

Oregon Commission for the Blind
Regular Meeting
Portland, Oregon – June 2, 2023 - 1:00 pm
Approved Minutes

CALL TO ORDER AND ROLL CALL

Chair Scott McCallum called the meeting to order at 1:01 pm for a regular meeting of the Commission of the Blind. Members in attendance were:

Scott McCallum
Michael Babcock
Nadeera Broome
Vivian Carlile-Smith
Alan Labrum, OD

APPROVAL OF MINUTES – April 6, 2023 (Action Item)

Chair McCallum requested a motion to approve the April 6, 2023, meeting minutes. Commissioner Nadeera Broome moved to accept the minutes, and Commissioner Dr. Alan Labrum seconded. The motion passed.

AUDIENCE INTRODUCTION

Each member of the audience was asked to introduce themselves.

PUBLIC COMMENT

No public comment was submitted.

EXECUTIVE DIRECTOR REPORT

Executive Director Johnson presented the report.

Donations and Financial Reports

The Agency's CFIO, Kat Martin, provided the Financial and Donations reports.

Donations Report: Our cash balance in the fund was \$296,010 on April 30, 2023.

As a cost savings measure to reduce our General Fund obligation, the legislature directed OCB to use a portion of donations to match the salary expense of one Transition Counselor. That obligation was carried forward to the 2021-23 biennium and, after considering twenty-two months of activity and adjusting for salary increases, the remaining obligation on this special project is \$5,449 meaning our unobligated donations balance is \$290,561.

Financial Status Report: OCB's Legislatively Approved Budget for 2021-23 is \$26,683,768 after session adjustments in both years since it was initially adopted. Those adjustments included increases in expenditure limitation for salary pot adjustments, an additional \$200,000 in General Fund appropriation to replace funding for SWEP denied by the Blind and Visually Impaired Student Fund, and \$1.6 million in

federal limitation increased to fund the final phase of vending machine purchases for the Business Enterprise Program, and information technology investments.

Based upon twenty-two months of activity through April 30, 2023, plus projections for the remainder of the biennium, a variance representing an underspend of 3.6 percent or \$955,129 of our Legislatively Approved Budget is forecasted, with underspending in all major categories including salaries, wages, other payroll expenses, services, supplies, and special payments.

Looking ahead to 2023-25, which begins on July 1st, the Legislature proposed a budget for OCB of \$6,881,100 General Fund, \$1,135,397 other funds, and \$18,817,476 Federal Funds for a total of \$26,833,973 total funds and sixty-six (66) positions. This budget represents a 7.9 percent increase over the 2021-23 Legislatively Adopted Budget before session adjustments and a 1.7 percent increase over the 2023-25 Current Service Level that factors in costs of living and other adjustments.

Annual Review of Agency Head Transactions

Clay France, Internal Auditor, presented the report of the Annual Review of Agency Head Transactions. The Oregon Accounting Manual has a policy that is called the Approval of Agency Head Transactions (No. 10.90.00) which establishes the accountability for the review and approval of the agency head's transactions in five categories (monthly time reporting, the requests for vacation payoff, use of exceptional performance leave, travel expense reimbursement claims, and the Small Purchase Order Transaction System (SPOTS) card). There were no questions.

Federal Update

The Agency has not yet received the final Corrective Action Plan from the Rehabilitation Services Administration (RSA) Monitoring in which the agency participated last June. The final approved plan should be received any time.

An RSA Commissioner has not yet been appointed by the Biden Administration. The nominee awaits confirmation by the U.S. Senate.

OLD BUSINESS

Business Enterprise Program Update

Eric Morris, Director, provided an update on the Business Enterprise Program (BEP).

The Business Enterprise Consumer Committee (BECC) will hold a strategic planning session next week, June 7-8, at our Portland office.

Director Morris reminded commissioners to visit Silver Falls Café at the Silver Falls Park (near Silverton, OR) if they are in the area. Silver Falls Café is operated by a vending facility member (VFM) licensed under the BEP.

Commissioner Michael Babcock asked Director Morris if there was a central location where someone could see all the vending operations managed by the vending facility managers (VFM). Director Morris replied that there is not a comprehensive list at this time.

Follow Up for Rehabilitation Services Administration (RSA) 2022 Monitoring of the Vocational Rehabilitation Program

The agency anticipated that the Corrective Action Plan from RSA Monitoring would be ready for your review and discussion at today's meeting.

The Agency submitted a draft of the Corrective Action Plan in May. RSA has returned the draft with suggestions which the agency will work through and re-submit to them. We expect to present the final plan at the August commission meeting.

Summer Work Experience Program (SWEP) 2023

Angel Hale, Director of Vocational Rehabilitation Services, presented a report of the Summer Work Experience Program.

This is the fiftieth anniversary year providing the Summer Work Experience Program (SWEP), and we are nearly ready to kick off the program when students arrive at their dorms the last week of June.

- Portland students attended orientation a few weeks ago, and Salem students will attend tomorrow (at the School for the Deaf).
- Almost all of our employer sites are secured with several fun employers from past years. New employers include Higher Education Coordinating Commission (HECC), as well as farming opportunities and employers who have partnered in the past but never participated with a SWEP placement.
- The agency is expecting twenty-eight students overall for the three programs:
 - Portland – ten
 - Salem – thirteen
 - Community-based – five

We are further ahead with hiring and planning than in past years because we began earlier this year.

The SWEPpies will be here to share their stories at the August 4 commission meeting. Angel extended an invitation to commissioners to attend the end-of-SWEP celebrations July 28 (Salem) and August 4 (Portland).

NEW BUSINESS

Salem Field Office Move

Executive Director Johnson notified the board that the Salem office will move to a new location in September.

Boards and Commissions Best Practices Survey

Angel Hale, the Vocational Rehabilitation Services Director, introduced the annual survey for commissioners to assess the Agency's performance as it relates to the Boards and Commissions Best

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Practices. This questionnaire will be sent to commissioners next week and will request completion within two weeks. The report will be presented at the October 2023 meeting.

ADJOURNMENT

There being no further business, Chair McCallum adjourned the meeting at 1:46 pm.