

ALABAMA DEPARTMENT OF REHABILITATION SERVICES  
BOARD MEETING MINUTES  
DECEMBER 2, 2016

**Call to Order**

Mr. Jimmie Varnado, board chair, called the meeting to order at 10:02 a.m. in the large conference room at the State Office of the Alabama Department of Rehabilitation Services.

**Prayer**

Mr. Jimmie Varnado opened the meeting with prayer.

**Verification of Quorum**

Board members present were Mr. Jimmie Varnado, Dr. Stephen Kayes, Mr. Eddie C. Williams, Mr. Roger McCullough, and Mr. Mitch Strickland. Mrs. Andrea Collett was absent. A quorum was declared.

**Verification of the Open Meeting Act Notice**

Mrs. Bull verified that the Alabama Board of Rehabilitation Services meeting for December 2, 2016, had been posted on the Secretary of State's website Dec. 28, 2015.

**Approval of Agenda**

Mr. Varnado asked for a motion to approve the agenda. The motion to approve the agenda was made by Mr. McCullough and seconded by Mr. Williams. The agenda was approved unanimously.

**Approval of Minutes for Meeting September 2, 2016**

Minutes from the Sept. 2, 2016, meeting were mailed prior to the meeting. Mr. Varnado stated that if there are no corrections, the minutes would stand approved. The minutes were approved by unanimous consent.

**New Business:**

**Election of ADRS Board Chair:**

Mr. Strickland made a motion to nominate Dr. Kayes as the ADRS board chair. Dr. Kayes declined the nomination. Dr. Kayes made a motion that Mr. Varnado remain as the ADRS board chair. Mr. Williams seconded the motion, and Mr. Varnado was unanimously approved as the ADRS board chair for another term.

### Election of ADRS Vice Chair:

Dr. Kayes made a motion to nominate Mrs. Collett as the ADRS vice chair. The motion was seconded by Mr. Williams, and Mrs. Collett was unanimously approved as the ADRS vice chair.

### 2016 Annual Report:

Mr. Varnado thanked the staff for the hard work on the 2016 Annual Report. Excellent job!

Mr. Varnado made a motion that the board approve and adopt the 2016 Annual Report submitted and to authorize the staff of ADRS' Office of Communications and Information to make any necessary minor text and design changes prior to its publication. Mr. Williams seconded the motion. The 2016 Annual Report was approved and adopted unanimously.

### Personal Choices:

Ms. Lillian Butler presented information to the board regarding Personal Choices.

### Updates to Division Reports:

Division directors gave an update to their written reports. They also introduced any new staff from their respective divisions.

### Commissioner's Comments:

Commissioner Burdeshaw gave an update to her written report.

### Announcements:

ADRS Board Meetings for 2017:

- March 3, 2017 - 10:00 a.m. – State Office Large Conference Room
- June 2, 2017 - 10:00 a.m. – Lakeshore – Birmingham, Alabama
- Sept. 8, 2017 - 10:00 a.m. – State Office Large Conference Room
- Dec. 8, 2017 - 10:00 a.m. – State Office Large Conference Room

### Board Business/Discussion:


Mr. Williams thanked the members of ELT for their board reports.

Mr. Varnado thanked the department for all of its hard work and also thanked Commissioner Burdeshaw for all she is doing for the department.

Mr. Varnado adjourned the meeting at 11:25 a.m.

Minutes were taken by LeAnne Bull.

Respectfully submitted:

  
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Jane E. Burdeshaw, Commissioner

Approved:

  
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Jimmie Varnado, Chair