



Governor's Commission on Disabilities Business Meeting Agenda

Monday November 28, 2011 5 - 7 PM

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

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	<p>Attendees: R. Timothy Flynn (Chair.); Andrew Argenbright; Sharon Brinkworth; Frederick Burke; Christopher Butler; Rosemary Carmody; Joseph Cirillo; Roger Harris; Ronald McMinn; James Pitassi; Arthur Plitt; Msgr. Gerard Sabourin; Sarah Everhart Skeels; Angelina Stabile; Theresa Thoeke; & Linda Ward</p> <p>Absent: Jeanne Behie; Dr. Judith Drew; Marylousie Gamache; William Inlow; Dr. Kate McCarthy-Barnett (Vice Chair.); Patricia Ryherd;</p>
Guests:	Dawn Wardyga, RIPIN
Staff:	Bob Cooper, Secretary & Emily Crowell, Fellow

	Agenda Topics	Moderator/Leader	Time
	Call to Order and Acceptance of the Minutes	R. Timothy Flynn, Chairperson	5:00
Clock graphic	Chair calls the meeting to order at 5 PM Introductions of Commissioners and guests		
MOTION: To accept the minutes of the previous meeting as presented RMcM/AA passed unanimously			

Action Items:			
	Public Hearing on the Repeal of GCD Regulation Chapter K Enhanced enforcement of disability parking	Tim Flynn	5:05
Parking Graphic	Purpose/Goal: To receive public comments regarding the repeal of Regulation K Enhanced Enforcement of Disability Parking: Annual Reports		
Discussion:			

RULES AND REGULATIONS PERTAINING TO Chapter K. Enhanced Enforcement of Disability Parking

Advertised October 21, 1999
 Public Hearing November 22, 1999
 Amendment adopted November 22, 1999
 Effective December 27, 1999
 Technical Amendments Adopted September 13, 2003
 Amendments proposed on August 11, 2009
 Public Hearing scheduled for September 14, 2009
 Adopted on September 21, 2009
 Effective on October 28, 2009
 Repeal proposed on October 31, 2011

COMPILER'S NOTES: The entire regulation would be repealed

~~I. STATUTORY AUTHORITY~~

~~RI GL 31-28-7.3 Disability Parking Enforcement Program.~~

~~II. DEFINITIONS~~

~~A. "The Commission" shall mean the Governor's Commission on Disabilities.~~

~~B. "Disability Parking Laws" include but are not limited to RI GL 31-21-4, 31-28-4, 31-28-6, 31-28-7, 31-28-7.1, 31-28-7.3, and 31-29-5.~~

~~C. "State agency(ies)" means The State Police, Department of Environmental Management, Airport Corporation, Capitol Police, Department of Mental Health, Retardation and Hospitals and the state operated colleges.~~

~~III. THE DISABILITY PARKING ENFORCEMENT ENHANCEMENT PLANS~~

~~A. The state agency or municipality shall develop a disability parking enforcement enhancement plan. The law does not proscribe any procedure but does list several options, including:~~

~~1. Enforcement programs, which utilize persons deputized for the purpose of the disability parking enforcement enhancement program.~~

~~2. Enforcement programs, which specifically designate paid and trained personnel as staff for the disability parking enforcement enhancement program.~~

~~B. The plan shall also describe efforts to publicize enforcement.~~

~~IV. SUBMISSION OF DISABILITY PARKING ENFORCEMENT ENHANCEMENT PLANS~~

~~A. The state agencies and cities and towns shall submit their Disability parking enforcement enhancement plans to the Commission's Accessibility Committee, on the Disability Parking Enforcement Enhancement Plan GCD Form K.~~

~~B. The state agencies shall develop and submit a disability parking enforcement enhancement plan to the Commission's Accessibility Committee, by November 1, 1999 and the cities and towns by April 1, 2000.~~

~~V. IMPLEMENTATION~~

~~A. The State agencies shall establish a disability parking laws enforcement enhancement program no later than January 1, 2000.~~

~~B. The 39 cities and towns shall establish a disability parking enforcement enhancement program no later than July 1, 2000.~~

