finance and Purchasing	Eddie Williams Jane Elizabeth Burdeshaw
<i>New Business:</i>	Eddie Williams
ADRS Operations Plan FY 2019 - 2020 ADRS Personnel Staffing Plan 2019 - 2020	Suzette Taylor Tracy Francisco
<ul style="list-style-type: none">• Approval - ADRS Operations Plan FY 2019 - 2020• Approval - ADRS Personnel Staffing Plan 2019 - 2020	Eddie Williams Eddie Williams
Alabama's Early Intervention System Presentation	Betsy Prince
Board Member Questions and Division Updates	Executive Leadership Team
Commissioner's Comments <ul style="list-style-type: none">• ADRS/Departmental Video One Department. One Mission.	Jane Elizabeth Burdeshaw

Announcements:

Alabama Board of Rehabilitation Services meetings for **2019:**

- **Friday, Dec. 6, 2019 – 10:00 a.m.,** Montgomery/State Office, Large Conf. Room

Alabama Board of Rehabilitation Services **proposed** meetings for **2020:**

- **Thursday, March 12, 2020 – 10:00 a.m.,** Montgomery/State Office, Large Conf. Room
- **Thursday, June 25, 2020 – 10:00 a.m., Location: TBD**
- **Thursday, Sept. 17, 2020 – 10:00 a.m.,** Montgomery/State Office, Large Conf. Room
- **Thursday, Dec. 3, 2020 – 10:00 a.m.,** Montgomery/State Office, Large Conf. Room

Board Business/Discussion

Eddie Williams

Adjourn

Eddie Williams

- Reception honoring Dr. Stephen Kayes

Alabama Board of Rehabilitation Services

Minutes

Sept. 13, 2019

Call to Order

Mr. Eddie Williams, board chair, called the meeting to order at 10:03 a.m. in the large conference room at the Alabama Department of Rehabilitation Services (ADRS) State Office in Montgomery.

Prayer

Mrs. Betsy Prince, director of Alabama's Early Intervention System, opened the meeting with prayer.

Verification of Quorum

Board members present: Mr. Eddie Williams, board chair; Mrs. Penny Foster, board vice-chair; Dr. Stephen Kayes; Mrs. Leah Patterson Lust; and Mr. Charles Wilkinson. A quorum was declared.

Mr. Williams reported that Mr. Jimmie Varnado was out of town and Mr. Mitch Strickland was not feeling well.

Verification of the Open Meeting Act Notice

Mrs. Karen Freeman verified that the Alabama Board of Rehabilitation Services meeting for Sept. 13, 2019, was successfully posted on the Alabama secretary of state's website on Jan. 22, 2019.

Approval of Agenda

Mr. Williams asked for a motion to approve the agenda. The motion to approve the agenda was made by Dr. Kayes and seconded by Mr. Wilkinson. The agenda was approved unanimously.

Approval of Minutes for June 14, 2019 Meeting

The minutes from the June 14, 2019, meeting were mailed prior to the board meeting. Mr. Williams stated that if there were no corrections, the minutes would stand approved. The minutes were approved unanimously by board members present.

Board Member Recognition: *Special Recognition – Dr. Stephen G. Kayes*

On behalf of the Alabama Board of Rehabilitation Services, Mr. Williams presented Dr. Kayes with a certificate of appreciation from Gov. Kay Ivey recognizing Dr. Kayes for outstanding service on the Alabama Board of Rehabilitation Services. Dr. Kayes performed his duties with the utmost expertise and professionalism. Mr. Williams thanked him for his hard work and dedication to the board.

On behalf of the Alabama Department of Rehabilitation Services Executive Leadership Team, Commissioner Burdeshaw presented Dr. Stephen Kayes with a certification of appreciation with heartfelt and sincere gratitude for 14 years of service to the department. Dr. Kayes' personal connections to his community, willingness to serve, and passionate advocacy have led to the creation of partnerships that are paving the way for greater independence for people with disabilities throughout the state. Dr. Kayes' efforts as a board member embody the department's mission of enabling Alabamians children and adults with disabilities to achieve their maximum potential.

