

Minutes



GOVERNOR'S COMMISSION ON DISABILITIES BUSINESS MEETING

Monday 5:00 – 7:30 PM

John O. Pastore Center (Formerly the Howard Center)

- 41 Cherry Dale Court,

Cranston, RI 02920-3049

(voice) 401-462-0100 (tty) 462-0101 (fax) 462-0106

(e-mail) disabilities@gcd.ri.gov (website) www.disabilities.ri.gov

Secretary:

Bob Cooper

Attendees:

Paul Choquette (Chair); John MacDonald (Vice Chair); Jeanne Behie; Frederick Burke; Joseph Corrente; R. Timothy Flynn; Dr. Kate McCarthy-Barnett; Lisa McKay; Ronald McMinn; Bill Nieranowski; Karen O'Connell-Lyons; Arthur Plitt; Lorna Ricci; Patricia Ryherd;

Excused:

Sharon Brinkworth; Rosemary Carmody; Regina Connor; Dr. Judith Drew; Binyamin Efreom; Dr. Orestes Monteracy; James Pitassi; Rev. Gerard Sabourin; & Lou Salerno

Minutes

**5:00 PM Call to Order, Introductions and
Acceptance of Minutes**

Paul Choquette, Chair.

Discussion Chair called the meeting to order at 5:05 PM.

Members, staff and guests introduce themselves

MOTION: To accept the minutes of the previous meeting as mailed RMcM/JMacD passed unanimously

5:05 PM Adoption of the operational plan of the commission including:

1) Establish and/or retain committees

Committee Chairpersons

Review of the Fiscal Year 2006 Annual Report and Plans for FY 2007 & 2008

(the FY 2006 Draft Annual Report and FY 2007 & 2008 Operational Plan, is attached)

Errata Sheet:

Page 10 delete section: *viii. Department of Education's Comprehensive System of Personnel Development Advisory Committee*

Liaison, Arthur M. Plitt

FY 06 Activities

~~This committee has met once with the past director of special ed, but there was a postponed meeting and then cancelled until fall sometime with some reports being assembled. Some progress seemed to be made as part of long term planning, but the new laws w/o regulations have made absorbing and planning frustrating more difficult. The RIDE leadership meeting showed a good direction for 2007 and beyond.~~

{section viii is also listed on page 34 under Employment Committee.

Page 23 & 24 section **State Agency Renovation Projects**

FY 06 Difficulties or Problems

The Commission was unable to shift RICAP funding for FY 06 to project design, which would have shortened the turn around time for utilizing free balances available when projects are completed under budget. The above accessibility projects ~~have~~ evolved from a larger list of projects ~~that due to lack of time or the raiding of funds.~~ Commission's Chairperson wrote to the chairman of the House Finance committee requesting the \$112,000 of accessibility funds obligated in FY 05 be refunded for accessibility projects. Delays in renovations ~~was~~ were caused by restricted access to the state's financial management system's accessibility renovation accounts during the first quarter of every fiscal year which result in reduction in RICAP Accessibility allocations in the following fiscal year.

Page 25 correct numbering the "2" should be a "3" in front of **"The adoption by federal, state and local agencies/public bodies of policies that would have a beneficial impact people with disabilities, and the defeat of harmful policies:"**

Page 31, section **Goal III Objective B FY 06 Activities** should read as follows:

The Employee Committee successfully completed the work plan, including requirements of the funding sources, i.e. the Human Resource Investment Committee Promoting Work grant.

Twelve employment awareness Able Too... shows were completed and aired which portrayed individuals with disabilities in a variety of occupations.

Two Promotional netWORKri events were conducted; the Job Fair November 05 and the Job Developer Training in March 06.

Staff assisted the Paul V. Sherlock Center on Disabilities and the Office of Rehabilitation Services with logistics for the 2005 Employer Honor Roll.

Four competitive mini-grants were awarded to R.I. colleges to improve the job search skills of students with disabilities. Brown and Johnson & Wales combined to have the national Job Accommodation Network present information on reasonable accommodations. URI had a job fair and one on one coaching.

Technical information and information dissemination was provided by telephone and by exhibiting at a number of conferences and workshops, including the RTI job fair.

