

**State Rehabilitation Council**

Quarterly Meeting Minutes

NMDVR State Office

5400 Gibson Blvd., SE

Albuquerque, NM 87108

505-954-8500 or Toll Free: 1-800-224-7005

Friday, April 7, 2017

Public Forum: 9:00 a.m. – 10:00 a.m.

Quarterly Meeting: 10:00 a.m. – 3:00 p.m.

**Call to Order/Roll Call** - Meeting called to order at 10:30 a.m. Roll call by Bernadine Chavez, Acting Vice Chairperson. With four appointed members present, a quorum of four was established.

Members Present:

Melinda Garcia – Acting Chairperson

Bernadine Chavez – Acting Vice-Chairperson

Sandy Sandoval

Hermila Ortega

DVR Staff Present:

Joe D. Cordova

Adrian Apodaca

Robert Alirez

Eileen Marrujo

Paulette L. Romero

Martha L. Encinias

Pending Members Present:

Mariela Pijem

Paula Seanez

Members Absent:

Rebecca Holland (Attempted to attend SRC meeting, but was unable to find new DVR building location due to improper directions, or identifiable markings.)

Action Items

- A. Approval of Agenda – Motion to approve agenda with changes by Bernadine Chavez, second by Sandy Sandoval, motion passed.
- B. Approval of December 9, 2016 SRC Meeting minutes – Motion to table minutes by Sandy Sandoval, second by Bernadine Chavez. Paula Seanez, and Melinda Garcia will

- provide minutes/notes of what they had in order to reinstate items to the minutes due to a lack of incomplete minutes taken or recorded by previous administrator.
- C. Adoption of the Open Meeting Act Resolution - Open Meeting Resolution will be adopted and signed by Bernadine Chavez, Chairperson before the next SRC meeting as soon as the website link and phone number are added to the resolution. Open Meeting Act requires us to post toll free number on website. Motion was made by Paula Seanez, and second by Sandy Sandoval to make changes to add website link, and toll free number phone number 1-800-224-7005 to DVR website. Robert Alirez, IT Program Manager will post and make changes to website.
  - D. Election of Officers – Motion made by Sandy Sandoval to nominate Bernadine Chavez as Chairperson, approved through acclamation. Motion made by Bernadine Chavez to nominate Sandy Sandoval as Vice Chairperson, approved through acclamation. Sargent At Arms – Pending until notice of appointment is received from Governor Martinez. The role of SRC officers was described. Bernadine Chavez suggested an individual with knowledge of Programs as a Liason/Admin., for notetaking would be great. Sandy mentioned various names he recollected that served previously. Joe D. Cordova will take under consideration. Members looked over the SRC Member list and changes will be done as vacant positions are filled. SRC Council must have a minimum of 15 members. Joe D. Cordova, Director – Ex Officio will serve until determined by the governor.

### **Director’s Report – Joe D. Cordova**

Mr. Cordova greeted and welcomed all present to the new DVR Gibson office. Mr. Cordova acknowledged, and thanked Adrian Apodaca, Deputy Director, Robert Alirez, Program Manager, and Randy Herrera, Chief Procurement for all their efforts in getting the old San Mateo office moved to the new location.

Adrian Apodaca, RSU Deputy Director went over Budget Summary and Performance Statistics (Confidential for Agency Use Only Documents) covered the following:

**Budget Summary as of 4/6/2017** by Regions A, B, and C was explained by Reporting Structure Fund Category, Fund Source, Budgeted Amount, Distributed Amount, Current Authorized, Paid to Date, Outstanding Amount, Available Balance, and % Auth. E/C for FY 17 Reporting Structure Totals.

**Performance Statistics** was explained By Status, Open Caseload, Disability Priority, Total Served, Total Cases, Events on Open and Closed Cases, YTD Accom., and % of Total.

Eileen Marrujo, ASU Deputy Director covered the following:

- **Legislative Update**
  - HB2 General Appropriation Act (GAA) passed. However, it may be vetoed.
  - HB433 Vocational Rehabilitation Act died in Senate Rules Committee.

- HB278 Notice and Review of Exempt Procurement died in House Judiciary Committee
  - Would repeals the exemptions contained in 13-1-98 on July 1, 2019; and would require that public bodies post notice of intent to enter into an exempt procurement 30 days in advance on the sunshine portal.
  
- **DVR's FY 18 Budget**
  - DVR requested and was appropriated a separate program area for the Administrative Services Unit. DVR's budget consists of 4 Program Areas which are the Rehabilitation Services Program, Independent Living Services Program, Disability Determination Program, and the new Administration Services Program.
  - DVR was able to retain their Non-Reverting Language for FY17 and FY18
  - \$3.8 Million increase in Federal Revenue to ensure the agency has the budget authority for the total VR Basic Grant award
  - An increase of \$100 thousand dollars in interagency transfers, the transfer is from the Commission for the Blind. The funds must be utilized as matching funds toward the VR Basic Grant.
  - The FY 18 Budget also includes a \$500 thousand dollar transfer between the Rehab Program and the Independent Living Program. The transfer will allow the Department to fully match the VR Basic Grant, as well ensure matching funds are available for future years.
  
- **DVR's FY17 Fiscal Report as of 4/3/17**
  - Total Budget
 

Total Budget	\$48,384,294
▪ Rehab Services	\$29,627,794
▪ Independent Living	\$ 1,649,000
▪ Disability Determination	\$17,107,500
  
  - FTE Report
 

Total FTE (Positions)	313.0	Vacant Positions 56
▪ Rehab Services	203.0	26
▪ Independent Living	1.0	0
▪ Disability Determination	110.0	30
  
  - DVR has met the FFY16 Maintenance of Effort for the Basic Grant.
  - DVR has also met the FFY16 Grant state match for \$5,514,110. This will ensure the agency can expend the entire FFY16 Grant Award of \$20,373,730 thru the second year of the grant (9/30/17).
  - DVR has received approval from the Department of Finance Administration (DFA) to fill 24 Rehabilitation Services Unit positions. All 24 positions are paid with Federal Funds 100%. The Federal Funds

require a match; however, DVR utilized 100% of their General Fund Appropriation for direct client services.