Dr. Kayes thanked everyone for the kind remarks and stated he enjoyed serving on the board.

New Board Member: *Swearing-in Ceremony* – Ms. Michelle K. Glaze

Mr. Williams, board chair, introduced the newest board member, Ms. Michelle Glaze. Mr. Williams and current board members welcomed and introduced themselves to Ms. Glaze. Ms. Glaze is the associate director of professional outreach and engagement for The Foundation Fighting Blindness, the world's leading private funder of research of retinal disease. In that role, she serves as a patient advocate and increases awareness of resources, research, and support available through the foundation. Ms. Glaze was appointed by Gov. Kay Ivey and confirmed by the Senate, effective Oct. 1, 2019, and her term of service will expire Sept. 30, 2026. Ms. Glaze will represent Congressional District 1 in Mobile. She will serve as a representative of individuals with a disability and will serve in the position vacated by Dr. Stephen Kayes.

Commissioner Burdeshaw and the Executive Leadership Team introduced themselves and welcomed Ms. Glaze to the Alabama Board of Rehabilitation Services. Commissioner Burdeshaw reported that Ms. Glaze is an outstanding board member for this appointment. Her personal experience as an individual with vision loss provides her with valuable insight into the challenges and issues related to disability and make her a powerful advocate for Alabamians with disabilities. She is also familiar with deafness and hearing loss, having earned a bachelor's as well as a master's degree in communicative sciences and disorders.

Mr. Steve Simpson, ADRS staff attorney, administered the oath of office for Ms. Glaze as a member of the Alabama Board of Rehabilitation Services. Ms. Glaze stated she is looking forward to serving on the board.

Executive Leadership Team Recognition:

James E. Myrick, assistant commissioner, Vocational Rehabilitation Service-general program

On behalf of the Alabama Board of Rehabilitation Services, Mr. Eddie Williams, board chair, presented Mr. James Myrick with a certificate of appreciation from Gov. Kay Ivey in recognition of Mr. Myrick's retirement after 29 years and nine months of service to the State of Alabama, effective Oct. 1, 2019. Mr. Williams thanked Mr. Myrick for his loyal and dedicated service to the citizens of the state.

On behalf of the Alabama Department of Rehabilitation Services (ADRS) Executive Leadership Team, Commissioner Burdeshaw presented Mr. Myrick with a certification of appreciation for his 29 years of faithful service to ADRS and its mission. As assistant commissioner, Mr. Myrick's leadership and gift for building a strong team have been critical to the successful implementation of the recent changes in the way vocational rehabilitation services are provided.

Mr. Myrick thanked everyone and stated he enjoyed his career at ADRS.

Commissioner Burdeshaw introduced Mrs. Karen R. Jenkins as the new assistant commissioner for the Vocational Rehabilitation Service-general program. Mrs. Jenkins will serve in the position held by Mr. James Myrick upon his retirement. The Alabama Board of Rehabilitation Services and Executive Leadership Team welcomed Mrs. Jenkins to her new role.

V. Suzette Taylor, chief financial officer, Finance & Purchasing

On behalf of the Alabama Board of Rehabilitation Services, Mr. Eddie Williams, board chair, presented Ms. Suzette Taylor with a certificate of appreciation from Gov. Kay Ivey in recognition of Ms. Taylor's retirement after 42 years and four months of service to the state of Alabama, effective Oct. 1, 2019. Mr. Williams thanked Ms. Taylor for her loyal and dedicated service to the citizens of the state.

On behalf of the Alabama Department of Rehabilitation Services (ADRS) Executive Leadership Team, Commissioner Burdeshaw presented Ms. Taylor with a certification of appreciation for her more than 42 years of steadfast dedication to ADRS and its consumers, staff, and mission. Ms. Taylor's knowledge and counsel have provided a firm foundation for ADRS' strong fiscal standards and principles. Ms. Taylor has led with honesty and integrity and an unwavering commitment to making wise decisions with the department's financial resources.

