

**Governor's Council on Blindness and Visual Impairment (GCBVI)**  
Executive Committee Meeting Minutes  
January 17, 2017

**Members Present**

Dan Martinez, Chair  
Bob Kresmer\*  
Mary Hartle\*  
Ted Chittenden\*  
Amy Porterfield\*  
Jeff Bishop\*  
Donald Porterfield\*

**Members Absent**

Tom Hicks

**Staff Present**

Lindsey Powers, Admin Asst.  
\*Teleconferenced

**Guest Present**

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**Call to Order and Introductions**

Dan Martinez, Chair, called the meeting to order at 12:05 am in the Council Staff Office, Phoenix, AZ. Introductions were made and a quorum was present.

Jeff Bishop called for a Point of Order and informed the Executive Committee that a council member called several council members concerned about the upcoming council elections. Mr. Bishop stated the council member expressed concern that it would be a conflict of interest if Amy Porterfield became the council Chair, due to her affiliation with SAAVI Services for the Blind, and potential influence with the school contracts and negotiations. Amy Porterfield stated for the record that she was not involved with any meetings regarding negotiations with SAAVI Services for the Blind and Rehabilitation Services Administration (RSA). Amy Porterfield inquired whether the council member had violated Open Meeting Law by contacting several council members. Dan Martinez stated he would address the issue with the council member and remind the council that all communication should go through the Council Staff Liaison.

**Approval of December 12, 2016 Meeting Minutes**

Bob Kresmer moved to approve the minutes of the December 12, 2016 Executive Committee meeting. Ted Chittenden seconded the motion. Mary Hartle requested the minutes be corrected to reflect that Nikki Jeffords had

been considered as the Secretary of the council and was not nominated as Secretary. The amended minutes were approved by majority voice vote.

### **GCBVI Membership Application Review**

Dan Martinez stated the Executive Committee received council membership applications from Bea Shapiro, Mike Perry, John Bolton and Sandra Weaver. Jeff Bishop inquired how many positions were open on the council. Lindsey Powers stated the open council positions were two positions with the Blinded Veterans Association (BVA), one representative of the Arizona Association of the Parents of the Visually Impaired, and two representatives of the Community. Dan Martinez stated the four applications received would potentially fill the two open community representations. Bob Kresmer stated Sandra Weaver's application indicated that she was familiar with the BVA and inquired whether she was put forth as a suggested council member by the BVA. Dan Martinez stated his understanding that Sandra Weaver was a self-referral. Lindsey Powers stated Ms. Weavers' application indicated that she was referred to apply to the council by the Vision Rehabilitation and Assistive Technology Expo (VRATE).

Amy Porterfield stated the committee should determine which committee members would interview the potential council members. Dan Martinez inquired regarding the committee members that would volunteer to interview the potential council members. Bob Kresmer, Amy Porterfield, Jeff Bishop and Ted Chittenden volunteered to interview the candidates. Dan Martinez asked that Amy Porterfield and Ted Chittenden interview Bea Shapiro and Sandra Weaver. Mr. Martinez asked that Jeff Bishop and Bob Kresmer interview Mike Perry and John Bolton.

Mary Hartle stated since she would not be reapplying for council membership, and could not continue to Chair the Committee on Deaf-Blind Issues, that Ed Gervasoni be appointed as Chair of that committee. Dan Martinez inquired regarding the end of Mary Hartle's term on the council. Mary Hartle stated her term ended December of 2016, although she would remain on the council until her position had been filled. Bob Kresmer inquired whether Mary Hartle's position had been included in the original discussion regarding current vacant positions. Lindsey Powers stated Ms. Hartle's position had not been included, which meant the council had three open positions from the community.

Mary Hartle inquired whether any council members' memberships ended in 2016, and whether those council members applied for reappointment. Lindsey Powers stated she received applications for reappointment from Amy Porterfield and Ed Gervasoni. Dan Martinez noted that all membership

applications should be submitted at the same time to the Office of Boards and Commissions to ensure a more prompt process time.

### **Skills Matrix Review**

Bob Kresmer stated the Skills Matrix included a checklist of potential skills, where the individual could indicate his or her level of experience. Mr. Kresmer stated some candidates checked that they had experience in a certain area, but did not elaborate, and inquired whether their experience was included in a separate part of the application. Dan Martinez stated his understanding that candidates were expected to list their experience on the Skills Matrix form. Amy Porterfield stated the application was concise and did not require additional information. Ms. Porterfield noted the reason for interviewing the candidates was to gain a better understanding of each candidate's skills. Dan Martinez stated the Skills Matrix form asked that candidates self-identify their skills, and some individuals might not correctly indicate their level of experience.

