**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 11:00 am by board Chairman Scott McCallum in the Douglas Kinney Conference room at the Portland office of the Oregon Commission for the Blind. Members in attendance were:

Michael Babcock

Christi Closson, OD

Lillian Goodman

Laurel Hudson

Vivian Carlyle Smith

Sharon Zenger

**APPROVAL OF MINUTES – DECEMBER 6, 2019**

Laurel Hudson made a motion to accept the December 6, 2019 minutes as written. Michael Babcock seconded the motion and it passed.

**AUDIENCE INTRODUCTION**

Each audience member introduced themselves, as did those attending via teleconference line.

**PUBLIC COMMENT**

Art Stevenson alerted the Commissioners to the continued disagreement between the agency’s interpretation of Active Participation and that held by the Business Enterprise Program’s Elected Committee. Mr. Stevenson provided the example that the Commission had issued temporary agreements to blind vending managers who have not yet met the requirements of the revised administrative rules, effective January 1, 2020, but not yet approved by the Rehabilitation Services Administration (RSA).

Randy Hauth notified the commission that the BEP Elected Committee adopted, by motion, a request to engage RSA dispute conflict resolution, and he asks the Commission to consider that when the opportunity comes. As well, Mr. Hauth also mentioned that previously-licensed blind vendors have received notification they are out of compliance with Oregon Administrative Rules, and remanded to temporary operating agreements, even though the rules have not yet been approved by RSA.

**EXECUTIVE DIRECTOR REPORT**

Director Johnson reiterated that the regular meeting will be brief, allowing time for commissioners to ask questions regarding the reports distributed in recent weeks, followed by new business and a 30-minute recess. After reconvening, the board will participate in strategic planning exercises and actions, which are open to the public.

Gail Stevens was available to answer questions regarding the Financial and Donations reports. Gail noted that the Joseph E. Weston donation for the Summer Work Experience Program (SWEP) has been received, and was increased to $15,000. There were no questions.

Director Johnson reported that the spending limitation increase, approved by the commissioners in December, has advanced from the Ways and Means subcommittee(s) with a due pass recommendation, and will be addressed during February legislative session.

A second spending limitation increase had been approved by the commissioners based upon a request from Portland Public Schools to shift to a fee-for-service arrangement, which but would require authorization of new funding by the legislature. We cannot ensure with certainty that matter will be addressed during this legislative session.

One commissioner asked how long the legislature will be in session. By constitution, the legislature must adjourn by March 8.

The Business Enterprise Program must provide a report each January to the legislature. This year’s report found that Blind Vendor Managers’ (BVM) income was significantly higher when compared to per capita income in Oregon.

Lastly, June 2, 2020 marks the 100th anniversary of the public Vocational Rehabilitation Program. President Woodrow Wilson signed the Smith-Fess act of 1920, then known as the Industrial Rehabilitation Act or the National Civilian Vocational Rehabilitation Act.

OLD BUSINESS

**BUSINESS ENTERPRISE PROGRAM**

Eric Morris provided a report on the Business Enterprise Program.

Annual Legislative Report: This report, due each January, reflected a 7% increase in gross income for BVMs, while earnings were reduced 15%. Average earnings were down 10% to about $51,000. These numbers are based on the RSA 15 report (FFY October thru September). We had observed that the cost of sales is growing, and are taking steps to mitigate that for the BVMs. The report also describes locations where blind priority has been successfully challenged and “carved out” of venues, such as that done by Oregon Metro.

Scott McCallum inquired about recent BEC discussions regarding setting prices. Director Morris explained that discussion was related to scrip vending, which is the currency inside the Department of Corrections (DOC).

Operating Agreements: As we came into 2020, nine of 16 managers were issued two-year agreements, and seven were issued 90-day temporary agreements. The seven temporary agreements, all BVMs, allows continued operation of vending routes while BVMs work to comply with January 1, 2020 statute changes.

Independent vending companies: Under HB3431, all subcontractors must apply to the agency to become approved subcontractors. To date, nine independent companies have been approved. Chair McCallum asked if all the subcontractors working with our BVMs have applied? Director Morris answered that we have now heard from all the major vending services.

Self-service Initiative: Three routes have been fully surveyed. Of those, two routes’ machines are either already warehoused or have been ordered; the third route’s machines will be ordered next week. Installation should occur over the next several weeks, while BVMs continue to secure warehouse space and staffing. In some cases, we have to wait for the prior vendors to remove their equipment from the location.

Business Enterprise Program Rules: We have responded to RSA concerning their comments, and await their response. Director Johnson commented that RSA feedback had not identified any apparent violations of the Randolph Sheppard Act Rules or regulations.

NEW BUSINESS

**WORKFORCE INNOVATION OPPORTUNITY STATE PLAN, 2020 COMBINED STATE PLAN FOR OREGON (Action Item)**

Ken Dodge presented the combined state plan to the board.

The current proposed 3-year plan involves Titles I, II, III and IV and then integrates additional partners including Trade Readjustment Assistance Act, the Department of Human Services, TANF, SNAP and ABAWD programs. The WIOA act encourages recipients of funds to align and interact to use their funds in a more intelligent way to improve the benefit for everyone.

Christie Closson made a motion to approve the WIOA Unified Plan for Plan Year 2020-2023. Vivian Carlile-Smith seconded the motion and it passed.

Scott McCallum adjourned the meeting at 11:55 am for 30-minute lunch break.

STRATEGIC PLANNING SESSION

Chair Scott McCallum reconvened the meeting at 12:25pm. Scott introduced Jim Clark, from Mass Ingenuity, who will serve as facilitator for the strategic planning session(s).

**PROGRAM PRESENTATIONS**

Each program director presented information *relative to the strategic planning*:

Malinda Carlson – Independent Living and Older Blind programs

Eric Morris – Business Enterprises program

Jason Clary – Oregon Career Center for the Blind

Angel Hale – Vocational Rehabilitation Services

**KEY GOALS (Action Item)**

Director Johnson proposed adoption of these key goals in the agency’s 2020-2023 strategic plan.

* An engaged and proficient team;
* Education outreach;
* Operational excellence;
* Exemplary service; and
* Successful client outcomes.

**OUTCOME MEASURES (Action Item)**

Director Johnson proposed these outcome measures be adopted in the agency’s 2020-2023 strategic plan to monitor progress toward achievement of the key goals adopted earlier (action item).

The key goals presented were:

1. Outcome measures;
2. Staff engagement;
3. Team member proficiency;
4. Number of clients served;
5. Measure business partnerships;
6. Team utilization;
7. Accessibility compliance;
8. Spending to budget;
9. Strong internal controls; and
10. Timely service delivery.

Christi Closson made a motion to adopt the Key Goals as presented. Laurel Hudson seconded and the motion passed.

The meeting was adjourned at 3:06 pm.