New Mexico Commission for the Blind

State Rehabilitation Council

Minutes of Special Meeting (DRAFT)

September 18, 2018, 9:00 AM

Commission for the Blind Skills Center

2200 Yale Blvd SE

Albuquerque, New Mexico 87106

1. Welcome – Greg Trapp, Executive Director Commission for the Blind

Mr. Trapp welcomed the members of the State Rehab Councils of the Commission for the Blind and the Division of Vocational Rehabilitation to the Skills Center for the joint training. Mr. Trapp said there was a bad accident and construction on the freeway, explaining the delay in starting the meeting. Mr. Trapp gave a brief history of the meeting space as a sheltered workshop. He asked Ms. Burma to give a description of the Skills Center.

2. Introductions

Mr. Trapp asked Mr. Tom O’Brien to introduce those present from the Commission for the Blind, and Mr. Sandy Sandoval to introduce those present from the Division of Vocational Rehabilitation. Mr. O’Brien introduced the State Rehab Council members for the Commission for the Blind. He also introduced Mr. Jim Salas, Deputy Director, Ms. Kelly Burma, SRC Liaison and Skills Center Coordinator, and Ms. Patricia Adams, Executive Secretary for Mr. Trapp. Mr. Sandoval introduced the DVR State Rehab Council members, including Mr. Adrian Apodaca, Director of the Division of Vocational Rehabilitation.

3. Council Call to Order and Roll Call

Mr. O’Brien called the Commission for the Blind State Rehab Council meeting to order at 9:40 AM. Roll was taken and present were Tom O'Brien, Urja Lansing, Coby Livingstone, Paula Seanez, Paul Luttrell, Yolanda Montoya-Cordova, Kaitlin Ellis, and Greg Trapp. Absent were Lila Martinez, Bernadine Chavez, Christine Hall, and Lucy Birbiglia. Mr. Trapp said that Bernadine Chavez was unable to attend because her father was having surgery.

Mr. Sandy Sandoval called the DVR State Rehab Council to order at 9:41 AM. Mr. Sandoval called roll, which included Paula Seanez and Yolanda Montoya-Cordova, both of whom were present. Bernadine Chavez was not present. (Ms. Seanez, Ms. Montoya-Cordova, and Ms. Chavez serve on both the Commission and DVR Councils)

4. Approval of Agenda

Ms. Lansing moved to approve the agenda and Ms. Ellis seconded the motion. A vote was taken and the agenda for the Commission for the Blind State Rehab Council was approved unanimously.

Ms. Paula Seanez moved to approve the agenda for the DVR State Rehab Council and Ms. Rebecca Holland seconded the motion. A vote was taken and the agenda for the DVR State Rehab Council was approved unanimously.

5. Approval of minutes of August 9 meeting

Ms. Ellis moved to approve the minutes of the August 9 State Rehabilitation Council meeting and Ms. Montoya-Cordova seconded the motion. A vote was taken and the August 9 minutes were unanimously approved.

The DVR minutes of the August 17 DVR State Rehab Council were also approved.

6. Workforce Innovation and Opportunity Act, The Basis for the State Rehab Council – Greg Trapp and Adrian Apodaca

Mr. Trapp began by noting that 2018 was the 100th anniversary of the vocational rehabilitation program, and that the original vocational rehabilitation law was the Veterans Rehabilitation Act, which was passed in 1918 to help disabled World War I soldiers to become employed. He said that the law was expanded to include civilians. He said that blind persons were originally excluded from vocational rehabilitation because they were considered too disabled to benefit from services. He said that, prior to 1998, the Council was known as the State Rehabilitation Advisory Council, but that the 1998 Amendments to the Rehab Act made the Council a partner with the agency, and was renamed State Rehabilitation Council as a result.

Mr. Apodaca then gave a PowerPoint presentation on the Rehab Act, using a PowerPoint from Vermont. He described the vocational rehabilitation process and the role of the Rehab Council. Discussion took place, with Mr. Trapp and Mr. Salas responding to questions and describing how various provisions pertained to the Commission.

7. Membership, roles and mandated activities of the SRC – Tom O’Brien and Sandy Sandoval

Mr. O'Brien and Mr. Sandoval read through the provisions of the Rehabilitation Act regulations that pertained to the duties of the State Rehabilitation Council, including the comprehensive system of personnel development, input from the Council, and the role of the Council in the establishment of an order of selection.

At 1:00 PM, a Commission for the Blind Special Meeting was held for the Commissioners to receive a legal training from Mr. John Kreienkamp, Assistant Attorney General. Mr. Schreiber called the meeting to order at 1:00 PM. Role was taken and present were Art Schreiber (by speaker phone), Jim Babb, and Urja Lansing. Ms. Lansing moved to approve the agenda and Mr. Babb seconded. A vote was taken, and the Commission agenda approved unanimously. Ms. Lansing motioned to approve the Commission minutes of August 29 with corrections, and Mr. Babb Seconded. A vote was taken, and the minutes approved unanimously.

Mr. Schreiber discussed the importance of the Open Meetings Act and his dedication to the Open Meetings Act as a founding member of the Foundation for Open Government. Mr. Kreienkamp then presented on the Open Meetings Act, saying that he represented the Commission for the Blind. He reviewed the Open Meetings Act, discussing requirements for meeting notice, an annual Open Meetings Act Resolution, having members participate by speaker phone, posting the agenda on the web page 72 hours prior to the meeting, and not adding items to the agenda unless it is done more than 72 hours prior to the meeting. Mr. Kreienkamp said that he thought it was best to only have a start time listed on the agenda, and that having times for agenda items meant that those items could not be discussed prior to the time listed. He discussed how action could only be taken on action items listed on the agenda, and he discussed requirements for executive sessions. He also discussed quorum issues, including that two members of the Commission constituted a quorum, the need to avoid email discussions and rolling quorums. Mr. Kreienkamp also reviewed the Governmental Conduct Act and the provisions pertaining to employees and public officers.

Chairman Schreiber adjourned the Commission meeting at approximately 3:20 PM.

9. Per Diem and Mileage Act – Eileen Marrujo, Administrative Services Deputy Director, Division of Vocational Rehabilitation

Ms. Kim Archuleta from the New Mexico Division of Vocational Rehabilitation presented on behalf of Ms. Marrujo. Ms. Archuleta reviewed the Per Diem and Mileage Act as it pertains to employees and Council members.

10. Other issues and topics.

Mr. Trapp discussed the requirement for prior written approval for 25 different cost categories, including purchases of general equipment over $5,000.

11. Where do we go from here? (Wrap up discussion)

Mr. O’Brien and Mr. Sandoval indicated that the meeting was beneficial, and that it should be done again.

12. Date and Location of Next Council Meeting

a. Commission for the Blind

The next Commission for the Blind State Rehab Council meeting was set for the Skills Center in Albuquerque on October 22, starting at 9:00 AM.

The next DVR State Rehab Council meeting was set for December 6, at the Parents Reaching Out office in Albuquerque.

13. Council Adjourn

Chairman O'Brien thanked those for coming, and adjourned the State Rehab Council meeting at 3:56 PM.

Sandy Sandoval adjourned the DVR State Rehab Council meeting at 3:56 PM.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: October 22, 2018

Thomas P. O'Brien, Chairman

Commission for the Blind

State Rehabilitation Council