~~VI. ANNUAL REPORTING~~

~~Beginning January 1, 2001 and on each January 1 thereafter, cities and towns and the state agencies shall submit to the Commission's Accessibility Committee an annual progress report chronicling the collections of fines, procedures used, convictions, and any problems or successes which result from the disability parking enforcement enhancement program.~~

~~VII. REVIEW OF DISABILITY PARKING ENFORCEMENT ENHANCEMENT PLANS AND ANNUAL REPORTS~~

~~The Commission's Accessibility Committee shall review and make suggested improvements to the disability parking enforcement enhancement plans, in writing to the agency / municipality within 60 days receipt of those plans and annual reports.~~

~~VIII. FORMS~~

~~The Commission's staff shall prepare and revise any forms, as necessary.~~

~~IX. ENDNOTES~~

~~These endnotes are the text of several general laws and are provided for clarification and are not part of the regulation. They are subject to revision, as amended by the General Assembly.~~



voting check off graphic

MOTION: To direct the Executive Secretary to file the repeal of GCD Regulation Chapter K Enhanced enforcement of disability parking, following the closing of the comment period December 1, 2012.
 RMcM/RH passed unanimously



Commission's Legislative Package and Public Forum Report

Linda Ward, Chair Legislation Committee

5:20

Purpose/Goal: To adopt the Commission's 2012 Legislative Package

Discussion: The Legislation Committee recommends the following 2011 items be dropped from the 2012 Legislative Package, because they were enacted into law:

- 4.b. Expand the Sherlock (employee buy-in health care) Plan
- 12. Update RI's Access Building Code to match the 2012 US Access Guidelines
- 13.b.Repeal of The annual reporting provisions of § 31-28-7.3 Disability parking enforcement program

The Legislation Committee recommends the following items from the 2011 Legislative Package be dropped:

- 2. Bureau of Criminal Identification checks of in-home personal care service workers
 - support the Attorney General's proposal
- 5. Home Modifications (access changes) so family members with severe disabilities can remain at home rather than be placed in costly institutions
 - a. Increase funding to address the 1 - 2 year backlog
 - b. Establish a Home Modifications Revolving Fund for People with Disabilities and the Elderly, similar to the Commonwealth of Massachusetts
 - support the Statewide Independent Living Council and other organizations
- 6. Disability Business Enterprise program's purchasing rules/focus on small businesses owned by people with disabilities
- 8. Affordable Care Act (national health care reform); watch the impact on people with special health care needs - Health Care Exchanges
 - Governor' issued an Executive Order
- 9. Respite for Family Caregivers of non-elderly adults with non-developmental disabilities; advocate for expansion of services to cover the family caregivers of 22 - 60 year old adults who have disabilities other than developmental
 - DHS/Division of Elderly Affairs has a grant to expand respite services to the caregivers of younger adults with physical disabilities
- 10. Assist in creating rules for:
 - a. RI Department of Transportation - accessible (pedestrian) crosswalks have curb cuts on both sides as required by RIPL 2010 Chapters 201 & 21
 - Direct GCD Staff to work with RIDOT
 - b. RI Housing/Housing Resources Commission - allowing clothes washing & drying machines in apartments in low cost housing as an accommodation for people with chemical sensitivities
 - Direct GCD Staff to work with RI Housing/Housing Resources Commission
 - c. RI Department of Human Services - address the Workers' Compensation

