Governor's Commission on Disabilities
Annual Meeting
Monday September 10, 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
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	Attendees: R. Timothy Flynn (Chair.); Andrew Argenbright; Sharon Brinkworth; Frederick Burke; Rosemary Carmody; Joseph Cirillo; Sarah Everhart Skeels; Marylouise Gamache; William Inlow; Ronald McMinn; James Pitassi; Arthur Plitt; Angelina Stabile; & Linda Ward **Absent:** Christopher Butler; Roger Harris; Patricia Ryherd; Dr. Kate McCarthy-Barnett (Vice Chair.); Jeanne Behie; Dr. Judith Drew; Msgr. Gerard Sabourin;
Guests:	John Dupre, Dr. Gary Witman
Staff:	Bob Cooper, Executive Secretary
Clock graphic	**5:00 Call to Order and Acceptance of the Minutes, Tim Flynn, Chair**
	Chair calls the meeting to order at __5:12 PM Introductions of Commissioners and guests
☑ voting check off graphic	MOTION: To accept the minutes of the previous meeting as presented RMcM/JC passed unanimously
	Purpose/Goal: In accordance with the Commission's General Operating Rules (Chapter N) "An annual meeting of the commission shall be held yearly in September to: a) Adopt the operational plan of the commission including the establishment or retention of committees, in addition to those established by law or these General Operating Rules, and volunteer units; b) Allocate resources, adopt a supplemental budget request for the current fiscal year and set fee and complementary gift schedules; c) Adopt a budget request following fiscal year; d) Elect the vice chairperson; and e) Give advice and consent to the Chairperson's appointments of committee chairpersons and members and liaisons to other boards."

Action Items:

1 Balancing Budget Scale graphic

5:05 Commission Operational Plan and Budget Requests for FY 13 & 14, Bob Cooper, Executive Secretary

Purpose/Goal: To take action on the following items as required by the Commission's Regulation Chapter N:

a) Adopt the operational plan of the commission including the establishment or retention of committees, in addition to those established by law or these General Operating Rules, and volunteer units;

b) Allocate resources, adopt a supplemental budget request for the current fiscal year and set fee and complementary gift schedules;

c) Adopt a budget request following fiscal year;

The Commission's current fee and complementary gift schedule

2 Invoice stamped Paid graphic

12" x 18" Disability parking signs, directional signs, etc. Twice the amount charged the Commission by Correctional Industries, currently	$20/sign
Van accessible parking signs	$10/sign
Annual Subscription to the Commission's Weekly Legislative Letter	
By email	free
By US Postal Service	$20
Annual Subscription to the Commission's Reports	
By email	free
By US Postal Service	$10

Amendments to the Access to Public Records Act will have an impact on records retrieval and copying costs :

38-2-4. Cost. -- (a) Subject to the provisions of section 38-2-3, a public body must allow copies to be made or provide copies of public records. 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 or retrieving records from storage where the public body is assessed a retrieval fee.

(b) A reasonable charge may be made for the search or retrieval of documents. 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. For the purposes of this subsection, multiple requests from any person or entity to the same public body within a thirty (30) day time period shall be considered one request.

(c) Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after a request. A public body upon request, shall provide an estimate of the costs of a request for documents prior to providing copies.

(d) Upon request, the public body shall provide a detailed itemization of the costs charged for search and retrieval.

(e) A court may reduce or waive the fees for costs charged for search or retrieval if it determines that the information requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

Access to Public Records Act copying fee	$0.15/ page
Access to Public Records Act records search and retrieval fee. No charged for the first hour of a search or retrieval.	15.00/ hour

☑ voting check off graphic	MOTION: To adopt the Commission's fee and complementary gift schedules as presented RMcM/LW passed unanimously
	The Budget Office has issued the FY 2014 Budget Targets. There will be 2 budget requests for FY 2014; a current service level request and a request **7 %** lower than current service levels. Each of the Committees met during August to develop their operational plans for FY 2013 and FY 2014. The Executive Secretary met with the Governor's Performance Management Team to explore aligning our operational planning process with the Governor's performance measurement program.
	The State Budget Director's guidance for preparing agency budget requests and the Commission's Budget Targets were mailed to all commissioners.

