

Governor's Council on Blindness and Visual Impairment (GCBVI)
Executive Committee Meeting Minutes
October 25, 2017

Members Present

Amy Porterfield*, Chair
Bob Kresmer*
Ted Chittenden*
Dan Martinez*
Donald Porterfield*
Sharonda White*
Nikki Jeffords*

Members Absent

Ed Gervasoni
Jim LaMay

Staff Present

Lindsey Powers, Admin Asst.
*Teleconferenced

Guests Present

Call to Order and Introductions

Amy Porterfield, Chair, called the meeting to order at 1:10 pm in the DERS Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of October 10, 2017 Meeting Minutes

Bob Kresmer moved to approve the minutes of the October 10, 2017 Executive Committee meeting. Ted Chittenden seconded the motion. The meeting minutes were approved by unanimous voice vote.

GCBVI Strategic Planning Discussion

Amy Porterfield stated the AT Committee outcomes had been included in other categories of the GCBVI Strategic Plan. Ms. Porterfield stated the Executive Committee had identified the top outcomes in each category and the Priority 2s and 3s as well. She noted the committee needed to assign priority levels with the Priority 2s and 3s. Bob Kresmer inquired regarding the reason for assigning priority levels with the Priority 2s and 3s. Amy Porterfield stated the committee wanted to identify the priority with the Priority 2s and 3s in order to identify which outcomes were the most important to complete. Donald Porterfield stated the Strategic Plan should identify the most important outcomes to complete by assigning priority

levels to each. Dan Martinez agreed and noted the committee should identify the priority 2s and 3s within each category heading.

Category I: Education

- Collaborative data collection mechanism to track test scores K-12 for all school districts in Arizona

Amy Porterfield inquired whether the outcome should be an activity that leads to the outcome. Ted Chittenden stated the outcome would allow the GCBVI to review the student test scores. Donald Porterfield stated that Best Practices and data collection could be two separate outcomes. Mr. Porterfield stated the council wanted to track student test scores and inquired whether the council should develop collaborative data collection as a separate item. Dan Martinez suggested the priority 2s be ranked as 2a, 2b, etc. The committee reviewed the Strategic Plan and ranked all 2s and 3s under each category.

Amy Porterfield inquired whether the Executive Committee wanted to develop the timelines for each outcomes or whether the committees responsible for the outcomes should develop the timelines. Donald Porterfield stated the Strategic Plan included timelines for each committee responsible for outcomes, and suggested the lead committee be responsible for overseeing the timelines of the activities. Dan Martinez inquired whether the lead committee should assign tasks for the secondary committees. Donald Porterfield stated all committees responsible for an outcome should communicate and offer assistance to the other committees in order to complete the outcomes. Nikki Jeffords inquired whether the lead committees would have the majority of the responsibility for the outcomes. Donald Porterfield stated the lead committees could be responsible to overseeing the outcome overall although all committees would be responsible for completing their individual activities. Bob Kresmer stated the lead committee could develop the activities and the timelines for the outcomes. Amy Porterfield inquired whether the Executive Committee should identify the outcome timelines, or whether the lead committees should be responsible for developing the timelines. Nikki Jeffords stated the lead committees should be responsible for developing the timelines although the timelines could be revisited periodically and potentially modified. Dan Martinez stated that often timelines were established arbitrarily, which created an urgency to complete tasks. Bob Kresmer stated the Priority 2s could be assigned as 2-year timelines and the Priority 3s could be assigned as 3-year timelines. Amy Porterfield stated the priority levels did not indicate which items would be accomplished first, but referred to the items that were most important in the Strategic Plan. Sharonda White suggested

that the committees be responsible for developing the timelines with the option to modify the timelines if necessary. Donald Porterfield inquired regarding the overall timeline for completing the Strategic Plan. Amy Porterfield stated the council decided the Strategic Plan would be a 3-year plan. Donald Porterfield inquired regarding the purpose of assigning timelines to the outcomes, if the outcome timelines would be modified. Mr. Porterfield stated the Strategic Plan was a 3-year plan, and the committees would be responsible developing benchmark timelines. Amy Porterfield stated the Strategic Plan included the accountability report timelines, which the Executive Committee had agreed with.

Nikki Jeffords inquired whether the Executive Committee would provide the committees with a mechanism for reporting their progress such as a report template. Amy Porterfield stated the Executive Committee would develop a report template for the committees. Amy Porterfield inquired regarding the format of the Strategic Plan and whether the plan should be in a table format or a list format. Bob Kresmer inquired regarding the individuals or entities that would receive the GCBVI Strategic Plan. Amy Porterfield stated the Strategic Plan would be distributed to the Governor and the public. Donald Porterfield stated the current table format was good, although a list format might be more professional when sharing with the Governor and other entities. Amy Porterfield stated that she and Lindsey Powers would develop a couple different formats and bring to the Executive Committee for review. Ms. Porterfield stated a table format or Excel spreadsheet might be useful for tracking the progress of the outcomes.

Agenda and Date for Next Meeting

The next meeting of the Executive Committee was scheduled for November 21, 2017 from 1:00-2:30 pm in the RSA Conference Room, Phoenix, AZ. Agenda items are as follows:

- GCBVI Strategic Plan Discussion
- Policy and Legislative Discussion
- GCBVI Membership Discussion
- Council Officer Election Discussion
- Agenda Items for 12-1-17 GCBVI Full Council Meeting

Announcements

Nikki Jeffords announced that the Vision Rehabilitation and Assistive Technology Expo (VRATE) would be held on November 17, 2017 at the Glendale Civic Center. Ms. Jeffords stated the Arizona Industries for the

Blind (AIB) would sponsor the American Foundation for the Blind (AFB) at the Flynn Foundation on November 16, 2017 from 9:00-10:00 am.

Nikki Jeffords announced that the Department of Economic Security (DES) had developed a video of successfully employed blind individuals, which would be completed by the end of the month. Ms. Jeffords stated the video could be played at the next GCBVI Full Council meeting.

Public Comment

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

Adjournment of Meeting

Bob Kresmer moved to adjourn the meeting. Sharonda White seconded the motion. The meeting was adjourned at 2:18 pm.