Page 34, section: **viii Civil Rights Roundtable** should read as follows:

Liaison, Christine Rancourt

FY 06 Activities

Staff assisted in the planning of the Roundtable's Annual Martin Luther King, Jr. Celebration, ensuring that it was accessible and arranged for an interpreter for the deaf to be present. Onna Moniz John the City of East Providence's Affirmative Action/ ADA Officer was recruited to be a participant in the Municipal ADA Coordinator Web-cast training, representing both East Providence and the Civil Rights Round Table.

FY 06 Difficulties or Problems

The only problems/difficulties were finding the time to attend all the meetings.

The following Committees are permanent committees created by law or regulation:

1. Disability Business Enterprise (RIGL 37-2.2-4) ¹
2. State Coordinating Committee on Disability Rights (RIGL 42-51-10) ²
3. Hearing Board (RIGL 42-51-6.1) ³
4. Executive ⁴
5. Legislation ⁵

MOTION: To retain the FY 2006 Committees:

1. Accessibility Committee
2. Disability Parking Committee
3. Election Assistance Committee
4. Employment Committee
5. Information and Assistive Technology Committee
6. 50th Anniversary Planning Committee ⁶
7. Retreat Planning Subcommittee ⁷, and

Have a discussion on creating of a recruitment committee, during the fall Strategic Planning meeting RMCM/PR passed unanimously

2) Appointment of Chairpersons and members to Committees, and Liaisons to Paul Choquette other boards

It has been suggested that each liaison should report to a specific committee, to get a broader Commission perspective on issues and assistance with disseminating information. The list below assigns each liaison to the most relevant committee, which that liaison would join.

The Chairperson proposed the following list of appointments of Committee Chairpersons and Members and Liaisons to external boards and commissions:

¹ Disability Business Enterprise Committee is a statutory created committee whose membership and responsibilities are set out in state law.

² The State Coordinating Committee on Disability Rights is a statutory committee whose membership and responsibilities are set out in state law.

³ The Hearing Board is a statutory committee whose responsibilities, but not membership, are set out in state law.

⁴ The Executive Committee was created by Commission Regulation and can only be abolished through the process for amending regulations

⁵ The Legislation Committee was created by Commission Regulation and can only be abolished through the process for amending regulations

⁶ The 50th Anniversary Planning Committee will disband in Dec. 2007

⁷ The Retreat Planning Subcommittee will disband following the Fall 2006 strategic planning workshop.

<i>Committee Assignments</i>	<i>FY 07 Appointment</i>
50th Anniversary Planning	
Chairperson	Paul Choquette
	Arthur M. Plitt
	Kate McCarthy-Barnett, EdD.
	Ronald C. McMinn
	Patricia Ryherd
	Lisa C. McKay
Accessibility Committee	
Chairperson	Binyamin I. Efreom
	Joseph Corrente
	Arthur M. Plitt
	Kate McCarthy-Barnett, EdD.
	Orestes P. Monterey, Ph.D. (<i>not confirmed</i>)
	Rev. Gerard O. Sabourin (<i>not confirmed</i>)
John O. Pastore Center Advisory Committee Liaisons	Ronald C. McMinn & John M. Desautel (<i>staff</i>)
Disability Business Enterprise	
Chairperson	Bill Nieranowski
Disability Parking	
Chairperson	Ronald C. McMinn
	Binyamin I. Efreom
	Paul Choquette
	Lou Salerno (<i>not confirmed</i>)
Election Assistance	
Chairperson American Association of People with Disabilities - Disability Vote Project Liaison & State Board of Elections Voter Registration Advisory Committee Liaison	Rosemary C. Carmody
	Arthur M. Plitt
	James A. Pitassi, Jr.
	John J. MacDonald
	Regina Connor
RI Disability Vote Project Managing Directors & Steering Committee Liaisons	Lorna Ricci & Bob Cooper (<i>staff</i>)

