

Oregon Commission for the Blind  
Regular Meeting  
Portland, Oregon - October 7, 2022 - 1:00 pm  
Approved Minutes

CALL TO ORDER AND ROLL CALL

Commissioner Michael Babcock served as Acting Chair in Scott McCallum's absence and called the meeting to order at 1:02 pm via Zoom.com for a regular meeting of the Oregon Commission for the Blind. Members in attendance were:

Michael Babcock  
Nadeera Broome  
Vivian Carlile-Smith  
Laurel Hudson

APPROVAL OF MINUTES – July 29, 2022 (Action Item)

Acting Chair Babcock requested a motion to approve the July 29, 2022, meeting minutes. Commissioner Nadeera Broome moved to accept the minutes, and Commissioner Laurel Hudson seconded. The motion passed.

NEW COMMISSIONER APPOINTMENT ANNOUNCED - Alan Labrum, O.D.

Director Johnson announced that Dr. Alan Labrum's (who was not in attendance and) application for board membership was confirmed by the Legislature and was, subsequently, appointed by Governor Brown. Dr. Labrum replaces Christi Closson, OD, who served in this position previously. Dr. Labrum will participate at the December meeting.

AUDIENCE INTRODUCTION

Each member of the audience was asked to introduce themselves.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE DIRECTOR REPORT

Executive Director Johnson welcomed the commissioners and delivered the report.

**National Disability Employment Awareness Month (NDEAM)**

October is National Disability Employment Awareness Month. This year's theme is "Disability: Part of the Equity Equation." The agency is participating in a variety of statewide activities.

White Cane Day also occurs in October and celebrates the independence the white cane provides individuals who are blind.

### **Donations and Financial Reports**

The Agency's CFIO, Kat Martin, provided the Donations and Financial reports. Max West read aloud the reports for the Commissioners in Ms. Martin's absence.

Today's report is based on actual data for the first fourteen months of biennium 2021-23 plus financial projections as of August for the remainder of the cycle.

#### Referencing the Monthly Summary Report

OCB's Legislatively Adopted Budget for 2021-23 is \$24,865,520, 69 positions, and 66.42 full-time equivalents (FTE) after an increase in expenditure limitation relating to salary pot adjustments during the February session.

Based upon fourteen months of activity through August 2022, plus projections for the remainder of the biennium, a variance representing an underspend of 2.3% or \$564,314 of our Legislatively Adopted Budget is forecasted.

Turning to the Bequest and Donations Fund Statement, our cash balance in the fund was \$281,100 on August 31, 2022, after transferring \$100,000 with the Commission's approval to this Summer's SWEP activities.

As a costs 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 new biennium and, after considering fourteen months of activity, the remaining obligation on this special project is \$14,343 meaning our unobligated donations balance after this adjustment is \$266,737.

Commissioner Babcock asked to confirm that the Agency is 2.3% under budget for a fiscal plan that was created prior to the pandemic and Covid-19. Director Johnson explained that client demand is increasing following the pandemic, and if the agency requires increased funding to meet service demands – mid-biennium – we would seek board approval to request an adjustment from the legislature.

### **Federal Update**

We have not seen the draft report of Rehabilitation Services Administration (RSA) monitoring and visit of our Vocational Rehabilitation program in June. It takes several months to prepare the report. We will, then, have a narrow window of time to respond before the final report is issued.

Also, President Biden announced his intent to nominate Danté Allen as commissioner of the Rehabilitation Services Administration. Mr. Allen currently serves as the executive director for CalABLE, California's qualified Federal ABLE Act savings and investment program for people with disabilities.

### **All Staff Training**

The agency will hold an in-person all-staff training event in mid-October on a Monday-Thursday or Friday (for some) schedule. The main event will take place in Portland State University's Native American Student and Community Center.

**NEW BUSINESS**

**2022 Agency Risk Assessment**

Clay France, Internal Auditor, provided the recently completed Risk Assessment Report and presented the two highest-level findings to the Commissioners.

1. The first risk concerns our client case files and plans. The risk is that they may not be thoroughly documented with current, reviewed, or authorized actions and all the necessary signatures in place. The agency, several years ago, implemented a quality assurance review that examines the case files on a regular basis to make sure that they are sufficient and that they are meeting all the requirements.
2. The other risk is that we may not be able to find and/or retain qualified staff. Management is very aware of this, and they are monitoring it regularly and taking proactive steps to address it.

There were no questions.

**Agency Service Delivery Update**

The four directors of the agency's program presented an update on service delivery for the most recent year. Information was presented by:

Angel Hale, Dir., Vocational Rehabilitation Services  
Malinda Carlson, Dir., Independent Living Services  
Jonathan Scrimenti, Dir., Orientation and Career Center for the Blind  
Eric Morris, Dir., Business Enterprise Program

Commissioner Vivian Carlile-Smith asked Jonathan Scrimenti to elaborate on the "personal" affairs students can develop for greater independence. Director Scrimenti replied that, for instance, that some students benefit by learning to set a calendar reminder for their training appointments; other tasks may be making mobile banking deposits, reading mail, and other activities of daily living.

**OLD BUSINESS**

**Business Enterprise Program Update**

Director Eric Morris provided an update about the Business Enterprise Program.

**Vending Machine Rollout** – All of the needed vending machines have been ordered and should be delivered over the next four to five months.

**Updates to Hardware** – E-card readers are being updated on more than 80 existing machines as the hard-/software is going out of date. BEP staff are completing the installation of the new equipment.

**Fall Inservice** – The annual event will be held November 5. The virtual program's agenda includes several hours of training of topics chosen by the Business Enterprise Consumer Committee.

#### **Review of Annual Performance Measure Progress Report**

Angel Hale presented the Annual Performance Measure Progress Report which was shared with commissioners ahead of the meeting. There were no questions.

#### **Adjournment**

There being no further business, Acting Chair Babcock adjourned the meeting at 2:41 pm.