Amy Porterfield stated the Executive Committee should seek membership in the areas of Deaf-Blindness advocacy and in the education of blind and visually impaired students. She noted that an individual should not be appointed due to having combined vision and hearing loss, however, unless that individual was active in the community. Dan Martinez stated deaf-blindness was a physical condition, although an individual with deaf-blindness might not be familiar with advocacy and Assistive Technology (AT) for deaf-blind individuals. Mary Hartle stated Ed Gervasoni was not a deaf-blind individual, although he did work with deaf-blind students and had extensive knowledge. Bob Kresmer inquired whether the council Chair would inquire whether Ed Gervasoni would be willing to Chair the Committee on Deaf-Blind Issues. Dan Martinez stated the council Chair was responsible for appointing Chairs to the committee. Dan Martinez inquired whether the Skills Matrix included sufficient questions related to education in order to ascertain the candidates' skills in that area. Jeff Bishop suggested the council recruit teachers as potential members on the council. Mr. Bishop noted that teachers would have difficulty attending council meetings, however, due to their teaching schedule. Bob Kresmer stated in his experience, the council experienced difficulties recruiting elementary teachers, and was able to recruit college instructors instead. Amy Porterfield stated the importance in having teachers, rehabilitation counselors, or individuals involved in policy on the council. She noted the council would benefit from having representation from an individual that could speak about educational policy from a widespread perspective rather than from one school district. Amy Porterfield stated the Skills Matrix could then include specific questions regarding school policy or assistive technology in order to

recruit members with that experience. Dan Martinez stated one of the categories on the Skills Matrix included Special Education Administrative Experience, so the council recognized the need for experience in that area. Dan Martinez stated the council needed to speak to the BVA and request potential candidates from that organization. Ted Chittenden stated when he attended the White Cane Day event at the U.S Department of Veterans Affairs (VA), he received interest in the council, although the BVA members did not submit their applications. Lindsey Powers stated she sent applications to interested individuals from the BVA although she did not receive any applications. Dan Martinez stated the BVA should take ownership for providing representation on the council, and suggested the council contact the Chair of the BVA. Amy Porterfield suggested a council member attend a BVA meeting and encourage participation on the GCBVI. Dan Martinez agreed to attend a Phoenix BVA meeting, and Bob Kresmer agreed to attend a Tucson BVA meeting.

### **Council Membership Process Review**

Dan Martinez stated the council did have a membership process in place, and inquired whether that process was documented. Amy Porterfield stated her recollection that the membership process had been developed previously. Bob Kresmer stated a former Council Staff had developed a membership process. Mr. Kresmer requested that Lindsey Powers distribute the council candidates' letters of recommendation to the Executive Committee members that would be interviewing those candidates. Lindsey Powers stated she would distribute that information to the committee members. Jeff Bishop stated the Executive Committee needed to ensure that each member asked the same interview questions to each candidate. Dan Martinez requested that all membership process documents be combined into the GCBVI Handbook.

### **Agenda Items and Date for Next Meeting**

The next meeting date of the Executive Committee was scheduled for February 21, 2017. Agenda items are as follows:

- GCBVI Membership Discussion
- Legislative and Policy Update
- GCBVI Strategic Plan Review
- RSA Budget Update

## **Announcements**

Jeff Bishop announced that Ted Chittenden had contacted him inquiring whether Mr. Bishop would accept a nomination as Secretary of the GCBVI. Jeff Bishop stated he would accept that nomination at the Full Council meeting.

Ted Chittenden announced that the Public Information Committee would be preparing a full Annual Report and he would be contacting the Chairs of each Committee requesting an account of each committee's activities and future goals. Mr. Chittenden noted at the previous Full Council meeting, he indicated that the Public Information might request funds to attend the Ophthalmologists Conference, although the committee would not be making that request at the next Full Council meeting.

Dan Martinez announced the Employment Committee would hold the E75 Diversity Builder Award Event at the Foundation for Blind Children (FBC) at 11:00 am and he encouraged all council members to attend.

Dan Martinez announced that he would sit on the interview panel for the Council Staff Liaison position interviews the week of January 29<sup>th</sup>.

## **Public Comment**

A call to the public was made with no responses forthcoming.

## **Adjournment of Meeting**

Bob Kresmer moved to adjourn the meeting. Donald Porterfield seconded the motion. The meeting was adjourned at 1:08 pm.