<i>Committee Assignments</i>	<i>FY 07 Appointment</i>
Employment	
Chairperson	Patricia Ryherd
	James A. Pitassi, Jr.
	Bill Nieranowski
	Rosemary C. Carmody
Mentoring Day Organizing Committee Liaison, Rhodes to Independence Steering Committee Liaison, & Department of Education's Comprehensive System of Personnel Development Advisory Committee Liaison	Arthur M. Plitt
Youth Leadership Forum Liaisons	Arthur M. Plitt, Lisa McKay, & Lorna Ricci
State Rehabilitation Council Liaison	Judith Drew, Ph.D.
RI Business Leadership Network Liaison	Sanford Lupovitz
Governor's Workforce Investment Council & Human Resource Investment Council Liaison, Governor's Appointment	Lorna Ricci
US Department of Labor's Office of Disability Employment Policy & National Association of Governors' Committees on People with Disabilities Liaison	Paul Choquette
Civil Rights Roundtable Liaison	Christine Rancourt (<i>staff</i>)
Hearing Board	
Chairperson	John J. MacDonald
	Arthur M. Plitt
	Paul Choquette
	Ronald C. McMinn
	Judith Drew, Ph.D.
	Frederick Burke
	Karen O'Connell Lyons
Information & Assistive Technology	
Chairperson	Regina Connor
	Bill Nieranowski
	Lisa C. McKay
	Frederick Burke
	Lorna Ricci
Department of Administration's Information Resources Management Committee & Webmasters Committee Liaison	Harvey O. Salvas (<i>staff</i>)

<i>Committee Assignments</i>	<i>FY 07 Appointment</i>
Legislation	
Chairperson	R. Timothy Flynn
	Arthur M. Plitt
	Jeanne Behie
	Kate McCarthy-Barnett, EdD.
	Paul Choquette
	Rosemary C. Carmody
	Sharon Brinkworth
	Rev. Gerard O. Sabourin (<i>not confirmed</i>)
State Coordinating Committee on Disability Rights	
Chairperson, RI Emergency Management Agency's Elderly and Disability Work Group Liaison	Paul Choquette
Vice Chairperson Paratransit Taskforce	Bob Cooper
	James A. Pitassi, Jr.
	Ronald C. McMinn
	Regina Connor
	Patricia Ryherd
	Orestes P. Monterey, Ph.D. (<i>not confirmed</i>)
	Frederick Burke
State Planning Council's Transportation Advisory Committee	John J. MacDonald
National Organization on Disability Liaison Housing Resource Commission's Policy Strategic Housing Planning Committee Liaison	Kate McCarthy-Barnett, EdD.
Emergency Management Advisory Committee Liaisons	Arthur Plitt & John M. Desautel (<i>staffr</i>)
Department of Human Services' Center for Adult Health Consumer Advisory Committee Liaisons	Jeanne Behie, Arthur Plitt & Kate McCarthy- Barnett, EdD.
Department of Elderly Affairs' Health Care Resource Center Advisory Committee Liaisons	Arthur M. Plitt, Joseph Corrente, & Rosemary C. Carmody
Department of Health's Arthritis State Plan Advisory Committee Liaison RI Public Transit Authority's Accessible Transportation Advisory Committee Liaison	Teresa J. Carr-Hopkins (<i>staff</i>)
Department of Environmental Management's Parks & Trails Committee Liaison	Harvey O. Salvas (<i>staff</i>)
New England ADA Center Advisory Committee Liaisons	Christine Rancourt & Harvey Salvas (<i>staff</i>)

MOTION: To give advice and consent to the Chairperson's Appointments as revised
JMacD/AP passed unanimously

6:00 PM

RECESS FOR DINNER

3) Allocate resources

Bob Cooper, Executive Secretary

Executive Committee's Recommendations for the FY 2007 Revised & FY 2008 Budget Requests

Commission's Funding	FY 2005 Spent	FY 2006 Spent	FY 2007 Enacted
Commission Operations Account	\$528,720	\$533,416	\$556,852
Mary Brennan Fellowship Account	\$6,479	\$6,250	\$10,350
50th Anniversary Account			\$35,000
Total General Revenue	\$535,199	\$539,666	\$602,202
NE ADA Grant Total Account	\$26,607	\$38,927	\$77,671
HAVA Grant Total Account	\$12,602	\$32,981	\$118,010
Total Federal Funds	\$39,209	\$71,908	\$195,681
Tech Assist Total Account	\$3,917	\$1,058	\$25,444
HRIC Grant Total Account	\$33,618	\$71,223	\$0
Total Restricted Receipts	\$37,535	\$72,281	\$25,444
RICAP Total Account	\$109,277	\$114,185	\$200,000
Grand Total	\$797,964	\$942,228	\$1,244,452

