



Description of graphic: RI State Seal an anchor in gold behind a blue wheelchair logo. Just below is a blue banner with the state motto "Hope". All are in the center of a ring of 8 blue stars, in groups of 2 separated by the logos for Braille, hearing aids, low vision and amplified phone.

# Governor's Commission on Disabilities Business Meeting Agenda

## Monday April 30, 2012 5 - 7 PM

John O. Pastore Center, 41 Cherry Dale Court,  
Cranston, RI 02920-3049  
(voice) 401-462-0100 (fax) 462-0106 (tty) via RI Relay 711  
(e-mail) [disabilities@gcd.ri.gov](mailto:disabilities@gcd.ri.gov)  
(website) [www.disabilities.ri.gov](http://www.disabilities.ri.gov)

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

	Agenda Topics	Moderator/Leader	Time
 <small>Clock graphic</small>	<b>Call to Order and Acceptance of the Minutes</b>	R. Timothy Flynn, Chairperson	5:00
<p>Chair calls the meeting to order at 5:11 PM Introductions of Commissioners and guests</p> <p><b>MOTION:</b> To accept the minutes of the previous meeting as presented RMcM/AA passed unanimously</p>			

Action Items:			
	Harvey Salvas - Retirement Send Off	Tim Flynn	5:05
Discussion: Harvey was presented three books and a gift certificate.			

	New Position - Approval of Job Description	Bob Cooper, Executive Secretary	5:20
Purpose/Goal: To determine the duties and responsibilities of the new position, replacing the Special Projects (State ADA) Coordinator position			

### Projected Salary and Benefits Cost of New Position FY 13 to FY 17

By the end of the first quarter of FY 17, all HAVA funding will have been expended or lost. At that point, the Commission's revenue sources will be approximately \$371,096 of General Revenue and the NE ADA Center Grant of \$24,000 for a combined total of **\$396,000**. Non-personnel expenditures, excluding HAVA in FY 13 will be about **\$43,000**.

Non-Personnel Categories	FY 13
Contracted Professional Services	\$14,696

Operating Supplies and Expenses	\$15,736
Assistance and Grants	\$10,350
Capital Purchases and Equipment	\$1,881
<b>Total</b>	<b>\$42,663</b>

That leaves about **\$353,000** for salaries and benefits.

The current employee's have all reached the top step in their current pay-grade. The state has frozen longevity bonuses. Their combined salaries and benefits FY 2013 and beyond (until there is a general pay increase) will be almost **\$299,000**.

Position	Salary	Benefits	Total
Executive Secretary	\$81,951	\$40,887	\$122,838
Assistant ADA Coordinator (Employment)	\$56,676	\$25,087	\$81,763
Assistant ADA Coordinator (Accessibility)	\$53,977	\$39,876	\$93,853
<b>Total</b>	<b>\$192,604</b>	<b>\$105,850</b>	<b>\$298,454</b>

Available funding for the new position by FY 17 (post HAVA) will be about **\$54,000** unless a new revenue source is identified and operating expenses do not rise. The new position's salary will rise over 4 ½ years before reaching the top step in whichever pay-grade the Commissions selects.

The merged position (Senior Administrative Aide) I recommended and the Executive Committee approved would cost too much.

Salary Range<sup>1</sup> Starting Salary \$42,006 \$43,321 \$44,504 \$45,906 Last step \$48,119

Item	FY 13	FY 14	FY 15	FY 16	FY 17+
Annual Salary	\$42,664	\$43,913	\$45,205	\$47,013	\$48,119
Family Benefits	\$35,008	\$35,537	\$36,085	\$36,850	\$37,319
<b>Salary &amp; Benefits</b>	<b>\$77,672</b>	<b>\$79,450</b>	<b>\$81,290</b>	<b>\$83,863</b>	<b>\$85,438</b>
Available (Non HAVA) Funds	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000
<b>Projected Deficit</b>	<b>(\$23,672)</b>	<b>(\$25,450)</b>	<b>(\$27,290)</b>	<b>(\$29,863)</b>	<b>(\$31,438)</b>

Given the RI economic recovery, the Commission will not be able to afford the Senior Administrative Aide's position, once the HAVA funds are expended in the first quarter of State FY 17 (ending on Sept 30, 2016).

