

ALABAMA DEPARTMENT OF REHABILITATION SERVICES  
BOARD MEETING MINUTES  
SEPTEMBER 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**

Mrs. Betsy Prince opened the meeting with prayer.

**Verification of Quorum**

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

**Verification of the Open Meeting Act Notice**

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

**Approval of Agenda**

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

**Approval of Minutes for Meeting June 24, 2016**

Minutes from the June 24, 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:**

ADRS Operations Plan FY 2016-2017  
ADRS Personnel Staffing Plan 2016-2017

Ms. Suzette Taylor reviewed the ADRS Operations Plan FY 2016-2017.

Ms. Tracy Francisco reviewed the ADRS Personnel Staffing Plan 2016-2017.

Mr. Varnado made a motion that the Board approve and adopt the ADRS FY 2016-2017 Operations Plan (EBO Form # 8) at the spending level of \$177,770,194 and the ADRS

Staffing Plan (EBO Form # 9) at 842 full-time and 2 part-time staff, and that they give authority to the Commissioner and Chief Financial Officer to revise the Operations Plan within these spending and staffing levels. Mr. Williams seconded the motion. The ADRS Operations Plan FY 2016-2017 (EBO Form #8) and ADRS Personnel Staff (EBO Form #9) were approved and adopted unanimously.

#### Presentation of Youth Leadership Forum

Mrs. Karen Jenkins presented a video to the board from 2016 Youth Leadership Forum.

#### 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 thanked the board again for giving her this opportunity to serve as Commissioner. She expressed her appreciation for all the Executive Leadership Team. She has already depended on all of them for their help and expertise with so many things.

#### Announcements:

ADRS board meetings for 2016:

- Dec. 2, 2016 - 10:00 a.m. – State Office Large Conference Room

Proposed ADRS Board Meetings for 2017:

- March 3, 2017 - 10:00 AM – State Office Large Conference Room
- June 2, 2017 - 10:00 AM – State Office Large Conference Room
- September 8, 2017 - 10:00 AM – State Office Large Conference Room
- December 8, 2017 - 10:00 AM – State Office Large Conference Room

#### Board Business/Discussion:

Mr. Varnado adjourned the meeting at 11:02 a.m.

Minutes were taken by LeAnne Bull.

Respectfully submitted:

  
Jane E. Burdeshaw, Commissioner

Approved:

  
Jimmie Varnado, Chair