

Governor's Council on Blindness and Visual Impairment (GCBVI)
Executive Committee Meeting Minutes
June 2, 2017

Members Present

Amy Porterfield*, Chair
Bob Kresmer*
Ted Chittenden*
Ed Gervasoni*
Dan Martinez*
Jeff Bishop*

Members Absent

Tom Hicks
Donald Porterfield
Nikki Jeffords

Staff Present

Lindsey Powers, Admin Asst.
*Teleconferenced

Guests Present

Call to Order and Introductions

Amy Porterfield, Chair, called the meeting to order at 10:05 am in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of April 26, 2017 Meeting Minutes

Bob Kresmer moved to approve the minutes of the April 26, 2017 Executive Committee meeting. Ted Chittenden seconded the motion. The meeting minutes were approved by unanimous voice vote.

Policy and Legislative Review

Amy Porterfield stated she and Ed House met with the Department of Economic Security (DES) Chief Procurement Officer, her Deputy, and the new Division of Employment and Rehabilitation Services (DERS) Procurement Officer. Amy Porterfield stated the meeting was positive, and the group discussed the Executive Committee's concerns regarding timeliness of services, ensuring each client received the appropriate services, that each client received the most cost-efficient service, and that the service delivery followed Rehabilitation Services Administration (RSA)'s regulations. Ms. Porterfield stated the Procurement Office was also interested in ensuring that clients received timely and effective services as well. She noted the Procurement Office was following the LEAN process of eliminating unnecessary steps and procedures in order to streamline

processes. Amy Porterfield stated the Procurement Office was following LEAN 80% of the time, in which 80% of the contracts would have a Scope of Work (SOW) identified after three meetings. Amy Porterfield stated during the initial meeting, the Program staff would discuss the SOW, during the second meeting Procurement would meet to discuss the SOW, and during the final meeting, the Program and Procurement would meet to finalize the SOW. Amy Porterfield stated the Procurement Office wanted to develop the SOW within 30 days and once the Request for Proposal (RFP) was distributed, for the RFP to be executed within 60 days. Currently 80% of the contracts fell within those timelines, although the blindness contracts were more complex and fell within the 20% of contracts not under the LEAN process. Amy Porterfield stated she inquired regarding the delegated authority that other programs, such as the Division of Developmental Disabilities (DDD) had. Amy Porterfield stated the Procurement Office indicated that no programs had delegated authority over procurement processes, although some programs such as DDD was able to procure services from qualified vendors, which was outlined in the State Statute. Ms. Porterfield stated the State Statute did include exemptions to RSA, which would allow RSA to directly contract with vendors. Amy Porterfield stated the standard contract process required the SOW be distributed publicly for anyone to bid on, the vendors would identify the services they would offer, and then the Program and the vendor would develop the contract. Amy Porterfield explained that a direct contract process would follow the same process, although any vendor could contact the Procurement Office to offer services with the intention of becoming a vendor with the State. Amy Porterfield stated the Procurement Office would be required to thoroughly evaluate current contracts in order to honor those contracts before awarding a contract to another vendor offering similar services. Amy Porterfield stated the individuals within RSA that have delegated authority were the Purchasing Technicians (PTs) and they were able to make purchases from any contracted vendors within Libera, case management system, and could purchase up to \$5000. She noted that only Procurement staff had the authority to create new contracts. Ms. Porterfield stated the Procurement Office was open to discussing the benefits to creating additional delegated authority for contracts within RSA. Amy Porterfield stated the Procurement Office was in the process of identifying the timelines such as when the 30 days started. Amy Porterfield stated the Office of Procurement was in agreement with the Executive Committee's concerns and was receptive to improving the overall process. She stated the Procurement Office asked the Executive Committee to review the current contract process, compare with other programs such as DDD, and identify any limitations within the process.

Amy Porterfield stated she also explained the Assistive Technology Committee (AT) and the Executive Committee's concerns regarding Microsoft Office 365. She clarified that DES Procurement process had historically denied the purchase of subscription software, such as Office 365 to clients. Ms. Porterfield stated the Procurement Office staff were not familiar with the issue and requested the Executive Committee contact Procurement if the committee was ever told a service or software could not be offered. Amy Porterfield stated the Procurement Office would forward documents for the committee's review, and the committee could then develop recommendations to be submitted to the DES Interim Director Henry Darwin and the new DES Director Michael Traylor.