Budget Office's FY 2014 Current Service Level and Constrained Budget Targets:	
FY 2013 Enacted General Revenue Appropriations	$371,096
Adjustments:	
Statewide Adjustments:	
1 Medical Benefit Inflation	$2,389
Salary Adjustment on Overtime, Holiday, Briefing Time. Grad Asst.	$0
2 Retirement Rate Change	$4,368
3 Election Day Holiday in FY 2012	$0
4 Statewide Benefit Assessment, Rate Change	$0
5 Retiree Health Rate Change	$2,104
6 Medical Insurance Waiver Bonus	$0
Total Statewide Adjustments	$8,861
Entitlement Adjustments:	
1)	$0
Total Entitlement Adjustments	$0
Non-recurring expenditure items:	
1)	$0
Total Non-recurring Expenditure Items	$0
Other:	
1)	$0
Total Other	$0

FY 2014 Current Service Level (CSL) Target Base	$ 379,957
Hold Harmless Items 1)	 $0
Less Total Hold Harmless Items	$0
Adjusted Target Base	$379,957
Adjusted Base	$379,957
FY 2014 - Target Adjustment	($26,597)
Plus: FY 2014 Hold Harmless Items	-
FY 2014 7% Constrained Budget Target	$353,360

Executive Committee's Recommendation's

Overview of Proposed Changes from the FY 2013 Budget as Enacted

1. Transfer all wages and benefits from grant accounts to general revenue accounts.
2. Install Constituent Relationship Management Software to improve contact management, outreach programs, constituent relationship management, citizen self-service, case management, event management, and project management.
3. Contract communications & media services to enhance promotion of:
    a. Disability Business Enterprise program;
    b. ADA Technical Assistance; and
    c. HAVA Voting Rights.
4. Expand the use of college fellowships, utilizing grant funds for:
    a. Fall 2012 Architectural Access Fellow to survey all polling place prior to Election Day*;
    b. Fall & spring semester Employment Policy Fellowships; and
    c. Spring Architectural Access Fellowship.

:I Voted Graphic

* The Executive Secretary recommends several amendments to the Executive Committee's Recommendations for **Program 3. Protecting the Voting Rights of Individuals with Disabilities**
The Commission has a balance of **$19,756.55** to spend /encumber or lose by September 30, 2012. Since there are no statewide elections during the next federal 2013-14 fiscal year, we would need to expend much of the next $100,000 by this November's Election Day.
Amendment A. The Commission should modify the Protecting the Voting Rights of Individuals with Disabilities Operational Plan as follows:
1. The staff to inspect all the polling places open on Primary Day (9/11) for barriers;
2. Appoint a Fall Accessible Elections Fellow to assist in inspections and voter barrier removal plans for polling places used on Election Day (11/6);
3. Authorize the Election Assistance Committee to review and award voter education and registration mini-

grants for not for profit agencies (in the $1,000 - $3,000 range, total amount awarded not to exceed $20,000;

a. Authorize an immediate solicitation /request for proposals (RFP) with a deadline of noon September 18th;

4. Adopt an Election Assistance Operational Plan that includes all of the above and:
   a. RIde vans for voters who need a wheelchair lift equipped van to get to the polls on Election Day;
   b. Mass mailing to holders of disability parking permits on their voting rights and the proper use of disability parking placards;
   c. Primary & Election Day monitoring of polling place access by State Board of Election's technicians;
   d. Voting Rights media campaign;
   e. Polling place access renovation grants;
   f. Post -election outreach, education & registration; and
   g. Continue staff training on voting rights laws/regulations.

Must spend by	9/30/2012	9/30/2013	9/30/2014	9/30/2015	9/30/2016	**Total**
Balance on 09/01/12	$19,757	$100,000	$100,000	$100,000	$100,000	**$419,757**

HAVA Activities							
Items	**July - September**		**October - Nov 7th**		**Post Election**		**Total**
Staff Time	84 hours	$4,107	119 hours	$5,607	141 hours	$4,472	$14,187
Interpreters/CART				$133		$398	$531
Media Campaign				$3,000			$3,000
CRM Software				$400			$400
Print Advertising		$6,293		$10,000			$16,293
Voting Rights Flyers				$12,598			$12,598
Mileage/Tolls		$233		$467		$233	$933
Out of State - Training						$1,235	$1,235
Auditor General Fee						$75	$75
Fellowship Stipends		$3,450		$3,450			$6,900
Voter Education & Registration mini-grants				$20,000			$10,000
Polling Place Access Renovations				$6,680		$13,320	$20,000
RIde trips to polling places & distribution of Voting Rights Flyer				$3,000			$3,000
Election Day polling place surveyors		$5,000		$5,000			$10,000
Voter Outreach Mailing DMV				$50,000			$50,000
Total	168 hours	$19,083	238 hours	$120,335	282 hours	$19,734	$159,152

