

# Minutes



## DISABILITY BUSINESS ENTERPRISE COMMITTEE

Friday, February 16, 2007 9 AM to 10:30 AM  
Governor's Commission on Disabilities  
John O. Pastore Center, 41 Cherry Dale Court  
Cranston, RI 02920

(e-mail) [disabilities@gcd.ri.gov](mailto:disabilities@gcd.ri.gov)  
(website) [www.disabilities.ri.gov](http://www.disabilities.ri.gov)

**Attendees:** Bill Nieranowski (Chair); Linda Roche, Andy Argenbright, Paul Grenon, Christine Botts; (Staff)

**Excused:** Paul Harden, Kevin McHale, Monica Dzialo, Fran Belasco and Doddie McShane

### Minutes

**1. Call to Order** **Bill Nieranowski, Chair**

Discussion: Chair calls the meeting to order at 9:13 AM.

Motion: To accept the minutes of the last meeting as presented. LR/PG passed unanimously

**2. Pending Certifications/Recertifications** **Chris Botts**

Motion: To approve the re-certification applications for the DBE's that are owned by a person with a disability:

Zane Sherman and Thayer Wood Products

LR/PG passed unanimously

Motion: To approve the re-certification application for Cookie Place and OSCIL, DBE's that employ people with a disability where at least 60% of the products or services are produced by a person with a disability.

PG/LR passed unanimously

Motion: To approve the re-certification applications for the following rehab facilities:

The Maher Center, The CranstonArc, The Homestead Group, and the Cove Center LR/PG passed unanimously

**4. Staff Update** **Chris Botts**

Discussion: Chris updated the committee on the pilot recycling project with the Department of Elderly Affairs and the Governor's Commission on Disabilities. The Commission received a \$6,000 check from RI Resource Recovery to fund the recycling project.

**From:** Open Meetings Admin <openMeetings@sec.state.ri.us>  
**To:** <bcooper@gcd.state.ri.us>, <openMeetings@sec.state.ri.us>  
**Date:** 2/19/2007 2:37:02 PM  
**Subject:** SOS Open Meetings : Meeting Minutes

February 19, 2007

This is your electronic confirmation for the electronic filing of meeting minutes for the Disabilities - Disability Business Enterprise Committee, Governor's Commission on. The meeting minutes filed are in for the meeting held on: February 17, 2007 09:00:00.

This notice was electronically filed on the Secretary of State Open Meetings Website on: February 19, 2007 02:36:05 pm.

Please retain this message as your official proof of electronic filing.

Sincerely,

The Open Meetings Team at  
Office of Secretary of State A. Ralph Mollis  
State House Room 38  
Providence, RI 02903  
(401) 222-2357  
(401) 222-1404  
TTY: 711  
openmeetings@sec.state.ri.us  
www.state.ri.us

Chris has contacted Denise Brickel to locate unused office space on the John O. Pastore complex. This space will be used to sort and shred the paper from the two agencies. Mike Mecorella from RI Resource Recovery held employee education trainings for the employees at DEA. Bins will be distributed within the next week. The program will begin when state unused office space becomes available.

Discussion: The 2006 Annual Report was distributed to the committee members.

Motion: To approve the 2006 Annual Report with the recommended changes.

PG/AA passed unanimously

CB will verify that Cookie Place and OSCIL are correctly categorized as DBEs after the question was raised at the meeting.

Discussion: The 2007 Planned Goals/Activities for the DBE program were distributed to the committee.

The goals include the following:

- Increase the number of contracts awarded to the DBE's.
- Offer a follow-up training to DBE's on Trade Shows before the DoP has their vendor fair.
- Develop a training plan for future DBE training
- Increase awareness of the State agencies and their buyers with the DBE's
- Increase the dollar volume of contracts awarded to DBE's
- Increase the number of DBE's

Discussion: The following 3 year training program was distributed to the committee.

<b>Name of Training</b>	<b>Presenter</b>	<b>Length of Training</b>	<b>Cost</b>
<b>2007</b>			
1. Expo Training – Follow Up	Jim Jackson, Essex Group	2 hrs	\$500
2. How to Bid on State Contracts	Purchasing Agent	2 hrs	Free
3. Marketing on a Shoestring Budget	J & W Professor / SBDC	2 hrs	\$250
4. Create a Vision & Roadmap	CorleyHanson Assoc.	2-3 hrs	\$500
<b>2008</b>			
1. Taking your Business to the Next Level through Target Marketing	Deb Nelson / Beaulieu Financial	2 hrs	\$500
2. Financing your Business	Marilyn Bogue	2 hrs	Free
3. Team Building- Building Effective and Productive Teams	Corley Hanson Assoc.	2-3 hrs	\$500
4. How to Navigate the State Purchasing Website	Purchasing Agents	2 hrs	Free
<b>2009</b>			

<b>Name of Training</b>	<b>Presenter</b>	<b>Length of Training</b>	<b>Cost</b>
1. Business Basics	SBA	2 hrs	Free
2. Grant Writing Workshop <a href="http://us-government-grants.net">us-government-grants.net</a>	Beverly Jo Santicola	2 Full day trainings	\$2,500 (up to 40 people)
3. Selling to the Government	Dorothy Reynolds / RI/PTAC	2 hrs	Free
4. Creating a Marketing Plan	SBDC	2 hrs	\$250

Motion: To approve the 3 year training plan for the DBE's. AA/LR passed unanimously

**5. Announcements and Scheduling of Meetings**

The next DBE meeting is scheduled for March 14, 2007 at 9:00AM in the GCD conference room.

<b>Adjournment</b>	Motion to adjourn at 10:30AM.
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