	<p>liability of the person w/ the disability who employs in-home care</p> <p><input checked="" type="checkbox"/> The Fiscal Agents are purchasing Workers' Compensation Insurance Policies for each directed care beneficiary/employer of in-home care employees</p> <p>13. Repeal of laws</p> <p>a. § 42-51-10 State coordinating committee on disability rights</p>
	<p>The Legislation Committee recommends the following items for the Commission's 2012 Legislative Package:</p> <ol style="list-style-type: none"> 1. Crisis Intervention Services for abuse non-elderly adults (18-64) with severe impairments 2. Transportation to Employment, job training, education, health care, etc. <ol style="list-style-type: none"> a. Maintain the existing RIPTA/RIde service areas; b. Adequate funding/new & stable funding source c. Expand the RIPTA/RIde service areas/hours beyond the existing service/hours 3. Global Medicaid Consumer Choice Waiver; making sure the 2008 level of services stay in place for persons with severe disabilities: <ol style="list-style-type: none"> a. Restore the 2008 Katie Beckett and children with autism spectrum disorders eligibility rules b. Restore the right to medically necessary brand name drugs without requiring two generic failures before allowing brand name drugs c. Improve services for adults with autism spectrum disorders d. Retain multiple behavioral healthcare service delivery models e. Restore developmental disability service funding 4. Housing Support and other services for people with behavioral health concerns <ol style="list-style-type: none"> a. Restore the Neighborhood Opportunities Program funding b. Create a supportive housing program c. Restore Assistive housing SSI funding 5. Transition from Youth services (education, Medicaid, etc.) to Employment, or post-secondary education or adult services: <ol style="list-style-type: none"> a. Require implementation of the transition planning to be completed; prior to exiting youth services b. Navigators to assist aging parents/caregivers of independent consumer with DD needing services later in life c. Provide transition for young adults with autism spectrum disorders to adult service providers 6. Neighborhood notification prior to chemical pesticide lawn treatments 7. Eliminating Health Insurance Plans Tier 4 Drug Category
<p><input checked="" type="checkbox"/></p> <p>voting check off graphic</p>	<p>MOTION: To adopt as the Commission's 2012 Legislative Package:</p> <ol style="list-style-type: none"> 1. Crisis Intervention Services for abuse non-elderly adults (18-64) with severe impairments 2. Transportation to Employment, job training, education, health care, etc. <ol style="list-style-type: none"> a. Maintain the existing RIPTA/RIde service areas; b. Adequate funding/new & stable funding source c. Expand the RIPTA/RIde service areas/hours beyond the existing service/hours

- 3. Global Medicaid Consumer Choice Waiver; making sure the 2008 level of services stay in place for persons with severe disabilities:
 - a. Restore the 2008 Katie Beckett and children with autism spectrum disorders eligibility rules
 - b. Restore the right to medically necessary brand name drugs without requiring two generic failures before allowing brand name drugs
 - c. Improve services for adults with autism spectrum disorders
 - d. Retain multiple behavioral healthcare service delivery models
 - e. Restore developmental disability service funding
- 4. Housing Supports and other services for people with behavioral health concerns
 - a. Restore the Neighborhood Opportunities Program funding
 - b. Create a supportive housing program
 - c. Restore Assistive housing SSI funding
- 5. Transition from Youth services (education, Medicaid, etc.) to Employment, or post-secondary education or adult services:
 - a. Require implementation of the transition planning be completed prior to exiting youth services
 - b. Provide navigators to assist aging parents/caregivers of independent consumer with developmental disabilities transition to services
 - c. Provide transition for young adults with autism spectrum disorders to adult service providers
- 6. Require neighborhood notification prior to chemical pesticide lawn treatments
- 7. Require Health Insurance Plans **to** cover specialty drug (Tier 4 Drug Category) in Tier 3 FB/ FB/AP passed unanimously

The Draft 2011 Public Forums on the Concerns of People with Disabilities and their Families report is ready for the Commission's consideration

MOTION: To adopt the 2011 Public Forums on the Concerns of People with Disabilities and their Families as presented RH/RMcM passed unanimously

	Disability Business Enterprise Law	Theresa Thielke, Chair Disability Business Enterprise Committee	5:50
	Purpose: To focus the DBE program on assisting small businesses owned and controlled by person(s) with disabilities.		
	The Disability Business Enterprise Committee requests the inclusion of the Disability Business Enterprise bill in the 2012 Legislative Package. <ul style="list-style-type: none"> • By NOT submitting the 2011 DBE substitute bill, the GCD forces the DBE 		

committee to spend time/resources on duties that the DBE was no longer supposed to manage. At the request of the habilitation agencies, the GCD/DBE fully supported the habilitation agencies' bill to move from DBE program to the Habilitation Procurement program. The Habilitation Procurement law was enacted last June, the agreed upon changes to the DBE law were not.