In addition the staff raised concerns that the merged position was too heavily weighted to administrative support functions and not enough on ADA and other direct services. Going back to the drawing boards, I now recommend filling the **Public Education Aide** position, with some administrative support functions. **Class Code: 838500 Pay Grade: 00115 A EO: B<sup>2</sup>**  
Salary Range: 1st step: \$35,878 \$36,688 \$37,389 \$38,096 last step \$39,305

Item	FY 13	FY 14	FY 15	FY 16	FY 17+
Annual Salary	\$36,283	\$37,039	\$37,743	\$38,701	\$39,305
Family Benefits	\$32,305	\$32,626	\$32,924	\$33,330	\$33,586
<b>Salary &amp; Benefits</b>	<b>\$68,588</b>	<b>\$69,664</b>	<b>\$70,666</b>	<b>\$72,030</b>	<b>\$72,891</b>
Available (Non HAVA) Funds	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000
<b>Projected Deficit</b>	<b>(\$14,588)</b>	<b>(\$15,664)</b>	<b>(\$16,666)</b>	<b>(\$18,030)</b>	<b>(\$18,891)</b>

**PUBLIC EDUCATION AIDE**

**Class Code: 838500**

<sup>1</sup> Salary Steps: initial 6 mo. 6-18 mo. 18-30 mo. 30-42 mo. 42 mo.+

<sup>2</sup> **B (Professionals):** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

**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. To assist the chairperson and executive secretary in the development of budget recommendations; and the processing of personnel, fiscal and other confidential and sensitive administrative documents, and 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:** May supervise the work of college fellows and other subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in executing continuous informational, public relations, education and outreach programs for the Commission:

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

- To access and process data through electronic networks and the Internet using word processing, the world wide web and various software programs;

- To interact with clients, customers, officials, the general public, employees in providing informational services.

- 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 Commission's function and services;

- To answer the telephone and in-person requests for general information on a wide variety of services and programs from other state agencies and the general public;

- As directed, to select, assemble and otherwise compile informational data and material for dissemination through such media as booklets, promotional layouts, advertising, news releases, exhibits, website, direct mail, newsletters and other related informational media;

- When authorized, to make personal contacts with representatives of state departments, labor, management or civic and other organizations, the press and the general public; and to address these and others for the purpose of promoting understanding and acceptance of the purposes and activities of the department;

- To prepare the less difficult layouts of classified and display advertisements, mail information, bulletins, etc.; and

- To plan, organize and supervise college fellows and other subordinates.

To assist the chairperson and executive secretary by relieving such them of routine and reoccurring administrative duties and responsibilities:

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

- To handle routine correspondence;

- To assist in the preparation of the annual budget and its execution;

- To process and maintain financial, personnel or other important records, as directed; and

- To requisition office supplies and equipment.

- To record and maintain the minutes Commission and committee meetings and do related work as required.

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<sup>3</sup> **B (Professionals):** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:  
KNOWLEDGES, SKILLS AND CAPACITIES:**

A working knowledge of: the methods and techniques involved in the preparation and dissemination of informational material; a working knowledge of public relations techniques; federal and state disability rights laws and regulations, etc.; a working knowledge of disability related services and programs; the principles and practices of office management; a working knowledge of requisitioning, disbursing and budgeting control functions; and a familiarity with the principles and practices of public administration.

The ability to: perform duties in the areas of information research and analysis, client/customer information assessment, referral and material distribution and resource maintenance; manage and maintain the Commission’s web site and other social media, assist in the preparation of effective written material for use in pamphlets, articles, leaflets, newspaper releases, radio, television and other manuscripts for the purpose of stimulating public interest; carry out, requisitioning, disbursing; to interpret and apply fiscal, purchasing, and budgetary rules and regulations; handle routine correspondence concerning policies and procedures; and the ability to handle important but routine personal contacts; and 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 college of recognized standing with specialization in liberal arts, business, or public administration; and

Experience: Such as may have been gained through: employment in a position which involved the preparation and dissemination of informational material; engaged in performing varied routine and difficult fiscal, purchasing, accounting tasks and involving some experience in making studies and analyses of office methods and procedures.