Robert Alirez, IT Program Manager covered the following:

- Xerox copy machines replaced with Ricoh copy machines agency wide. Thirty-four machines replaced.
- Disaster Recovery and Business Continuity at the OSO Grande Facility. DOIT has partnership with OSO Grande facility.
- New Voice over IP telephone switch installation Gibson office. Working on replacing phone switches (agency wide) with new Voice over IP equipment
- New video conferencing solution large and small conference rooms Gibson office. Small conference room will have FM loop for deaf and hard of hearing. This new video conferencing will start soon the small conference room first.
- Gibson office installed new access card control system. Access control will be installed agency wide. This accomplished is due to security issues.
- New 32TB Network storage devices State office and OSO Grande Facility
- Windows 10 deployment agency wide
- Digital signage deployment agency wide, these signs are similar to flashing signs currently located at the Alamogordo and Socorro offices

Bernadine Chavez, Chairperson gave “kudos” on website of DVR was an excellent model.

Bernadine Chavez asked the question, “Why is the 2016 Annual Report not posted on website”? Robert Alirez responded that the quotes were sent to General Services Division by Kasha Suina (Ex-officio) who had been in contact with Rob Newman, GSD to get the 2016 Annual Report printed. Robert Alirez, Paulette Romero, and Martha Encinias will follow up with GSD Printing.

Melinda Garcia, Acting Chairperson requested information on what Larry Barker’s Investigation pertained to on the contract for Veterans Outreach. It sounded very negative about the contract awarded to one qualified bidder. Whereas, there be an appearance of illegal activity DVR hired an outside consultant to identify if there was any legal or financial illegalities. Joe D. Cordova, DVR Director explained that we want DVR to perceive as progressive, taking extra steps to identify veterans. Because it affects consumers, we added a required veteran. Adrian Apodaca, RSU Deputy Director explained the costs of business to outreach veterans on employment with DVR, having a peer to peer is a key to keeping veterans engaged, and is more successful. A 600 plus page report with information is well documented. Bernadine Chavez, Chairperson expressed concern on why this contract was not mentioned at the previous SRC meeting, and felt SRC was “left out on a ledge”. Adrian Apodaca responded, “The contract on Outreach to Veterans was mentioned to Mr. Ralph Vigil, a previous DVR Director at an SRC meeting at the Las Vegas office”. Bernadine Chavez did not recall. Paula Seanez, SRC member also expressed the agency (DVR) should come to SRC and get advice and keep SRC informed.

Adrian Apodaca responded that positive outcomes are coming out on this, and DVR is working on RFP process and working with Native American Outreach.

### **SRC Chairperson's Report**

No significant changes to WIOA Impact of Final Regulation on SRC.

Bernadine Chavez attended the National State Rehabilitation Council meeting in Modesto, Ca. There are thirty-eight State Rehabilitation Councils thru out the states. The following presented at the National SRC Meeting:

- Foundation of SRC
- Structure of SRC
- Theme Vision 2020 (CSVAR 100 Years Old)
- Concerns of Who DVR Serves
- Lack of Resources
- Ticket to Work Problematic
- Policies/Procedures Updated
- VR Counselors Job Role
- Cultivate Relationships
- Budget - Comes from DVR Director's office
- 501CR – Lobby for \$\$\$ - SILC Federal funded
- SRC needs to look at themselves as a consulting group
- Next State Plan Committee 2019
- Recruit Members
- Awards – DVR pays for plagues etc.

### **Membership Issues**

When membership is expired, members are not entitled to per diem, and cannot vote. Vacant positions will be noted on SRC Members List. Discussed pending appointments, waiting on approvals from Governor Martinez before any changes to the last updated SRC Members list on 2/7/2017. Paula Seanez proposed to hold a conference call with Paulette Romero when Joe D. Cordova has the new list.

### **SRC Training & Orientation for New Members**

Bernadine Chavez suggested DVR include Per Diem Rules and Regulations and explain to new appointed SRC Members what they are entitled for travel costs to attend board meetings. Also, include travel form (ISTE). Verified with Paula Seanez, as a vendor in the SHARE Financials system. The ISTE and W-9 forms will be included in the binder for the new member (s) attending the next meeting in June.

## **SRC Committee Structure**

Reviewed the updated list as of 2/7/2017 SRC Members. Changes will be made i.e. member names, address, terms, etc. when DVR obtains notification from the Governor's office on pending appointments selected. Fifteen members compromise the State Rehabilitation Council (re: RA Amendment Section 105 Handout).

## **Committee Meetings**

Problem with participation at meetings, people who want to serve in SRC need to go the Governor. Members whose appointments are expired is a concern, but may still participate in the public forum.

## **Committee Reports**

Covered under SRC Chairperson's Report.

## **Old Business**

SRC By-Laws (Rev. 10/28/13) ten pages provided to members to review.

## **New Business**

## **Comments from Audience**

None.

## **Other Business**

Next SRC meeting will be held on Friday, June 16, 2017 at the Navajo Nation Office of Special Education and Rehabilitation Services-Vocational Rehabilitation Conference Room, 2907 East Aztec Ave., Suite B, Gallup, NM 87301.

## **Adjournment**

Motion by Bernadine Chavez, Chairperson to adjourn, second by Sandy Sandoval.  
Meeting was adjourned @ 1:30 p.m.