- This turnover of responsibility would **permit us to focus on that segment of RI citizens with disabilities the habilitation agencies do not serve**: The business owner who has a disability. The DBE Committee, therefore, believes the DBE law should be adjusted to reflect the new focus on small businesses and relinquish the old ones to prevent any conflicting overlap in duties. This 2011 substitute DBE bill was crafted with that purpose and should be sponsored by the GCD for legislative action in 2012. To turn this bill down obligates us to old law that is no longer relevant and encroaches on the responsibilities of the Habilitation Procurement program through duplication. Further, it harms the underrepresented segment of RI's disabled citizens, the disabled business owners, through **neglect and unintentional discrimination**.
- The 2012 DBE bill would provide non-financial support/advice, other assistance such as networking opportunities to persons with disabilities that wish to or already own a small business, and authorize the Division of Purchasing some leeway in awarding of contracts to a DBE whose bid is close to that of the lowest qualified bidder. Of great alarm, there is anecdotal evidence that these disabled business owners struggle harder than their non-disabled counterparts, and are generally overlooked in the business world. The 2012 DBE bill would address this "deficit in assistance" for those RI disabled citizens that the habilitation agencies do not serve, by opening doors to new opportunities and resources.



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MOTION: To include in the Commission's 2012 Legislative Package: Refocusing the Disability Business Enterprise Program on assisting small businesses owned and controlled by person(s) with disabilities. LW/AA passed unanimously



Pension Puzzle Graphic

Re-Employment First: Reforming the Disability Pension System

Tim Flynn & Bob Cooper

6:00

Purpose: To refocus the Disability Pension Systems into Re-employment programs

On September 27th, the Report was hand delivered to the Governor, General Treasurer, and their top policy aides, and Bob met with the Governor's Policy Director.

On the 7th of October, Tim and Bob talked to the Governor's Policy Director and he suggested we draft amendments to the Pension bill. We provided language in the form of amendments to both the Policy Director and the Treasurer's Chief of Staff on October 12th.

After the pension bill was officially submitted and the text became available, we updated the report to include those amendments. On the 21st we hand delivered a draft of the revised report to Treasurer's Chief of Staff and the Governor's Policy Director and advised them that the Commission would appear and testify; IF they could assure us, they would not OPPOSE the concepts, not the specific wording of the amendments, by the close of Business Tuesday the 25th. We received NO

response! At that point, we decided to submit written testimony at Wednesday Oct 26th, but not testify. We felt that testifying and then have the Governor or the Treasurer oppose our recommendations would damage any chances of submitting a bill in the 2013 General Assembly.

On October 26th, the report was given to the Speaker, the Senate President, the Majority & Minority Leaders, the Chairs and every member of the House and Senate finance Committees. Bob briefly spoke to Chair Melo in his office prior to the October 26th hearing. The report was emailed to every state Representative and Senator.

The Chairperson requests the inclusion of a Disability Pension Reform bill in the 2012 Legislative Package.

 **MOTION: To include in the Commission’s 2012 Legislative Package: Refocusing State and Municipal Disability Pension Systems to become Reemployment Systems LW/RMcM passed unanimously**

 **Ratification of NE ADA Center Grant Contract** | Sarah Everhart Skeels, Vice Chair Employment Committee | 6:10

Purpose: To ratify the Grant Contract between the Commission and the NE ADA Center for Federal Fiscal Year 2012.

Discussion: SES briefed the Commission on the 2012 contract.