Commission's 2005 Expenses	Operating Account	ADA Grant	HAVA Grant	HRIC Grant	Total	% State
Salary/Wages	\$344,688	\$14,438	\$6,603	\$6,872	\$372,602	93%
Employee Benefit	\$154,699	\$6,025	\$2,872	\$3,006	\$166,602	93%
Contracted Services	\$7,591	\$3,108	\$500	\$12,873	\$24,073	32%
Operating Expenses	\$19,692	\$3,035	\$2,627	\$910	\$26,265	75%
Assistance and Grants	\$0	\$0	\$0	\$1,556	\$1,556	0%
Equipment	\$2,050	\$0	\$0	\$8,400	\$10,450	20%
Total	\$528,720	\$26,607	\$12,602	\$33,618	\$601,547	88%

Commission's 2006 Expenses	Operating Account	ADA Grant	HAVA Grant	HRIC Grant	Total	% State
Salary/Wages	\$329,196	\$14,220	\$18,573	\$21,104	\$383,094	86%
Employee Benefit	\$161,096	\$5,818	\$9,012	\$8,214	\$184,140	87%
Contracted Services	\$22,815	\$14,586	\$3,762	\$37,238	\$78,401	29%
Operating Expenses	\$18,428	\$4,303	\$1,633	\$4,667	\$29,030	63%
Assistance and Grants	\$0	\$0	\$0	\$	\$	0%
Equipment	\$1,881	\$0	\$0	\$0	\$1,881	100%
Total	\$533,416	\$38,927	\$32,981	\$71,223	\$676,547	79%

FY 2007 Budget as Enacted into Law	General Revenue	ADA	HAVA	50th	Total	% State
Salary/Wages	\$343,603	\$26,731	\$24,377		\$394,711	87%
Employee Benefit	\$177,934	\$12,369	\$13,846		\$204,149	87%
Contracted Services	\$22,512	\$29,415	\$26,835	\$0	\$78,762	29%
Operating Expenses	\$10,424	\$6,516	\$4,661	\$4,519	\$26,120	40%
Assistance and Grants	\$0	\$2,640	\$20,000	\$30,481	\$53,121	0%
Equipment	\$2,379		\$0		\$2,379	100%
Aid to Local Government	\$0		\$28,291		\$28,291	0%
Total	\$556,852	\$77,671	\$118,010	\$35,000	\$787,533	71%

Factors the Budget Office used to set the Commission's 2007 Revised Target

Personnel Reductions – General Assembly required a 5.1% turnover savings from the FY 07 Budget as Enacted	(\$25,427)
Increased health insurance premium	(\$2,196)
Total Cut to 2007 Budget	(\$27,623)

Budget Office's FY 2007 Revised Budget Target for General Revenue (State Tax \$) Accounts	Budget As Enacted into Law	Net 5.1% Turnover Savings	Difference	
			\$	%
Commission Operations Account	\$556,852	\$529,229	(\$27,623)	5.0%
Mary Brennan Fellowship Account	\$10,350	\$10,350	\$0	0.0%
50th Anniversary Account	\$35,000	\$35,000	\$0	0.0%
Total General Revenue	\$602,202	\$574,579	(\$27,623)	4.6%
NE ADA Grant Account	\$77,671	\$0	\$0	0.0%
HAVA Grant Account	\$118,010	\$0	\$0	0.0%
Total Federal Funds	\$195,681	\$0	\$0	0.0%
Technical Assistance/Donation Account	\$25,444	\$0	\$0	0.0%
RICAP Account	\$200,000	\$0	\$0	0.0%
Grand Total	\$1,023,327	\$0	(\$27,623)	2.7%

The Executive Committee recommends submitting the Revised FY 07 Budget, for the full amount of the FY 2007 Budget as Enacted by the General Assembly, without the **\$27,623** (5.1% net staff turnover savings) cut.