Ted Chittenden inquired regarding the number of individuals working in Procurement and the number of contracts they were responsible for. Amy Porterfield stated she did not ask about the number of staff, although her understanding was that four staff reported to the head of DERS Procurement, who submitted documents to Shelia Washington, DERS Finance, who submitted documents to Patty Clark, Chief Procurement Officer. Amy Porterfield stated most bid solicitations received about six to eight bids on average. Ted Chittenden stated the Executive Committee could make recommendations to the Office of Procurement, although if the office had a large workload, the recommendations might not be useful. Amy Porterfield stated her understanding that the Procurement Office was interested in eliminating processes in order to meet their timelines.

Amy Porterfield stated she was waiting for feedback from Larry Wanger regarding the review of the RSA Administrative Code. Bob Kresmer stated the Policy Workgroup made recommendations regarding the Policy Manual, and he would compile those recommendations. He noted the Policy Workgroup did not identify any egregious errors within the Policy Manual.

Strategic Plan Meeting Discussion

Amy Porterfield stated the Executive Committee had agreed on the Strategic Planning date of August 11, 2017 to be held at the Business Enterprise Program (BEP) conference room. Lindsey Powers agreed to follow up with Kristen Mackey, RSA Administrator, regarding whether RSA would be able to provide a stipend for the facilitator of the meeting. Amy Porterfield stated the top three facilitators chosen were Ed House, Mark Nelson, and Marc Ashton. Amy Porterfield inquired whether the committee members would like to vote on their top choice for facilitator. Bob Kresmer inquired whether any of the individuals would be willing to volunteer to facilitate the Strategic Planning meeting. Amy Porterfield stated the committee had not asked any of the potential facilitators whether they would facilitate the meeting. Ted

Chittenden inquired whether the Executive Committee had identified a timeline in which to ask the potential facilitator. Amy Porterfield stated the Executive Committee would need to ensure the individual was available to facilitate the meeting. Dan Martinez suggested the committee identify the top facilitator choice and then determine the mechanism to pay the individual if needed.

Dan Martinez stated Ed House had more system knowledge, and noted that Mark Nelson's roadmap process was somewhat cumbersome. Ed Gervasoni stated Ed House might focus heavily on RSA's processes and not on other state agencies that have an investment in blindness. Mr. Gervasoni noted that Ed House had not been part of RSA for several years, which could make him more neutral. Ed Gervasoni stated Mark Nelson had previous experience on the GCBVI and might have a broader range of knowledge. Amy Porterfield stated the chosen facilitator would meet with council members to discuss the focus of the next GCBVI Strategic Plan. Dan Martinez stated that Ed House's previous experience was community-based and noted Mr. House would need to be a servant leader in the process and not include a preference for RSA processes. Amy Porterfield stated in her experience, when Ed House was in a situation where he needed to be neutral, he was able to do that. Ms. Porterfield noted that in the meeting with Procurement, Ed House asked good questions in a tactful manner. Amy Porterfield stated she was unsure regarding Mark Nelson's experience with the council overall, as he had been focused on AT.

The Executive Committee members voted unanimously for Ed House as the top choice for the GCBVI Strategic Plan meeting facilitator. Amy Porterfield stated she would inquire whether Ed House would be willing to facilitate the Strategic Planning meeting on a voluntary basis.

Amy Porterfield stated the second half of the GCBVI Full Council meeting on July 21, 2017 would be a Town Hall meeting to gather input from the community for the Strategic Plan. Amy Porterfield inquired regarding the timeline for that meeting. Ted Chittenden suggested the council begin the Town Hall meeting portion at 2:00 pm to allow community members sufficient time to offer feedback. Dan Martinez suggested the council set time limits for individuals offering feedback. Amy Porterfield inquired whether the Public Information Committee would develop an announcement for community members that outlined the Town Hall meeting process. Ted Chittenden agreed and invited Amy Porterfield to attend the upcoming Public Information Committee meeting. Dan Martinez stated community individuals would likely talk about issues outside of the scope of the council, and the council would need to listen and identify any trends. Mr. Martinez

stated the council should politely inform the individuals regarding the limitations of the council and not be dismissive of their concerns.

Amy Porterfield stated the council could release public announcements on the Arizona Braille and Talking Book Library Newsletter, Sun Sounds, Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER) list serve, and the Arizona Commission of the Deaf and Hard of Hearing (ACDHH) newsletter. Ms. Porterfield noted the blindness consumer group leaders would be invited to attend the Town Hall Meeting.

GCBVI Membership Review

Amy Porterfield stated she would meet with Dawn Wallace; Governor's Office of Education and would discuss potential Arizona Department of Education (ADE) representatives that could sit on the council.

