

**COUNCIL MEETING MINUTES**  
**February 13, 2004**

**Members Present:**

Russ McCampbell, Stan Grimsley, Debbie Head, James Pelfrey, Lawrence Luck, Ruby Polk, Bill Burris, Tory Brust, Abby Pfefferkorn, April Toolooze, Jim Sucharski, John Wunder, Brian Wekamp

**Department and RSB Staff:** Mike Fester, Kim Gerlt, Denise Cross, Director of Family Support Division; Brian Kinkaide, Director of Budget and Finance with the Department of Social Services.

**Guests:**

Sheila Wright, Larry Polk, Rosalie Baker-Thompson

**Absent:** Bryan Keller, Daryel Banks, Rosalie Caldwell, Lewis Chartock,

Rosalie Caldwell notified Kim Gerlt that she is resigning from the Council immediately due to unexpected circumstances.

**Approval of Minutes:**

Ruby Polk will get the first opportunity to go through the minutes before they are sent to the other members.

A new protocol of the minutes is that a few sentences will be included about each agenda item and then a list of any motions made and votes. Audiotapes can be sent to anyone who requests. The tapes will be duplicated from mini tapes to standard cassettes.

Motion to approve the minutes as printed – two changes – Bill Burris and Tory Brust were present and are not listed as being present. For final minutes Bill Burris and Tory Brust will be added.

Motion to approve – no opposition

**DIRECTORS REPORT**

There have been concerns about budget and operation of blind pension funds. The Governor did use balance of blind pension fund to replace general revenue funds. Denise Cross believes that we are using funds appropriately.

SSI Reimbursement Funds. Denise Cross and Mike Fester have meeting with Regional office next month. Were hearing through the grapevine that the Feds have concerns. We have not been notified that we are incorrectly using funds and there has not been any corrective action plans. Denise Cross indicated that she is looking for a strong advocate who knows regulations to fill Asst. Deputy Director's position. Council input is greatly appreciated.

## **DEPUTY DIRECTORS REPORT**

Mike Fester talked about the District Supervisor meeting and training. It was well received by all who attended. Mike Fester announced that the central office had successfully moved from the Knipp to the Howerton building. Staff seem to be adjusting well. Vacancies and plans for hiring were discussed. Mike Fester said that Ben Elliot has been hired as the DS in St. Louis North. They are also in the process of hiring 2 counselors for the North office. Southeast Missouri recently hired a teacher and Kansas City was in the process of hiring an O & M instructor. Approval has also been obtained to hire a Assistant Deputy Director to fill the vacancy created by Bill Hagood's retirement. Mike Fester met with Senator Caskey. He offered his services for any problems. Mike Fester talked about utilizing contractors to supplement the large caseloads that Teachers and Counselors carry. He is advising District Supervisors to encourage the use of contractors where RSB staff cannot meet the needs of the consumers. He is working with the contracting unit to open contracting statewide and include performance measures.

### **BRIAN KINKAIDE**

Brian Kinkaide – Director of Budget and Finance for the Dept. of Social Services. Brian is here to respond to any questions from information that Denise Cross brought on his behalf to our last meeting. FY 05 budget there is a request in for Blind Pension fund rate increase; the amount is around \$6 or \$7 per month. Aside from the caseload growth item to keep the appropriation to pay Blind Pensions at a level sufficient to meet the demand for the grant. No other adjustments from the Blind Pension funds. Last year the Governor recommended transferring the general revenue spending authority to Blind Pension, that is still in the budget but the extent to which Blind Pension funds being used for those operations is not increased from where it was in the FY04 budget, either in our request or the Governor's. This will stay in the general core until it's placed back in general revenue. Because it's in the core doesn't mean that it's untouchable, it's subject to as much scrutiny as anything else in our budget. This is a constitutional statute 38-B, the last sentence in that article which reads "This is Article 3, Section 38-B, any balance remaining in the fund after payment of pensions may be appropriated for the adequate support for the Commission for the Blind and any remaining balance should be transferred to the distributed public schools fund". The treasurer by law reviews these provisions and we need the balance from the blind pension fund to manage our cash flow.

## **OLD BUSINESS**

### **ANNUAL REPORT**

Russ McCampbell talked about writing the cover letter and asked for input from the council. Cover Letter – It's been a year of change. Plan to move forward, we have a plan to help us move forward. We realize that the report is weak. We are in the process. Can we update every quarter so that we don't have to work so hard at the end of the year.

## **Liaison RFP**

Would like for this to move forward rapidly. The total amount of the contract was dropped under \$25,000. We need 3 applicants and then selection can be made. We could be looking at having a liaison on board with in four weeks. Liaison cannot be an employee of RSB. Should look into using Rehab Net to get the RFP out to the different people who may be interested. RSB District offices can be used for advertisement of RFP. The Committee in charge of Liaison RFP have not decided on a way to choose the candidate. Would like for it to consist of a review of the submission of the requests and then conduct interviews. Lawrence Luck, Russ McCampbell or another member of Executive Committee and Mike Fester will be involved in selection of the liaison. Vote on contract – No one opposed.