 **MOTION: To ratify the NE ADA Center Grant’s 2012 Contract, as presented RMcM/RH passed unanimously**

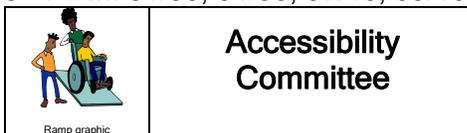
 **Adoption of the Commission’s 2012 Meeting Schedule** | Bob Cooper, Executive Secretary | 6:20

Purpose: Adopt the Commission’s 2012 Schedule of Commission and Committee Meeting

Governor’s Commission on Disabilities 2012 Draft Meeting Schedule

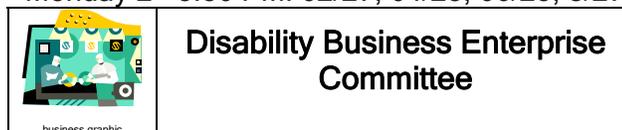
The Commission’s aim is to make sure that all people with disabilities have the same rights and duties as anyone else. They also should be able to be work and live independently.

The Commission meets Mondays 5 - 7 PM: 01/30; 04/30; 07/16; 09/10; and 11/26.



The Committee is in charge of getting rid of access barriers in state owned buildings and places. The Committee makes sure police tag cars parked in disabled parking spaces.

The Committee meets the 4th Monday 2 - 3:30 PM: 02/27; 04/23; 06/25; 8/27*; and 10/22.



The Committee helps small business owner with a disability try to win state contracts. The Committee helps businesses with lots of workers who are disabled (60% or their workforce). The Committee also helps (agencies) rehabilitation facilities.

The Committee meets the 2nd Wednesday 9 - 10:30 AM: 02/09; 05/10; 8/9*; 11/08; and 12/13.



The Committee makes sure voters with disabilities can cast a secret vote without help. Local boards of canvassers are paid to remove access barriers at polling places. A videotape is used to train election officials and poll place workers.

Adults with disabilities are trained on how to vote and registered to vote. They are also encouraged to serve as poll workers.

The Election Assistance Committee meets the 3rd Thursday 2 - 3:30 PM: 01/19; 03/15; 05/17; 8/16*; 9/20 and 11/15



The Committee is in charge of ADA employment training and services. The Committee also promotes work and work incentives.

The Employment Committee meets the 3rd Thursday 9 - 10:30 AM: 01/19; 03/15; 05/17; 8/16*; and 10/18



The Board decides if unfairness (discrimination) was caused by access barriers. [RIGL 42-87]

The Board approves state agencies requests to lease places with access barriers. The agency must have a plan to make all services and employment accessible. [RIGL 37-8-15.1]

The Board decides if a member of a government committee who is disabled can take part in meetings by telephone or aid. The member is not able to get to the meeting room due to the disability. [RIGL 42-46-5(b)(3&4)]

The Board approves Open Meeting Access Plans from local and state government. [RIGL 42-46-13]

The Hearing Board meets to conduct hearings, as needed.



The Committee runs meetings to find out the concerns (fears) of people with disabilities and their families, the last full week in July. The Committee writes bills to better the lives of people with disabilities.

The Committee reads other bills that might help or hurt on people with disabilities. The Committee lets the General Assembly know about the bills. The Committee then lets the Governor know about the bills.

The Legislation Committee meets the 2nd Monday 3 - 4:30 PM: 01/09; 02/13; 03/12; 04/16; 05/14; 06/11; 07/09; 08/20*; 09/24; 10/29; and 12/10.



The Committee steers the State Government's carrying out of the disability rights laws. [Americans with Disabilities Act, Section 504, Civil Rights of People with Disabilities, etc.]

The State Coordinating Committee on Disability Rights will meet if needed.



This Committee is in charge when the Commission is not meeting. The Committee talks to students who want to be fellows. Then the Committee hires the Fellows. The Committee talks to people who want to work for the Commission. The Committee advises the Commission who to hire.

