



# Governor's Commission on Disabilities Business Meeting

**Wednesday October 10, 2007 5 – 6:30 PM**

John O. Pastore Center, 41 Cherry Dale Court,  
Cranston, RI 02920-3049

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<b>Attendees:</b>	John MacDonald (Acting Chair); Sharon Brinkworth; Rosemary Carmody; Binyamin Efreom; R. Timothy Flynn; Sanford Lupovitz; Dr. Kate McCarthy-Barnett; Ronald McMinn; Bill Nieranowski; Arthur Plitt; Lorna Ricci; Patricia Ryherd; Rev. Gerard Sabourin; Lou Salerno; & John Treat
<b>Excused:</b>	Jeanne Behie; Frederick Burke; Regina Connor; Joseph Corrente; Dr. Judith Drew; Lisa McKay; Karen O'Connell-Lyons; James Pitassi; & Nancy Thomas

----- Revised Minutes -----

<b>Call to Order and Acceptance of the Minutes</b>	<b>John J. MacDonald, Jr., Acting Chairperson</b>	<b>5 min.</b>
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Chair called the meeting to order at 5:05 pm

Introductions: Members and guests introduced themselves.

**MOTION:** To accept the minutes of the previous meeting as presented LS/PR passed unanimously

<b>Action Items:</b>	<b>Discussion Leader:</b>	<b>Time:</b>
<b>1. Disability Business Enterprise contract position for a 90 days pending the Department of Advocacy review</b>	<b>John MacDonald</b>	<b>30 min.</b>

Discussion: Commissioners discussed the need for performance measurements to document the need for the position to continue after the 90 days.

**MOTION:** To contract with ADIL Business Systems for 90 days for the Disability Business Enterprise Consultant (Christine Botts) pending the completion of the Department of Advocacy review, performance evaluation conducted at the end of the first 45 days:

**Recycling Pilot Project**

Acquire grant for Phase2 of the Pilot Recycling Program with DEA and GCD

Implement Phase2 of the Pilot Recycling Program with DEA and GCD

Coordinate meeting with Purchasing to discuss DBE participation in statewide recycling contract due to be released in December 2007.

**From:** Open Meetings Admin <openMeetings@sec.state.ri.us>  
**To:** <bcooper@gcd.state.ri.us>, <openMeetings@sec.state.ri.us>  
**Date:** 11/5/2007 7:58:41 PM  
**Subject:** SOS Open Meetings : Meeting Minutes

November 05, 2007

This is your electronic confirmation for the electronic filing of meeting minutes for the Disabilities, Governor's Commission on. The meeting minutes filed are in for the meeting held on: October 10, 2007 17:00:00.

This notice was electronically filed on the Secretary of State Open Meetings Website on: November 05, 2007 07:57:57 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  
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(possible subcontract opportunity

Assist DBEs responding to Recycling Program RFQ from DoP when it is released.

Study the potential expansion of the pilot recycling program on Pastore Campus and beyond

Line up additional sites on the Pastore Campus for the Pilot Recycling Program.

Develop Recycling Work Distribution Plan to incorporate all parties in the recycling program

Develop a recycling plan for all State agencies include Agency, Location, Contact info, number of EEs

### **FY 2008 DBE Goal Related tasks**

Work with DBEs to complete the recertification process for 2008.

Review all recertification materials and prepare report for the DBEC.

Plan three DBE training to be completed by June 30, 2008 to include 2 to 3 of the following

1. Financing Your Business
2. How to Bid on State Contracts
3. Business Basics
4. How to bid on State contracts

Pursue grants for training DBEs. Contact Nancy Olson to identify which DBEs pay into the Job

Development Fund. Contact ORS to discuss DBE training through their programs.

Follow-up with EDC to publish DBE brochures with improved graphics and information.

Use brochures to market DBE program to State buyers.

Investigate the current Workforce Development Grant.

Increase the number of contracts awarded to DBE's.

Meet with three State agency buyers

Facilitate 1 meeting between a DBE and State buyers.

Develop and distribute survey to State agency buyers that polls which DBE products and services their agencies use.

Develop process to identify dollar volume of contracts awarded to DBE's.

### **Other Projects**

Prepare and distribute the DBE annual report.

Publish and distribute a one page synopsis of DBE participation in the State House Farmer's Market.

Update DoP commodity codes for ProMail

Finalize the DBE regulation. Get it published (Chair)

Assist with marketing the shredding MPA for Cranston ARC.  
 Assist with marketing the EVAS MPA.  
Update Certification / Recertification Report with the DoP.  
 Provide business consultation to struggling Coffee Plus franchise with  
 ORS guidance.

**On-Going Activities**

Distribute the list of State agencies and their buyers to DBEs  
 Maintain a DBE calendar of tasks / events.  
 Review Workforce Development Board grants.  
 Track contract awards to DBEs  
 RMcM/RCa passed, Nay- BE.

<p><b>2. Ratification of Federal Program Year 2007          New England ADA Technical Assistance          Contract</b></p>	<p><b>Bob Cooper, Executive          Secretary</b></p>	<p><b>20 min.</b></p>
<p>Discussion: Commissioners talked about prior contracts and how this one was much more focused on research regarding higher education and employment in highly compensated positions. They also spoke about the requirement that the state fund 3,600 staff hours annually under the maintenance of effort obligation and how that may be difficult with 2 vacant positions.</p>		
<p>MOTION: To ratify the NE ADA Technical Assistance Contract for federal program year 2007, with the understanding that the Commission will make a good faith effort to meet its maintenance of effort obligation and keep the NE ADA Center appraised of the status of staffing for the project RMcM/PR passed Nay BE</p>		
<p><b>3. Department of Advocacy Status Report</b></p>	<p><b>John MacDonald</b></p>	<p><b>30 min.</b></p>
<p>Discussion: Commissioners reviewed the Executive Committee’s recommendation, made several revisions and also spoke about the need to fill the accessibility technical assistance position.</p>		
<p>MOTION: To adopt the response to the Budget Officer’s request for information regarding the Department of Advocacy as revised BN/LR passed unanimously</p>		
<p>MOTION: To contract with ADIL Business Systems for 90 days for an accessibility technical assistance consultant. KMcCB/BN passed unanimously</p>		
<p>MOTION: To evaluation accessibility technical assistance consultant on the number of building design &amp; construction plans and the number of barriers identified at the end of the first 45 days. KMcCB/TF passed unanimously</p>		
<p><b>Announcements and Scheduling of Meetings</b></p>	<p><b>John MacDonald</b></p>	<p><b>5 min.</b></p>
<p>The next regularly scheduled Commission meeting, will be to adopt the 2008 Legislative package and the 2008 Calendar of Meetings</p>		
<p>Friday Oct 12<sup>th</sup> 11 AM in State House ADA Road to Freedom.          Small Business Centers Navy having a Veterans’ Day activity targeting veterans with</p>		

disabilities becoming small businesses.		
Next meeting will be on:	November 5, 2007	Starting at: 5 PM
Adjournment:	Chairperson adjourned the meeting at 6:40 PM	
<b>Observers:</b>	Tom Kane (CranstonArc) & Kathy Salerno (Fogarty)	
<b>Resource persons:</b>	Bob Cooper, Secretary	