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



voting check off graphic

**MOTION:** To approve as modified (to include “Website design or maintenance and social media experience preferred.”) the Public Education Aide’s job description and authorize the Executive Committee to post the position, interview applicants and hire, subject to ratification at the July 16, 2012 Commission Meeting. RMcM/AP passed unanimously



Presentation graphic

**Status Reports:**

**Purpose/Goal:** To update the Commissioners on the status of Commission activities, since the last meeting.



Balancing Budget graphic

**Commission Budget, Operations & Executive Committee**

Tim Flynn, Chair

**Discussion:** Commission’s expenditures on track to end the fiscal year in the black.

**MOTION** To transfer the funds from cleaning services to sealing the lead paint; and replacing drapes and blinds. RMcM/WI passed unanimously



Ramp graphic

**Accessibility**

Ronald McMinn, Vice Chair

**Discussion:** RIDOT attended the Cmte meeting just prior to the Commission meeting. RIDOT will be replacing the concrete truncated dooms with iron ones.

The 2012 Transportation Bonds will include access renovated at the Park-a-Ride and train stations, identified by the Commission's Access Survey. They will replace the pedestrian signals with audible signals.

	<b>Disability Business Enterprises</b>	<b>Theresa Thoeke, Chair</b>
<p>Discussion: Only 6 of the 10 DBE's submitted in January The Committee's focus is changing to focus on assisting small businesses owned by persons with disabilities; we are working on setting up a network of small business owners.</p>		

	<b>Election Assistance Committee</b>	<b>Rosemary Carmody, Chair</b>
<p>Discussion: Voter ID training was provided, a newspaper ads on the Voting Rights for Persons with Disabilities ran in most of the local and statewide newspapers prior to the Presidential Primary. The State Board of Election's technicians conducted access surveys on election day.</p>		
<p><b>Voter Outreach, Education &amp; Registration Training on voting rights &amp; Voter ID, 40 participants at:</b></p>		
<ul style="list-style-type: none"> <li>• 3/12 PAL</li> <li>• 3/14 Groden Center</li> <li>• 3/14 Trudeau Center</li> <li>• 3/20 Trudeau Center</li> </ul>		

	<b>Employment Committee</b>	
<p>The NE ADA Grant Report for the Jan - March quarter was distributed. Comments about the Boston Disability Job Expo, did not have any reps from federal agencies.</p>		

	<b>Legislation Committee</b>	<b>Linda Ward, Chair</b>
<p>All the Public Forums have been schedule:  Monday 23, 2012 6-8PM, Warwick Public Library's Community Room, 600 Sandy Lane, Warwick  Tuesday July 24, 2012 3-5 pm, Barrington Public Library's Gallery Room, 281 County Road, Barrington  Tuesday, July 24, 6-8 PM, South Providence Library, 221 Prairie Avenue, Providence  Wednesday July 25, 2012 3-5 pm, South Kingstown Public Library, 1057 Kingstown Road, Peace Dale  Thursday July 26, 2012 3-5 pm, Woonsocket Harris Public Library, 303 Clinton Street, Woonsocket  Friday July 27, 2012 3-5 pm, Middletown Public Library's Community Room, 700 West Main Road, Middletown</p>		
<p>The status report on the Commission's legislation package was distributed:</p>		
<p style="text-align: center;"><b>Commission Supports</b> Referred to Committee</p>		

House Finance Committee

12 H 7237AN ACT RELATING TO STATE AFFAIRS AND GOVERNMENT -- RHODE ISLAND HOUSING RESOURCES ACT OF 1998 by Rep. Ucci Identical to H 7265 & S 2203