The Executive Committee meetings the 3rd Mondays 4 - 5:30 PM: 02/20; 06/18 (spring & fall fellowship interviews); 08/27*; 10/15; and 12/03 (winter fellowship interviews)

**Annual planning meetings to review of achievements and develop operations plans for the next two program years*

 voting check off graphic	MOTION: To adopt the Commission’s 2012 Meeting Schedule as presented RMcM/TT passed unanimously
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 Balancing Budget graphic	Commission Budget Requests, Operations & Staff Reorganization	Tim Flynn & Bob Cooper	6:30
	Purpose: To decide whether to accept or appeal the Budget Office’s recommendations on the Commission’s FY 2012 and FY 2013 Budget Requests		
	Discussion: The Budget Office is recommending the Governor accept without change the Commission’s FY 2012 & 2013 Budget Requests.		
Staff Reorganization: Harvey Salvias will be retiring in March 2012. His retirement provides the Commission with the opportunity to reconfigure its resources to meet tomorrow’s challenges. The Chair and Executive Secretary recommend the following:			

	Item	FY 12 Savings
1.	Abolish the Special Project’s (State ADA) Coordinator’s position	\$31,889 ¹
2.	Create 2 new positions:	
•	Public Education Aide	(\$11,272) ²
•	General Operations Assistant	(\$11,181) ²
•	Free Balance	\$9,436
3.	Option - Conduct new ADA mediator training	(\$9,000)
	Free Balance	\$436
	Item	FY 13 Savings
1.	Abolish the Special Project’s (State ADA) Coordinator’s position	\$139,913
2.	Create 2 new positions:	
•	<u>Public Education Aide</u>	(\$73,244)
•	General Operations Assistant	(\$63,954)
	Free Balance	\$2,715
Tentative Job Descriptions:		

¹ Assumes a March 31, 2012 retirement date

² Assumes a May 1, 2012 hiring date

General Operations Assistant³

Class Code: 430500

Pay Grade: 00814 A

EO: F⁴

Salary Range: 1st step: \$34,098 \$34,833 \$35,446 \$36,126 Last step \$37,162

GENERAL STATEMENT OF DUTIES: To serve as a confidential assistant to the chairperson and executive secretary in their capacity to formulate, determine and effectuate management policies in the field of labor relations; to be responsible for confidential and sensitive administrative details involving labor/management relations, personnel matters, grievances, arbitration's, collective bargaining negotiations, etc; to maintain utmost confidentiality with respect to management processes, strategies and organizational initiatives; to exercise discretion regarding related issues and activities; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from the chairperson and executive secretary with considerable latitude for the exercise of initiative and independent judgment; work is subject to review for conformity to policies, rules, practices and instructions.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To relieve the chairperson and executive secretary of administrative detail relating to the functions and activities of the organization including the contacting of officials and personnel for the purpose of obtaining information and recommendations relating to specific problems, activities or policies.

To exercise initiative and sound judgment in generating correspondence, maintaining records, producing reports, conducting communications and relieving the executive of important administrative details; must maintain confidentiality and exercise discretion regarding work related issues and activities, especially those impacting labor/management relations.

To produce finished correspondence from written drafts, verbal instruction or taped dictation; to keep, prepare and publish notes or minutes of meetings and conferences.

To conduct and keep records of important telephonic, FAX and automated communications.

To arrange conferences and meetings with public officials and with representatives of the public, consumers, providers, professionals and related organizations.

To respond to a wide range of verbal and written inquiries of an administrative nature which do not require interpretations of policies and procedures.

To handle important and routine correspondence.

To review correspondence, memoranda, statements, forms and records for content and compliance with administrative policies and procedures.

To independently compose a wide range of routine and unique correspondence.

To obtain a wide range of data and information as needed, to maintain automated and paper data filing systems, and to produce a variety of routine and special reports as required.

To make appointments, maintain calendars, make referrals, confer with other staff members to prevent or resolve operating problems related to the coordination of administrative support of work.

To perform a variety of routine office functions and routine clerical tasks incidental to the work of the office.

To do related work as required.

To gather information required for use as a basis for important administrative decisions.

To assist in the preparation of the annual budget and to supervise its execution.

To supervise and participate in the processing and maintenance of financial, personnel or other important records.

To requisition office supplies and equipment.

To respond to inquiries and to direct them to proper location for response when necessary.

To oversee the official agency files and records and to insure their accuracy and are kept current.