## **Protocol for Minutes**

Motion regarding protocol for minutes: we want abbreviated form, posting the minutes on the web and availability of standard cassette tapes. The minutes will be posted on DSS/RSB Intranet webpage. Lawrence Luck moved that liaison prepare a summarized set of minutes with brief summarization of each agenda item, it's discussion and listing the motions made with re-summarization of motions, and then before the minutes are sent out the secretary and or chairman review them. Those minutes also need to be posted on the Internet and requested copies of the tapes on standard cassettes will be made available to any council member requesting them. The minutes will also be provided in a timely manner, within one month after the meeting. Secretary will make the final approval. Lawrence Luck made the motion, seconded by Ruby Polk. No Discussion. All those in favor of motion – All – Opposing - None

## **Appointment of Committees**

Bylaws say we have to have the following committees: Executive Board, Planning Committee, Evaluation Committee, Program and Policy Committee, Governmental Affairs Committee.

Russ McCampbell would like to briefly summarize what each committee does.

Everyone needs to be on about two committees.

**Executive Board** - Take action in place of the council when the action is necessitated but the action must be either approved at the next regular meeting or rejected. The chair is Russ McCampbell, vice chair is Stan Grimsley, Secretary is Ruby Polk, and Debbie Head and Lawrence Luck are first and second seats on the Executive Board.

**Planning Committee** – Responsible for reviewing, analyzing and recommending to the council the approval of the state's plan and of any strategic plans as well as any planning process undertaken by the council either separately or in conjunction with RSB. James Pelfrey has been chair of that committee before, Tory Brust, Bill Burris and Edna Freeman have been on committee before. Russ McCampbell would like to appoint Stan

Grimsley, Beverly Kaskadden, Brian Keller, Abby Pfefferkorn and Jim Sucharski would you serve?

**Evaluation Committee** – Works with the liaison on the customer satisfaction survey, the annual report and categories in that area. Debbie Head has been doing the work with the annual report. Russ McCampbell would like to ask Debbie Head to serve on that committee, Rosalie Caldwell, Edna Freeman, Jim Sucharski and Ruby Polk had been working on the annual reports before. Appoint Lewis Chartock, Stan Grimsley, Edna Freeman, Beverly Kaskadden, Brenda Kennedy and Jim Sucharski.

**Program and Policy Committee** – Deals with working with RSB on staffing, working with Mike Fester, eligibility requirements for RSB, applications for service and any changes in RSB policy rule and process. Tory Brust, chair, Bill Burris, Debbie Head, Brenda Kennedy, Lawrence Luck, April Toolooze and John Wunder.

**Governmental Affairs Committee** – Ruby Polk, chair, Lawrence Luck, April Toolooze, John Wunder, Brian Keller. Follow state legislation but also the rehabilitation act, part of workforce investment act that is going to be reauthorized by congress.

If anyone wants to switch committees they are to contact Russ McCampbell and let him know otherwise these committees will be in the minutes.

## **NEW BUSINESS**

### **STATE PLAN AMENDMENT INPUT**

Amendments needs to be in to RSA by mid March. Kevin Faust and Jim Brinkman are working with Mike Fester.

### **CUSTOMER SATISFACTION SURVEYS**

Stan Grimsley has concerns about One Stops not being accessible to our clients. Would like to survey our clients to make sure these are useful and the benefits are there. Not sure that our clients are participating. Mike Fester works with James Pelfrey and Stan Grimsley to get draft language. May meeting they can give final recommendations. Mike Fester will have Jim Brinkman get a hold James Pelfrey and set up a conference call for them to work together.

### **HEARING OFFICERS**

Hearing Officers – list of them to email. Currently four in the state.

The council discussed receiving copies of the decisions with names blacked out and asked how someone becomes a fair hearing counselor?

Mike Fester said one of the things he recommends is a consumer handbook as soon as the consumer comes in for service. Fair hearings are a part of the handbook with the process they should follow. Mike Fester wants to get this out to our consumers. Lawrence Luck said this is something that the policy committee would like to look over. Mike Fester will share information from two previous hearings and their outcomes with the council.

Lawrence Luck would like to know if there was a location and date for the next public forum to be held. Mike Fester suggested that we make them regionalized and have the people in the area represent the forum in their area. Russ McCampbell would like for the Executive committee to look this over and make recommendations.

## **PUBLIC COMMENTS**

Rosalie – Power Up – Schools would provide technology to students (children) that is accessible for their disabilities.

## **ITEMS OF INTEREST**

Alphapointe – Number of different organizations that are working together. There will be trainings as well as conference.

AARP – April 16 and 17<sup>th</sup>. Everyone on the council will receive information.

Missouri Blindness Skills Program – Wide variety of training. If you would like information let Kim Gerlt know and she will send out.

Teacher certification – reviewed for requirements. Asking for public comment before February 28. If you are interested contact Kim Gerlt and she can send electronically to you. Russ McCampbell will get that to her.

Mike Fester – CSAVR Conference – April 25-27 in Washington DC. Asking that Mike Fester come as state rep. And that a member of the council come to represent the council.

Jim Sucharski to talk about MSB – Encourage on campus activities. Deaf/blindness and the staffs skills (multiple disabilities). Debbie Head would like for the Children Specialist to attend. Jim Sucharski please send this information into Kim Gerlt so that she can get this out to the rest of the council. MSB will be going through School assessment program next year.

Please be thinking of agenda items for the next meeting. The date of that meeting has not yet been established. Kim Gerlt will e-mail everyone with possible dates.

Adjourned.