House letter send on: 2 /14/2012

12 H 7581AN ACT RELATING TO PUBLIC UTILITIES AND CARRIERS -- PUBLIC TRANSIT INVESTMENT by Rep. O'Grady

House letter send on: 3 /5 /2012

House Judiciary Committee

12 H 7839 AN ACT RELATING TO CRIMINAL OFFENSES - ASSAULTS by Rep. Naughton Requested by the Governor's Commission on Disabilities Similar to S 2730

House letter send on: 3 /8 /2012

Senate Environment and Agriculture Committee

12 S 2443 AN ACT RELATING TO HEALTH AND SAFETY -- PESTICIDE CONTROL by Sen. Jabour Requested by the Governor's Commission on Disabilities Identical to H 7802

Senate letter send on: 2 /21/2012

**Scheduled for hearing and/or consideration**

House Finance Committee 5 /1 /2012 @ Rise, in room 35

12 H 7265 AN ACT RELATING TO STATE AFFAIRS AND GOVERNMENT -- RHODE ISLAND HOUSING RESOURCES ACT OF 1998 by Rep. Slater Identical to S 2203 & H 7237

House letter send on: 2 /14/2012

**Held for Further Study, Continued, or Heard**

House Corporations Committee

12 H 7573 AN ACT RELATING TO INSURANCE - PRESCRIPTION DRUG BENEFITS by Rep. Keable Similar to S 2360, S 2428, S 7578

House letter send on: 2 /21/2012 Testified on: 3 /7 /2012 Christine Rancourt-Bruzzi

House Finance Committee

12 H 7323 AN ARTICLE RELATING TO MAKING APPROPRIATIONS FOR THE SUPPORT OF THE STATE FOR THE FISCAL YEAR ENDING JUNE 30, 2013 - Governor's Commission on Disabilities by Rep. Melo Requested by the Governor Testified on: 3 /21/2012 Tim Flynn & Bob Cooper

12 H 7323 AN ARTICLE RELATING TO MAKING APPROPRIATIONS FOR THE SUPPORT OF THE STATE FOR THE FISCAL YEAR ENDING JUNE 30, 2013 - RI Public Transit Authority by Rep. Melo Requested by the Governor

Testified on: 3 /27/2012 Angie Stabile

12 H 7323 AN ARTICLE RELATING TO MAKING REVISED APPROPRIATIONS IN SUPPORT OF FY 2012 - Governor's Commission on Disabilities by Rep. Melo Requested by the Governor

Testified on: 3 /21/2012 Tim Flynn & Bob Cooper

House Health, Education, & Welfare Committee

12 H 7650 AN ACT RELATING TO HUMAN SERVICES - MEDICAL ASSISTANCE by Rep. Corvese Requested by the Governor's Commission on Disabilities

