

Governor's Council on Blindness and Visual Impairment (GCBVI)
Executive Committee Meeting Minutes
April 26, 2017

Members Present

Amy Porterfield, Chair*
Bob Kresmer*
Ted Chittenden*
Donald Porterfield*
Dan Martinez*
Nikki Jeffords*
Jeff Bishop*

Members Absent

Tom Hicks
Ed Gervasoni

Staff Present

Lindsey Powers, Admin Asst.
*Teleconferenced

Guests Present

Call to Order and Introductions

Amy Porterfield, Chair, called the meeting to order at 1:12 pm in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of March 7, 2017 Meeting Minutes

Ted Chittenden moved to approve the minutes of the March 7, 2017 Executive Committee meeting. Jeff Bishop seconded the motion. The meeting minutes were approved by unanimous voice vote.

Policy and Legislative Update

Amy Porterfield stated the Legislative and Public Policy was reviewing current Rehabilitation Services Administration (RSA) policies at the request of Henry Darwin, Interim Department of Economic Security (DES) Director, who asked for suggestions on how to streamline processes. Nikki Jeffords stated the Policy Workgroup that was reviewing the RSA Policy Manual had some suggestions for including Best Practices as related to blindness services. Amy Porterfield stated the Chief Procurement Officer contacted her requesting a meeting to discuss current RSA procurement policies. Ms. Porterfield stated the Division of Developmental Disabilities (DDD) had direct procurement authority, whereas RSA's procurement policies were more

layered. She noted the Procurement Workgroup was interested in reviewing those procurement processes and discussing the policies with the Office of Procurement staff. Amy Porterfield stated she would request an update from the Administrative Code Workgroup regarding their activities.

Amy Porterfield stated she would schedule a meeting with Christina Corieri, Policy Advisor to Governor Ducey and Dawn Wallace, Governor's Office of Education. Amy Porterfield stated she intended to meet with Ms. Corieri to discuss the Governor's position regarding several bills and the language included in those bills. Amy Porterfield stated the GCBVI was in support of the Arizona Commission for the Deaf and Hard of Hearing (ACDHH)'s request for additional funding set aside from the telephone tax to be used for skills training for deaf-blind individuals.

Ms. Porterfield stated the Assistive Technology (AT) Committee recently invited Microsoft representatives to attend an AT Committee meeting to discuss current technology accessibility. Jeff Bishop stated Clinton Covington and Megan Lawrence with Microsoft attended the previous AT Committee meeting and discussed AT accessibility improvements within Microsoft. Jeff Bishop stated Microsoft indicated that Office 365 was the most accessible software thus far. Mr. Bishop noted the committee also discussed the current Procurement process, which had historically denied the purchase of subscription software, such as Office 365 to clients. Jeff Bishop stated Rich Sorey, Services for the Blind Visually Impaired and Deaf (SBVID) Program Manager, located the current Procurement Policy Manual and forwarded it to the Legislative and Public Policy Committee members. Amy Porterfield stated when an individual purchased subscription software, that individual did not own the software, but owned access to the license of the software. Jeff Bishop stated anyone purchasing software subscriptions did not own the software, and only owned that license to the software. Amy Porterfield stated the importance of preparing for the meeting with the Procurement Office and to be able to ask the right questions regarding procurement policies surrounding subscription purchases. Ms. Porterfield stated RSA would benefit from having similar procurement policies as DDD, and to have the ability to purchase items as needed.

Amy Porterfield stated the Scope of Work (SOW) for the Comprehensive Services contract had been completed and noted the SOW was similar to previous contracts. Amy Porterfield stated the contract included some minor changes, although the contract did honor the comprehensive services model. She noted the contract included a donations form in the packet, which would be voluntary, and could be earmarked to a specific program or service area. Bob Kresmer inquired when the GCBVI would be permitted to discuss the SOW for Comprehensive Services. Amy Porterfield stated her understanding

that the council could discuss the SOW once the contracts had been awarded to vendors. She noted that Kristen Mackey, RSA Administrator, and Rich Sorey would be able to discuss the Comprehensive Services contracts once the contracts had been awarded. Amy Porterfield stated once the SOW was submitted, she would not be part of the negotiations with RSA.

Strategic Plan Meeting Discussion

Amy Porterfield stated the Executive Committee had tentatively scheduled the GCBVI Strategic Plan for May 5, 2017 and inquired whether the committee would be opposed to delaying the Strategic Planning date. Ms. Porterfield stated the Executive Committee had not sufficiently prepared for the Strategic Plan. Dan Martinez stated his agreement with rescheduling the Strategic Planning. Amy Porterfield suggested the GCBVI schedule the Strategic Planning for August. Bob Kresmer stated his agreement that the Strategic Plan meeting could be rescheduled for August.

Nikki Jeffords inquired whether the Executive Committee had identified the location and a facilitator for the Strategic Planning meeting. Amy Porterfield stated the committee had not identified a location or the facilitator. Ms. Porterfield stated the committee had previously identified Dick Monaco, Marc Ashton, Bill Pasco, and Skip Bingham as potential facilitators. Nikki Jeffords suggested Ed House as a potential facilitator as well. Bob Kresmer suggested the Executive Committee submit their top three choices for a facilitator to Lindsey Powers.