To assist a superior by performing administrative tasks and research in the overall agency operation.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of office methods, practices, procedures and terms; a thorough knowledge of business English; a working knowledge of a variety of automated office equipment and the ability to use that equipment to communicate effectively and professionally, gather information, maintain records and produce reports; a familiarity with the principles

³ Based on the EXECUTIVE ASSISTANT position (Clerical/Administrative Support/Data Entry category, Pay Grade 18A, EO F)

⁴ F = Administrative Support

and practices of public administration; the skill in composing and transcribing correspondence, minutes and reports; the ability to independently manage a wide range of confidential administrative details, including those specific to labor/management relations; the ability to understand, follow and communicate complex written and verbal instructions; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations, departmental personnel and the public at large; the ability to recognize and respond to organizational issues and priority setting situations; the ability to lead and supervise subordinates; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing and business practices; and

Experience: Such as may have been gained through: employment in a responsible secretarial position including difficult and complex clerical duties and the independent handling of confidential administrative details.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Public Education Aide⁵

Class Code: 838500

Pay Grade: 00115 A

EO: E⁶

Salary Range: 1st step: \$34,833 \$35,619 \$36,300 \$36,986 last step \$38,160

GENERAL STATEMENT OF DUTIES: To independently provide a broad spectrum of substantive, authoritative and technical information through assessment of client/customer needs, research/analysis and resource evaluation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a supervisor with latitude for the exercise of independent judgment; work is periodically reviewed for satisfactory performance and conformance with instructions, guidelines and final objectives.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To independently provide a broad spectrum of substantive, authoritative, and technical informational services through assessment of client/customer needs, research/analysis and resource evaluation.

On an ongoing basis, and as the primary work assignment, to interact with clients, customers, officials, the general public, employees in providing informational services available

To access and process data through electronic networks and the Internet using word processing, the WWW and various software programs,

To make initial determinations of information required and provide appropriate referral and/or resources or services available.

To collect, interpret, organize, and/or prepare data for the purpose of complying with informational requests.

To maintain currency of relevant information and resources available, including updating and maintaining the agency web site directly related to the function of the unit or the services provided.

To assist in answering requests and providing information on a wide variety of services and programs.

To answer the telephone and in-person requests for general information from other state agencies and the general public.

To disseminate printed materials and correspondence.

To receive and process requests for reformatting of documents into alternative formats.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES:

A working knowledge of federal and state disability rights laws and regulations, etc.; a working knowledge of state government, and assigned services and programs; a working knowledge of general office practices; the ability to manage web site development; the ability to perform duties in the areas of-information research and analysis, client/customer information assessment, referral and material distribution and resource maintenance and preparation the ability to perform keyboard functions with reasonable speed and accuracy; the ability to establish and maintain effective working relationships with supervisors, staff and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

⁵ Based on the INFORMATION AIDE position (Clerical/Administrative Support/Data Entry category, Pay Grade 15A, EO E)

⁶ E= Paraprofessional

	Experience: Such as may have been gained through: employment in a position providing information to the public or employment in a clerical position involving the use of computer equipment and software. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.
<input checked="" type="checkbox"/> voting check off graphic	MOTION: To present a revised budget that includes the staff reorganization to the Budget Office RMcM/AP passed unanimously

 Money graphic	FY 2012 RI Disability Budget Report	Bob Cooper	6:40
	Purpose: To review and adopt the Commission's Report on the FY 2012 RI Disability Budget.		
	Discussion: <i>Text of the draft FY 2012 RI Disability Budget Report will be mailed.</i>		

 Announcer graphic	Announcements	Tim Flynn	6:50
	AS - Newline: Providence Journal has changed to the format, and is not willing to forward its feed to Newline. MOTION: To direct the Commission to send the Pro Jo a letter RMcM/AP passed, abstain - AS.		

 calendar graphic	Agenda and Scheduling the Next Meeting	Tim Flynn	6:55
	Items to be placed on the next meeting's agenda:		
	Next meeting will be on: [insert date, day and starting time]		

 alarm clock graphic	Adjournment	Tim Flynn	7:00
	MOTION: To adjourn adopted at 6:40 RMcM/RH passed unanimously.		