Lindsey Powers stated the current council open representations were:

- 1 Community Member
- 1 Representative from the Blinded Veteran's Association
- 1 Parent of a Blind or Visually Impaired Child

Amy Porterfield stated the council only had one open Community Member position and inquired whether the council would benefit from an individual from the Education department. The committee members agreed that the council would benefit from an individual with Education knowledge. Bob Kresmer stated he knew of two individuals that could potentially fill the Parent of a Blind or Visually Impaired Child. Amy Porterfield inquired whether the council did enough to entice the blinded veterans. Dan Martinez stated the veterans received services through the U.S. Department of Veteran's Affairs (VA), although the veterans were also members of the community and should be engaged in the community. Amy Porterfield stated she might know of an individual that could fill the BVA representation.

Amy Porterfield stated there were some council members that were not engaged in the council. Ms. Porterfield inquired whether Bob Kresmer would be willing to contact Bea Shapiro and encourage her participation on the council. Bob Kresmer agreed to contact Ms. Shapiro. Ed Gervasoni stated Bea Shapiro was actively engaged on the AT Committee and noted he would contact Ms. Shapiro regarding her interest in sitting on the Committee on Deaf-Blind Issues. Bob Kresmer stated he could discuss council participation with Annette Reichman, ASDB Superintendent as well. Ed Gervasoni suggested the council inform Ms. Reichman on the type of information the council was interested in hearing about at the Full Council meetings. Amy

Porterfield stated Annette Reichman's ASDB report could be moved to the first half of the meeting, which would place more prominence on Education. Dan Martinez inquired regarding the council members that were not currently on committees. Lindsey Powers stated Sharonda Greenlaw was on the AT Committee, although she had not been actively participating. Ms. Powers noted that Allan Curry and Mike Kanitsch were not currently on committees. Dan Martinez suggested Ted Chittenden invite Mike Kanitsch to attend a Public Information Committee meeting. Amy Porterfield noted Allan Curry was interested in the Business Enterprise Program (BEP), although the council did not have a BEP Committee. Dan Martinez suggested Allan Curry be a member on the Legislative and Public Policy Committee and offer insight regarding BEP policies. Amy Porterfield stated she would contact Sharonda Greenlaw and encourage her to participate on the AT Committee. Amy Porterfield stated that Jeff Bishop might potentially step down from being the Chair of the AT Committee and that committee would require someone else to Chair that committee. Amy Porterfield stated Sharonda Greenlaw or Bea Shapiro could potentially Chair the AT Committee, although Ms. Shapiro might not have time to Chair the committee. Jeff Bishop stated Bea Shapiro would have more knowledge regarding AT, although a new council member might have AT knowledge as well. Jeff Bishop stated he would be willing to stay on the AT Committee while the new Chair transitioned into the role. Ed Gervasoni stated he would be willing to temporarily Chair the AT Committee until the new Chair assumed the role.

Membership Review Process

Amy Porterfield stated she developed the Membership Review Process, which was distributed to the committee. Dan Martinez stated the process was comprehensive, although the interview process was somewhat cumbersome. Ed Gervasoni stated he had not been involved in the membership interview process, although he noticed that council members appeared to be more engaged than in previous years. Amy Porterfield reviewed the current membership interview questions:

1. Tell us about yourself.
2. Why do you want to be a member of the GCBVI?
3. What is your understanding of the purpose and function of the GCBVI?
4. What skills would you bring to the GCBVI? Review and verify skills matrix.
5. What do you plan to accomplish as a member of the GCBVI?

Dan Martinez suggested the council eliminate the question asking the individual to talk about him/herself, because other questions will offer information regarding the individual. Bob Kresmer stated the council could review the individual's resume and would have the appropriate knowledge about the individual. Amy Porterfield stated the Executive Committee also reviewed the individuals' Skills Matrices, and determining whether their experience level coincided with their Skills Matrices.

American Foundation for the Blind (AFB) Event Update

This item was tabled.

Agenda and Date for Next Meeting

The next meeting of the Executive Committee will be on June 27, 2017 from 1:00 pm to 2:30 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows:

- Policy and Legislative Update
- Strategic Plan Meeting Discussion
- GCBVI Membership Review
- AFB Event Update
- GCBVI Town Hall Meeting Discussion
- GCBVI Full Council Agenda

Announcements

Ted Chittenden announced the next Public Information Committee meeting would be on June 13, 2017 from 2:00-3:30 pm.

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 11:15 am.