House letter send on: 2 /21/2012 Testified on: 3 /14/2012 Bob Cooper

12 H 7928 AN ACT RELATING TO HUMAN SERVICES - SERVICES FOR ADULTS WITH AUTISM SPECTRUM DISORDERS

By Rep. Palumbo Requested by the Governor's Commission on Disabilities

House letter send on: 3 /8 /2012 Testified on: 4 /11/2012 Bob Cooper  
House Labor Committee  
 12 H 7616 AN ACT RELATING TO LABOR AND LABOR RELATIONS - RE-EMPLOYMENT OF WORKERS WHO BECOME DISABLED by Rep. Ehrhardt  
 Requested by the Governor's Commission on Disabilities  
 House letter send on: 2 /21/2012 Testified on: 3 /1 /2012 Tim Flynn & Judi Drew  
Senate Finance Committee  
 Next Action on:  
 12 S 2203 AN ACT RELATING TO STATE AFFAIRS AND GOVERNMENT -- RHODE ISLAND HOUSING RESOURCES ACT OF 1998 by Sen. Tassoni Identical to H 7265 & 7237  
 Senate letter send on: 2 /14/2012  
House Small Business Committee  
 12 H 7628 AN ACT RELATING TO PUBLIC PROPERTY AND WORKS - SMALL DISABILITY BUSINESS ENTERPRISES  
 By Rep. Walsh Requested by the Governor's Commission on Disabilities Identical to H 7628  
 House letter send on: 2 /21/2012 Testified on: 2 /29/2012 Bob Cooper  
**Recommend Passage**  
House Calendar 5 /3 /2012 #003  
 12 H 7739Sub A AN ACT RELATING TO EDUCATION -- CHILDREN WITH DISABILITIES by Rep. McNamara Requested by the Governor's Commission on Disabilities Identical to S 2446  
 House letter send on: 2 /21/2012 Testified on: 4 /11/2012 Bob Cooper  
Senate Desk  
 12 S 2730 AN ACT RELATING TO CRIMINAL OFFENSES - ASSAULTS by Sen. McCaffrey Requested by the Governor's Commission on Disabilities Similar to H 7839  
 Senate letter send on: 3 /8 /2012 Testified on: 3 /29/2012 Bob Cooper  
**Passed and Referred to**  
House Health, Education, & Welfare Committee  
 12 S 2446 AN ACT RELATING TO EDUCATION -- CHILDREN WITH DISABILITIES by Sen. Gallo Requested by the Governor's Commission on Disabilities Identical to H 7739  
 House letter send on: 4 /4 /2012  
 Senate letter send on: 2 /16/2012 Testified on: 3 /7 /2012 Bob Cooper  
House Small Business Committee  
 12 S 2605 AN ACT RELATING TO PUBLIC PROPERTY AND WORKS - SMALL DISABILITY BUSINESS ENTERPRISES  
 By Sen. Gallo Requested by the Governor's Commission on Disabilities Identical to H 7628  
 House letter send on: 4 /5 /2012  
 Senate letter send on: 3 /5 /2012 Testified on: 3 /27/2012 Bob Cooper  
**Postponed by sponsor**  
House Environmental and Natural Resources  
 12 H 7802 AN ACT RELATING TO HEALTH AND SAFETY -- PESTICIDE CONTROL by Rep. Handy Requested by the Governor's Commission on Disabilities Identical to S 2443  
 House letter send on: 3 /5 /2012  
**Commission Supports if amended**

**Held for Further Study, Continued, or Heard**

12 H 7323 AN ARTICLE RELATING TO CAPITAL DEVELOPMENT PROGRAM by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012 Testified on: 3 /20/2012 Bob Cooper

Senate Testified on: 3 /1 /2012 Bob Cooper

12 H 7323 AN ARTICLE RELATING TO HOSPITAL UNCOMPENSATED CARE by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012

12 H 7323 AN ARTICLE RELATING POLICE OFFICERS AND FIREFIGHTERS RELIEF BENEFITS by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012

12 H 7323 AN ARTICLE RELATING TO RHODE ISLAND VETERANS' HOME by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012 Testified on: 3 /20/2012 Roger Harris

Senate Testified on: 2 /29/2012 Bob Cooper

**Commission Opposes**

Held for Further Study, Continued, or Heard

House Finance Committee

12 H 7323 AN ARTICLE RELATING TO MEDICAL ASSISTANCE - DENTAL BENEFITS by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012 Testified on: 2 /28/2012 Bob Cooper

Senate Testified on: 2 /7 /2012 Bob Cooper

12 H 7323 AN ARTICLE RELATING TO OFFICE OF HEALTH AND HUMAN SERVICES by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012 Testified on: 2 /28/2012 Bob Cooper

Senate Testified on: 2 /7 /2012 Bob Cooper

12 H 7323 AN ARTICLE RELATING TO MEDICAID REFORM ACT OF 2008 by Rep. Melo Requested by the Governor

House letter send on: 2 /14/2012 Testified on: 2 /28/2012 Bob Cooper

Senate Testified on: 2 /7 /2012 Bob Cooper



Announcements

Tim Flynn

6:50

None



Agenda and Scheduling the Next Meeting

Tim Flynn

6:55

Items to be placed on the next meeting's agenda:

1. Ratification of the Appointment of the Public Education Aide
2. Allocation of the Commission's Enacted Budget
3. Committee FY 2012 Reports

Next meeting will be on: July 16, 2012 5 - 7 PM



Adjournment

Tim Flynn

7:00

MOTION: To adjourn at 6:27 PM, RMcm/WI passed unanimously.