Ms. Taylor thanked everyone and stated she enjoyed her career at ADRS.

New Business:

Alabama Department of Rehabilitation Services Operations & Personnel Staffing Plan FY 2019-2020

Ms. Suzette Taylor, chief financial officer, reviewed the ADRS Operations Plan for FY 2019-2020, Executive Budget Office (EBO) Form No. 8. Ms. Taylor expressed her appreciation to Mrs. Pam Faison and Mrs. Shay Cannon, assistant chief financial officers, for their assistance in preparing the ADRS Operations Plan.

Ms. Tracy Francisco, human resource development director, reviewed the ADRS Personnel Staffing Plan for FY 2019-2020, Executive Budget Office (EBO) Form No. 9.

Mr. Williams moved to approve and adopt the ADRS FY 2019-2020 Operations Plan (EBO Form No. 8) at the spending level of \$203,857,658 and the ADRS Personnel Staffing Plan (EBO Form No. 9) at the staffing level of 859.50 full-time equivalent positions, and that the board give authority to the commissioner and chief financial officer to revise the Operations Plan within the stated spending and staffing levels. The motion was seconded by Ms. Leah Patterson Lust, and the motion carried. The ADRS Operations Plan FY 2019-2020, EBO Form No. 8 and the ADRS Personnel Staffing Plan FY 2019-2020, EBO Form No. 9 were approved and adopted unanimously.

Alabama's Early Intervention System – Presentation

Mrs. Betsy Prince, director of Alabama's Early intervention System (AEIS), presented an overview of Early Intervention in Alabama. AEIS serves children from birth to age 3, coordinates services statewide for infants and toddlers with developmental delays. Created as Part C of the Individuals with Disabilities Education Act (IDEA), AEIS is the beginning to pre-K services for children with disabilities and developmental delays; school readiness is its sole function. AEIS provides supports and services for infants and toddlers birth through age 2 (0 to 36 months of age) who have a medial diagnosis that can delay normal development or who have developmental delay causing the child to not meet developmental milestones.

Mrs. Karen Freeman will send an electronic version of the AEIS presentation to board members.

Board Member Questions and Division Updates:

Members of the Executive Leadership Team were provided an opportunity to give updates to their written reports.

Commissioner's Comments:

Commissioner Burdeshaw was pleased to announce the release of the ADRS department video, "One Department. One Mission." The nine-minute video, produced by Mr. Paul Dunbar in our Office of Communications and Information, provides a comprehensive overview of the department and its major programs. It is intended to be a public awareness/outreach tool. The commissioner encouraged the board to educate consumers, families, partners, policymakers, stakeholders, and the public about ADRS and its mission. To make it easier for ADRS employees to access the video, Computer Services pushed it out to each employee's computer in August 2019. The video is also available on our YouTube channel. Mrs. Karen Freeman will send out the YouTube link to board members for access to the video. Commissioner Burdeshaw expressed her appreciation to Mr. Dunbar for his work on this project.

Announcements:

Board Business/Discussion – Alabama Board of Rehabilitation Services meetings for 2020

Mr. Williams and board members discussed the proposed quarterly board meeting dates for calendar year 2020. There was discussion regarding scheduling conflicts with the proposed meeting dates. If there are any other scheduling conflicts, please contact Mrs. Karen Freeman. Prior to the December 2019 board meeting, Mrs. Freeman will send out the new proposed board meeting dates for calendar year 2020.

The next quarterly board meeting will be Friday, Dec. 6, 2019, at 10:00 a.m. in the large conference room at the Alabama Department of Rehabilitation Services office in Montgomery.

There being no further business, the meeting was adjourned at 11:38 a.m.

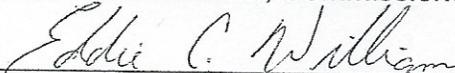
Minutes were taken by Karen Freeman.

Respectfully submitted:



Jane E. Burdeshaw, Commissioner

Approved:



Eddie Williams, Chair