The key points of the Executive Committee’s proposal are:

1. It’s not possible, in the Executive Committee’s judgment to maintain the current services level (including statutory mandates) with a **(\$27,632)** cut that is more than twice the amount of non-personnel expenses.
2. Filling the Communications and Training Coordinator that will coordinate all training and employment & general public awareness activities
3. Revamp the Assistant ADA Coordinator 's position to focus on DBE & ADA Customer Service Technical Assistance including ADA customer related 50th Anniversary events and then
4. Abolished the DBE/Public Information Coordinator's position.

FY 2007 Budget Office Miscalculations

- The Medical Insurance turnover savings was calculated at 8.5% rather than 5.1%, a difference of \$2,179
- The Health Insurance Premium Co-payment was calculated at 12% rather than 11%, not applicable unless salary greater than \$75,000.
- The Salary & Wage Projections for the Administrative Aide were calculated at 0.5 of an FTE rather than at the enacted level of 0.6 of an FTE, a difference of \$3,867

Cooper’s FY 2007 Adjustments to Executive Committee Recommendation

- Added more staff time for Management, RIFANS: 5 % of Communications & Training Coordinator, Principal State Building Code Official and Assistant ADA Coordinator, overall increased from 23 hours/week to 28 hours/week
- Reduced Advocacy & Public Awareness staff time from 33.5 hours/week to 25 hours/week
- Reduced Promoting Work from 21.5 hours/week to 17.5 hours/week
- Reduced State Funded ADA Technical Assistance from 104 hours/week to 90 hours/week and
- Increased Federal Funded ADA Technical Assistance from 19.5 hours/week to 23 hours/week
- Substitute the Budget Office’s FY 07 Vacant Position Benefit Figures and assume position is filled by a bargaining unit applicant
- Identify **\$172** of “net turnover savings”, rather than NO savings.

FY 2007 Enacted General Revenue Budget	\$602,202
FY 2006 Closing	\$8,655
5.1% Allocation of statewide turnover savings	(\$27,623)
FY 2007 Revised Budget Target	\$574,579
FY 2007 Supplemental Request Items	
Correction of 8.5% Medical Insurance turnover savings calculation to 5.1%	\$2,179
Correction of SWP: Change the Administrative Aide from 0.5 FTE to the Enacted 0.6 FTE	\$3,867
Revised Wage turnover savings from 5.1% to 2.9% to reflect filling vacant position in fall 06	\$7,284
Revised Employee Benefit turnover savings from 5.1% to 2.9% to reflect filling vacant position in fall 06	\$10,983
Public Relations Services, adjusted to historical use	\$928

Custodial Services Contract Rate Increase	\$180
Liability Insurance for Volunteer Commissioners	\$2,369
Increased equipment services contract mostly offset by other operating reductions	\$159
Capital Equipment Lease reduced to multi-year contracted rate	(\$498)
Subtotal-Supplemental Request Items	\$27,450
FY 2007 Revised General Revenue Total	\$602,029
Savings from Enacted Budget	\$172

FY 2007 Supplemental Budget Recommendation	FY 07 Enacted	FY 07 Revised	Difference
Commission Operations Account	\$556,852	\$556,679	\$173
Mary Brennan Fellowship Account	\$10,350	\$10,350	\$0
50th Anniversary Account*	\$35,000	\$37,000	(\$2,000)
NE ADA Grant Account	\$77,671	\$39,528	\$38,143
HAVA Grant Account	\$118,010	\$139,736	(\$21,726)
Tech Assist. (Donations) Account	\$9,516	\$5,536	\$3,980
Tech Assist (50th) Account*	\$15,928	\$20,928	(\$5,000)
RICAP Total Account	\$200,000	\$200,000	\$0
Grand Total	\$1,023,327	\$1,007,757	\$11,570

