

**Alabama Board of Rehabilitation Services**  
**560 S. Lawrence Street**  
**Montgomery, Alabama**

**Thursday, September 19, 2024**  
**10:30 a.m.**

**AGENDA**

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Call to Order	Charles Wilkinson, Chair
Prayer	
Verification of Quorum	Josette Dudle
Verification of Open Meeting Act Notice	Charles Wilkinson
Approval of Agenda	Charles Wilkinson
Approval of Minutes for the June 20, 2024 meeting	Charles Wilkinson

**New Business:**

ADRS Operations Plan    FY 2024 – 2025	Shay Cannon, Chief Financial Officer
ADRS Personnel Staffing Plan    FY 2024 – 2025	Tracy Bird, Human Resource Development Director
•    Approval - ADRS Operations Plan    FY 2024 – 2025	Charles Wilkinson
•    Approval – ADRS Personnel Staffing Plan    FY 2024 – 2025	Charles Wilkinson
Division Updates	Executive Leadership Team
Commissioner's Comments	Jane Elizabeth Burdeshaw, Commissioner

**Announcements:**

Charles Wilkinson

Alabama Board of Rehabilitation Services meeting dates for **2024:**

- **Thursday, December 5, 2024 – 10:00 a.m.**, Montgomery/State Office

Alabama Board of Rehabilitation Services **proposed** meeting dates for **2025**:

- **Thursday, March 6, 2025** - 10:00 a.m., Montgomery/State Office
- **Thursday, June 26, 2025** – 10:00 a.m., Montgomery/State Office
- **Thursday, September 11, 2025** – 10:00 a.m., Montgomery/State Office
- **Thursday, December 4, 2025** – 10:00 a.m., Montgomery/State Office

Board Business/Discussion

Charles Wilkinson

Adjourn

Charles Wilkinson

## ***Alabama Board of Rehabilitation Services***

*Alabama Department of Rehabilitation Services*

*560 S. Lawrence St.*

*Montgomery, Alabama 36104*

*3<sup>rd</sup> Floor, Training Room*

*Minutes*

*Thursday, September 19, 2024*

### **Welcome:**

Mr. Charles Wilkinson, Chairman of the Board, welcomed Board Members and staff to the September meeting and shared appreciation to those who were in attendance following a change of date. Mr. Wilkinson made special mention of Jane Elizabeth Burdeshaw's birthday that would be celebrated the following day.

### **Call to Order:**

Mr. Wilkinson, Board Chair, called the meeting to order at 10:38 a.m.

### **Prayer:**

Ms. Beverly Floyd opened the meeting with prayer.

### **Verification of Quorum:**

**Board Members Present (in-person):** Mr. Charles Wilkinson, Board Chair; Mr. Kevin Kidd, Board Vice-Chair; Ms. Kimberlin Love; and Mr. Eddie Williams. A quorum was declared.

**Board Members Absent:** Ms. Michelle Glaze and Ms. Judith Gilliam.

**Conference Call Participants:** Mrs. Norma Lemley and Ms. Davina Patterson.

Interpreting services were provided.

### **Verification of the Open Meetings Act Notice:**

Pursuant to the proclamation dated March 3, 2022, the Alabama Board of Rehabilitation Services' board meeting was conducted in-person and open to the public. The Open Meetings Act allows for electronic participation except to establish a quorum. The Alabama Board of Rehabilitation Services requires four members to attend in-person to establish a quorum, but other members may participate via conference call.

Ms. Josette Dudle verified that the Alabama Board of Rehabilitation Services meeting for September 19, 2024, was posted on the Alabama Secretary of State's website on Thursday, September 12, 2024, at 11:35 a.m.

### **Approval of Agenda:**

The board meeting agenda was mailed prior to the meeting. Mr. Wilkinson called for a motion to approve the agenda. Mr. Wilkinson stated there were no changes and/or additions to the agenda and it was approved by unanimous consent.

### **Approval of Minutes for June 20, 2024, Meeting:**

The board meeting minutes were mailed prior to the meeting. Mr. Wilkinson stated that if there were no corrections, the minutes would stand approved as presented. The board meeting minutes were approved by unanimous consent.