Amy Porterfield stated the Executive Committee had discussed holding the Strategic Plan meeting at SAAVI Services for the Blind, Foundation for Blind Children (FBC), and at a Business Enterprise Program (BEP) café. Ted Chittenden stated the committee had also discussed holding the meeting at Ability 360. Amy Porterfield inquired regarding the environmental factors the committee should consider when choosing the location. Ted Chittenden stated the facility should be quiet. Bob Kresmer stated the facility should be able to accommodate about fifteen to twenty individuals. Nikki Jeffords stated the facility should be within close proximity to restaurant options for lunch. Bob Kresmer stated the SAAVI Services for the Blind conference room was large enough to accommodate the council members. Nikki Jeffords inquired whether the Arizona Department of Transportation (ADOT) had a conference room that could accommodate the council members. Amy Porterfield stated ADOT had a large auditorium. Dan Martinez suggested the GCBVI hold the Strategic Plan meeting at the BEP Conference Room. Lindsey Powers agreed to contact the BEP office and identify potential dates in August for the Strategic Planning.

Nikki Jeffords inquired whether the council intended to invite GCBVI members only or community members as well. Ted Chittenden stated because the GCBVI Strategic Plan was a plan for the council, his preference would be to only invite council members. Bob Kresmer noted the council would still be required to post the meeting to the public so that anyone from the public could attend. Nikki Jeffords stated the benefit of having input from the community which could provide valuable insight. Amy Porterfield noted the meeting would be posted publicly, but inquired whether the council should send invitations to community members. Nikki Jeffords suggested the council send out a general announcement to stakeholders rather than an actual invitation. Amy Porterfield inquired whether the announcement should go out to community stakeholders or members that sit on GCBVI committees but were not council members. Bob Kresmer stated individuals that were on council committees but were not council members could be invited to the Strategic Plan meeting. Dan Martinez stated if the council was developing consensus building, the council could invite anyone from the public to attend. Mr. Martinez noted the GCBVI would be responsible for approving any plans however. Amy Porterfield inquired whether the public input could potentially change the council's strategic plan direction. Dan Martinez stated community input could change the direction of the Strategic Plan, which was neither good nor bad. He noted that the GCBVI members were appointed to guide the council, and the council did not want to change that dynamic. Nikki Jeffords inquired whether the GCBVI could hold a meeting for community members to attend and offer input. Amy Porterfield suggested the announcement be made at the GCBVI Full Council meeting. Bob Kresmer stated the council committees could make announcements during committee meetings as well.

GCBVI Membership Review

Amy Porterfield stated the Executive Committee had previously discussed membership recruitment efforts towards individuals in Education and Business fields. Ms. Porterfield stated she would meet with Dawn Wallace, who would potentially suggest an individual from the Arizona Department of Education (ADE) to sit on the council. Amy Porterfield inquired whether the Executive Committee would be willing to delay discussion of council membership until after Ms. Porterfield had spoken to Ms. Wallace. The committee agreed to delay council membership discussion.

Amy Porterfield stated the council should hold a New Member Training once all new members had been appointed. Nikki Jeffords inquired whether the GCBVI council members had access to any membership online training. Dan Martinez stated the State Rehabilitation Services (SRC) previously offered an online training, although the training was not indicative of increased member

participation. Amy Porterfield stated all new members would review a New Member Manual, and a mentor would be assigned to another council member.

Amy Porterfield stated she would contact Ed Gervasoni regarding Bea Shapiro's interest in potentially joining the Committee on Deaf-Blind Issues. Jeff Bishop stated he appointed Jaime Trausch as a new member of the AT Committee.

Membership Review Process

Amy Porterfield stated she would develop the Membership Review Process and distribute to the committee.

Date and Agenda for Next Meeting

The next meeting of the Executive Committee will be on June 2, 2017 from 10:00 am to 11:30 am. in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows:

- Policy and Legislative Update
- Strategic Plan Meeting Discussion
- GCBVI Membership Review
- GCBVI Membership Process Discussion
- AFB Event Update

Announcements

Nikki Jeffords announced that the Vision Rehabilitation and Assistive Technology Expo (VRATE) had been rescheduled for November 17, 2017. Ted Chittenden stated the GCBVI Full Council meeting was scheduled for the same day. Amy Porterfield stated the Executive Committee could discuss potential options at the next GCBVI Full Council meeting.

Amy Porterfield stated that she was thankful to all council members that advocated at the GCBVI Full Council meeting regarding the Introduction to Blindness services. She noted the council had many committed members and she was hopeful for the future of the council.

Nikki Jeffords announced that River Forest obtained employment at the U.S. Department of Veteran's Affairs (VA).

Public Comment

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

Adjournment of Meeting

Bob Kresmer moved to adjourn the meeting. Ted Chittenden seconded the motion. The meeting was adjourned at 2:10 pm.