FY 2007 Category	Operations Account	ADA	HAVA	Total	% State
Salary/Wages	\$336,364	\$9,924	\$26,925	\$373,213	90%
Employee Benefit	\$181,863	\$4,351	\$13,606	\$199,820	91%
Contracted Services	\$23,620	\$16,919	\$2,664	\$43,203	55%
Operating Expenses	\$12,952	\$5,747	\$1,974	\$20,673	63%
Assistance and Grants	\$0	\$2,588	\$50,000	\$52,588	0%
Equipment	\$1,881	\$0	\$0	\$1,881	100%
Aid to Local Government	\$0	\$0	\$44,567	\$44,567	0%
Total	\$556,679	\$39,528	\$139,736	\$735,943	76%

FY 2007 Allocation of Staff Time	Admin	Aware-ness	Comp-liance	DBE	Work	State ADA	Federal ADA	HAVA	50th
Exec. Secretary	49.5%	40%						10.5%	
State ADA Coordinator	15%		20%			60%		5%	
Prin. Building Code Official	5%		60%			35%			
Sr. Building Code Official			10%			65%		25%	

FY 2007 Allocation of Staff Time	Admin	Awareness	Compliance	DBE	Work	State ADA	Federal ADA	HAVA	50th
Communication & Training	5%	15%		50%		25%		5%	
Asst. ADA Coordinator	5%				50%	23%	22%		
Admin. Aide		10%				50%			
DBE/PI Coord.		5%		50%			45%		
50th Event Coordinator									50%
Hours/week	28	25	32	35	17.5	90	23	16	17.5
Hours/year	1,288	1,520	1,381	1,258	494	4,018	754	701	875

MOTION: To adopt the FY 2007:

- Operational Revised to incorporate the corrections on the errata sheet;
- Allocation of Staff Time, as presented, and hold for the Strategic Retreat discussion of additional hours/week for Disability Parking and for Information & Assistive Technology activity;
- Supplemental Budget Request revised to read as follows - up to \$2,000 for 50th Anniversary Gala Dinner facility deposit charged to Restricted Receipt Account JMacD/RMcM passed unanimously

FY 2008 Budget Request

Factors the Budget Office used to set the Commission's 2008 Target

FY 2007 Budget As Enacted (Net 5.1% Turnover Savings)	\$574,579
Salary Adjustment	\$13,769
Medical Benefit Inflation	\$3,075
Retirement Rate Change	\$7,692
No Election Day Holiday	\$0
Statewide Benefit Rate Change	\$317
Retiree Health Insurance/OPEB	\$21,059
Savings from Health Co-Share	(\$1,039)
Total Adjustment	\$44,873
Non-recurring expenditure items:	\$ 0
FY 2008 Target Base	\$619,452

From the State Budget Officer, August 8, 2006 Memorandum entitled Amended FY 2008 Budget Instructions

“In July, I distributed the budget instructions for FY 2008 with estimates of current service costs and associated budget reduction targets. You should complete your agency budget request in accordance with those instructions and targets. However, the Governor is also interested in seeing agency requests that

reflect 3% growth from the FY 2007 level. This will give him the opportunity to review individual agency priorities if each agency's spending were allowed to grow at a rate more closely aligned to revenue growth and inflation. For many agencies, it is like that this scenario would be developed by eliminating the reductions proposed in the 15% exercise which would cause the most hardship. ..."

Budget Office's FY 2008 Budget Targets	Current Service Level⁸	103% of Current Service Level
Commission Operations Account	\$574,101	\$591,324
Mary Brennan Fellowship Account	\$10,350	\$10,350
50th Anniversary Account	\$35,000	\$35,000
Total General Revenue	\$619,451	\$636,674
NE ADA Grant Account	\$80,417	\$80,417
HAVA Grant Account	\$120,796	\$120,796
Total Federal Funds	\$201,213	\$201,213
Technical Assistance/Donation Account	\$25,444	\$25,444
RICAP Account	\$200,000	\$200,000
Grand Total	\$1,046,108	\$1,063,331

The Executive Committee recommends submitting a Current Services Level Request that meets the FY 2008 budget target by:

1. Limiting the 50th Anniversary Celebration general revenue expenses July – October 2007 to **\$16,010** and
2. Using the balance of the \$35,000 the Budget Office as recommended covering the **\$18,989** of personnel expenses in the Commission's Operations Account.