### **New Business:**

#### **Alabama Department of Rehabilitation Services Operations Plan FY 2024 – 2025**

Mrs. Shay Cannon, Chief Financial Officer, presented an overview of the Alabama Department of Rehabilitation Services (ADRS) Operation Plan FY 2024-2025, Executive Budget Office (EBO) Form 8. Mrs. Cannon drew attention to the fact that since 2017, the ADRS budget has increased almost \$94 million dollars. Although service provision costs have increased, administration costs have remained low. “That means the ADRS Shared Service Sections have worked diligently to support this growth in services while keeping our administrative costs relatively the same.” Mrs. Cannon proceeded to review with the Board, the overall ADRS Operations Plan along with each individual program. At the conclusion of her presentation, Mr. Wilkinson commended the Commissioner, Mrs. Cannon, and the entire ADRS staff for their commitment to these programs and the impressive job of keeping the indirect costs low.

Mrs. Tracy Bird, Human Resource Development Director, presented the ADRS Personnel Staffing Plan for FY 2024 – 2025, Executive Budget Office (EBO) Form 9. For the new fiscal year, ADRS is requesting a staffing plan of 886 full-time positions and ten part-time positions. This represents a total increase of ten full-time positions from FY 2024.

Commissioner Burdeshaw addressed and clarified some questions that Mr. Dave White, Senior Policy Advisory, Governor Ivey’s Office had prior to the meeting regarding the ADRS Operations Plan.

Mr. Wilkinson moved that the Board approve and adopt the Alabama Department of Rehabilitation Services (ADRS) FY 2024-2025 Operations Plan (EBO Form 8) at the spending level of \$271,471,732 and the ADRS Staffing Plan (EBO Form 9) at the staffing level of 891.50 full-time equivalent positions, and that the Board give authority to the Commissioner and Chief Financial Officer to revise the Operations Plan within these spending and staffing levels. The motion to approve the ADRS Operations and Personnel Staff Plan for FY 2024-2025 was seconded by Mr. Kevin Kidd, and the motion was approved.

#### **Commissioner’s Comments:**

Commissioner Burdeshaw commented that the department was working on three budget years all at once. “We are wrapping up the previous year as we enter the 13<sup>th</sup> accounting period, just completed the Operational Plan for FY 2024 – 2025, and have started budget meetings and planning for 2026.

It's already clear that the focus will be on appropriately funding the Homebound program." Commissioner Burdeshaw discussed potential budget revisions that may occur throughout the year but will never go above the total approved budget.

The tremendous population growth in North Alabama was discussed with possibilities of expanding the children's clinic in Decatur.

The Vocational Rehabilitation Service (VRS) division is doing a tremendous job. Nationally, some state's VRS programs are having to return funding that has not been utilized. Alabama VRS programs have not returned any funding to the federal treasury and have, in fact, drawn down reallocated funds returned by other states. Commissioner Burdeshaw commended Mrs. Karen Jenkins, Deputy Commissioner, VRS-General program and Mr. Ashley Townsend, Assistant Commissioner, VRS-Blind and Deaf program on a job well done.

Alabama's Early Intervention System recently completed a comprehensive rate study. The Alabama Medicaid Agency has already approved most of the changes, while the department awaits a decision regarding telehealth modifiers for six remaining procedure codes.

There were some overall discussions regarding sub-minimum wage for individuals with disabilities; however, at this point there appears very little ADRS can do about that.

With nothing more for the good of the group, Ms. Kimberlin Love made a motion to adjourn. Mr. Wilkinson seconded. The motion passed unanimously.

***Alabama Board of Rehabilitation Services proposed meeting dates for 2025:***

- Thursday, March 6, 2025 – 10:00 a.m., ADRS Montgomery/State Office
- Thursday, June 26, 2025 – 10:00 a.m., ADRS Montgomery/State Office
- Thursday, September 11, 2025 – 10:00 a.m., ADRS Montgomery/State Office
- Thursday, December 4, 2025 – 10:00 a.m., ADRS Montgomery/State Office

Mr. Wilkinson requested the board members review the proposed meeting dates for 2025 and if there are scheduling conflicts, please reach out to Mrs. Karen Freeman at 334-293-7201 or [karen.freeman@rehab.alabama.gov](mailto:karen.freeman@rehab.alabama.gov).

There being no further business, the meeting was adjourned at 11:40 a.m.

Minutes were taken by Ms. Josette Dudle.

Respectfully submitted:



Jane E. Burdeshaw, Commissioner

Approved:



Charles E. Wilkinson, Chair