The Executive Committee recommends the FY 2008 103% of Current Services Level Request that meet the 103% budget target by:

1. Not limiting the 50th Anniversary Celebration general revenue expenses July – October 2007 to **\$16,010**, rather using **\$33,248** and
2. Using the extra 3% **\$17,237** to cover the same personnel expenses in the Commission's Operations Account, as in the 2008 Current Services Level).

FY 2008 Miscalculations

Budget Office's

- The Salary & Wage Projections for the Administrative Aide were calculated at 0.5 of an FTE rather than at the enacted level of 0.6 of an FTE, a difference of \$4,345.

Cooper's

- Left out of the FY 08 expenditures a portion of the Communication & Training Coordinator's salary/benefits = big bucks

⁸ Budget Office has exempted agencies with General Revenue Budgets under \$600,000, including the Commission from the 15% Reduction.

Cooper's FY 2008 Adjustments to Executive Committee Recommendation

- Added more staff time for Management, RIFANS: 5 % of Communications & Training Coordinator and Principal State Building Code Official overall increased from 23 hours/week to 26 hours/week
- Reduced Advocacy & Public Awareness staff time from 32.5 hours/week to 21 hours/week
- Increased Promoting Work from 10.5 hours/week to 16 hours/week
- Increased Federal Funded ADA Technical Assistance from 10.5 hours/week to 19 hours/week
- Increased Federal Funded HAVA Activities from 15 hours/week to 18 hours/week
- Substitute the Budget Office's FY 08 Vacant Position Benefit Figures and assume position is filled by a bargaining unit applicant
- Add \$15,000 for the Paul Sherlock Art Fund to the 103% of Current Service Level Budget for the 35th Anniversary General Revenue Account,
- Submit the 103% of Current Services Level \$149 lower than target

FY 2008	Admin	Aware- ness	Comp- liance	DBE	Work	State ADA	Federal ADA	HAVA	50th
Exec. Sec.	49.5%	40%						10.5%	
State ADA Coord.	15%		20%			60%		5%	
Prin. Building Off.	5%		60%			35%			
Sr. Building Official			10%			65%		25%	
Communication & Training Coord.	5%	10%		50%		20%	5%	10%	
Asst. ADA Coordinator					45%	5%	50%		
Administrative Aide		10%				50%			
DBE/PI Coord.									
50th Event Coordinator									33%
Hours/ week	26	21	32	17.5	16	82	19	18	9
Hours/year	1,154	933	1,387	826	743	3,705	909	791	438

FY 2007 Enacted Budget	\$602,202
5.1% Allocation of statewide turnover savings	(\$27,623)
Statewide Adjustments	\$44,873
FY 2008 Budget Target	\$619,451
Agency Request Items	
Correction of SWP of 0.5 FTE for Administrative Aide to the Enacted 0.6 FTE	\$4,345
Revised Wages to reflect filling of vacant position in fall 06	\$1,784
Revised Wages & Employee Benefit to reflect filling of vacant position in fall 06	\$22,993

Termination of DataLogic DBE/PI Position in FY 2007	(\$12,792)
Custodial Services Contracted Rate Increase	\$372
Liability Insurance for Volunteer Commissioners	\$2,440
Inflation Adjusted Operating Expenses	\$1,028
Capital Equipment Lease reduced to mujlti-year contracted rate	(\$498)
Reduction in 50th Anniversary Celebration Expenses to offset personnel costs	(\$19,588)
Subtotal Agency Requests	(\$49)
FY 2008 General Revenue Total	\$619,451

FY 2008 Recommended Budget Request	FY 07 Revised	FY 08 Current Services Level	FY 08 103% CSL
Commission Operations Account	\$556,197	\$593,640	\$593,640
Mary Brennan Fellowship Account	\$10,350	\$10,350	\$10,350
50th Anniversary Account ⁹	\$37,000	\$15,412	\$34,851
NE ADA Grant Account	\$39,528	\$53,957	\$53,957
HAVA Grant Account	\$139,736	\$124,940	\$124,940
Tech Assist. (Donations) Account	\$5,536	\$6,445	\$6,445
Teh Assist (50th) Account ¹¹	\$20,928	\$49,116	\$49,116
RICAP Total Account	\$200,000	\$200,000	\$200,000
Grand Total	\$1,009,275	\$1,053,860	\$1,073,299

Category	Operations Account	ADA	HAVA	Total	% State
Salary/Wages	\$340,817	\$26,640	\$32,942	\$400,399	85%
Employee Benefit	\$227,090	\$13,878	\$19,335	\$260,303	87%
Contracted Services	\$9,960	\$5,561	\$673	\$16,194	62%
Operating Expenses	\$13,892	\$5,291	\$1,991	\$21,173	66%
Assistance and Grants	\$0	\$2,588	\$50,000	\$52,588	0%
Equipment	\$1,881	\$0	\$0	\$1,881	100%
Aid to Local Government	\$0	\$0	\$20,000	\$20,000	0%
Total	\$593,640	\$53,957	\$124,940	\$772,538	77%

⁹ Both FY 07 50th Anniversary Accounts include a \$2,000 rental deposit for RI Convention Center, Oct. 25, 2007. The FY 08 \$3,000 balance of minimum is only in the Tech Assist (50th) Account.

MOTION: To adopt the FY 08

- Operational Plan revised to incorporate the corrections on the errata sheet;
- Allocation of Staff Time, as presented
- Current Service Level Budget Request, *revised to read as follows* up to \$3,000 for 50th Anniversary Gala Dinner facility rental balance to charged to Restricted Receipt Account
- 103% Current Service Level Budget Request, *revised to read as follows*
 - retain the Current Services Level funding from the 50th Anniversary Celebration Account and
 - dedicate the entire 3% to the Commission's Operations Account salaries, benefits and operating expenses;

and direct its submission to the Budget Office, with copies sent to the House and Senate Fiscal Advisors AP/PR passed unanimously

4. Set or retain the fee and complementary gift schedules

Bob Cooper

Current fee and complementary gift schedules:

Complementary Gift for Donation of:

ABLE TOO... Video Tapes

\$20 per show

Newsletters/Reports available emailed Adobe pdf file or mailed first class in standard or large print, audio cassette, diskette or Braille

No fee for Legislative Letter and Commission reports for emailed Adobe pdf copies

\$20 Legislative Letter, weekly during the General Assembly Session mailed first class

\$25 Legislative Letter and copy of all Commission reports mailed first class

Interior Signage

\$20 Standard 12" x 4" Rest Room, Men, Women, or Exit Signs with Braille & Access Logo

\$24 Standard 8" x 8" Rest Room, Men, Women, Exit, Elevator, Escalator, Cafeteria, Telephone, Lobby, First Aid, Fire Extinguisher Signs with Braille & Access Logo

\$15 Standard 8" x 2" Rest Room, Men, Women, Exit, Elevator, Escalator, Cafeteria, Telephone, Lobby, First Aid, Fire Extinguisher Signs with Braille, without access logo

Customized Braille Signs (double Correction Industries Price, rounded up to next dollar)

\$0.50 Access Decal 6" x 6"

Exterior Signage

\$20 Standard 12" x 18" Disability Parking, Directional, or Access Reflective Sign with Access Logo

\$10 Standard Van Accessible Parking Sign without Access Logo

\$30 Standard 10' Galvanized Steel Sign Post with U-Channel and 3/8" Diameter Holes Spaced 1" on Center

Public Records Fee Schedule

(as provided in RIGL 38-2-4. Public Records – Cost)

The cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.

Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.

MOTION: To retain the FY 2006 fee and complementary gift schedules, without revision JMacD/RMcM passed unanimously	
7:15 PM Election of the Vice Chairperson Paul Choquette	
Discussion:	
MOTION: To nominate John MacDonald as vice chairperson of the Commission, to close nominations and direct the secretary to cast one vote for John MacDonald, RMcM/JB passed, JMacD abstain	
7:25 PM Announcements and Scheduling of Meetings	
Commission's Next Meeting – Monday November 6th 5–7 PM at the Commission's Office	
Adjourned at:	7:54 PM
Resource People:	Christine Botts & Teresa Carr-Hopkins (GCD) & Kenneth Hunt (Mary Brennan Public Awareness Fellow)