MEASUREMENT INDICATOR	FY 10 Actual	FY 11 Actual	FY 12 Unaudited	FY 13 Enacted Target	FY 13 Revised	FY 14 Current Level	FY 14: 7% Constrained
Resource Allocation							
Volunteers hours							
Value of volunteer hours							

MEASUREMENT INDICATOR	FY 10 Actual	FY 11 Actual	FY 12 Unaudited	FY 13 Enacted Target	FY 13 Revised	FY 14 Current Level	FY 14: 7% Constrained
Staff Hours	103	786	396	440	438	186	186
Accessible Elections Fellows			42	240	480	240	240
Total Available Hours	**103**	**786**	**424**	**600**	**758**	**346**	**346**
FTE	0.04	0.13	0.18	0.28	0.06	0.11	0.11
Expenditure by Category							
Wages and Benefits	$3,864	$36,210	$20,973	$32,750	$20,293	$6,704	$6,704
Contracted Professional Services	$276	$302	$0	$518	$3,531	$538	$3,622
Operating Supplies and Expenses	$650	$12,864	$11,298	$16,329	$31,534	$1,836	$1,836
Assistance and Grants	$34,726	$53,011	$33,114	$50,404	$109,900	$74,107	$74,010
Total Election Assistance	**$39,515**	**$102,387**	**$65,385**	**$100,001**	**$165,258**	**$83,184**	**$86,172**
Expenditure by Funding Source							
General Revenue	$0	$0	$1,036	$0	$6,887	$1,244	$1,244
Federal Funds	$39,515	$102,387	$64,349	$100,001	$158,372	$81,940	$84,927
Restricted Receipts	$0	$0	$0	$0	$0	$0	$0
Total Election Assistance	**$39,515**	**$102,387**	**$65,385**	**$100,001**	**$165,258**	**$83,184**	**$86,172**

☑ voting check off graphic

MOTION: To adopt the Commission's Protecting the Voting Rights of Individuals with Disabilities Operational Plan, including the Budget Requests and Resource Allocation as amended above RMcM/LW passed unanimously

Amendment B. The Commission should modify the **FY 2013 Revised Operational Plan** as follows:

1. Pay most of wages and benefits from general revenue accounts; charging 10% of the Public Education Aide's and Assistant ADA Coordinator (accessibility)'s wages & benefits to the HAVA grant; and 10% of the Public Education Aide's wages & benefits to the NE ADA Grant.
2. Install Constituent Relationship Management Software to improve contact management, outreach programs, constituent relationship management, citizen self-service, case management, event management, and project management.
3. Development of a comprehensive communications & media strategy in FY 2013 to enhance promotion of:
   a. Disability Business Enterprise program;
   b. ADA Technical Assistance;
   c. HAVA Voting Rights; and
   d. Other Commission activities.

4. Create a DBE Entrepreneur mini-grants pilot project, awarding $1,000 to $2,000 business plan/marketing grants in FY 2013, for a maximum of $8,300.
5. Start replacements of oldest desktop computers in FY 2013.
6. Expand the use of college fellowships, utilizing grant funds for:
   a. Fall 2012 Architectural Access Fellow to survey all polling place prior to Election Day*;
   b. Fall and spring semester Employment Policy Fellowships;
   c. Spring semester semester Architectural Access Fellowship;
   d. Spring semester Disability Business Enterprise Marketing Fellowship; and
   e. Spring semester Webmaster Fellowship.

Overview of FY 2014 Current Service Level Budget

1. Pay all wages and benefits from general revenue accounts.
2. Continue Constituent Relationship Management Software.
3. Contract communications & media services to enhance promotion of:
   a. Disability Business Enterprise program;
   b. ADA Technical Assistance; and
   c. HAVA Voting Rights; and
   d. Extend to include other Commission activities.
4. Continue the use of college fellowships, utilizing grant funds for:
   a. Summer, fall, & spring semester Employment Policy Fellowships; and
   b. Summer, fall, & spring Architectural Access Fellowships.
   c. Increase stipend by 2.8% or $97.20/semester to $3,547, the first increase since 2007. The change in the CPI was 7.7%.
5. Replacement of oldest desktop computer(s).

Amendment C. The Commission should modify the FY 2014 Current Service Level Operational Plan as follows:

1. Pay most of wages and benefits from general revenue accounts; charging 10% of the Public Education Aide's wages & benefits to the HAVA grant (for continued voter education & registration);
2. Complete the purchase of the Constituent Relationship Management Software in FY 2013;
3. Complete the development of a comprehensive communications & media strategy in FY 2013. Make extensive use of fellowships to implement the strategy:
   a. Summer, fall, & spring semester Employment Policy Fellowships;
   b. Summer, fall, & spring Architectural Access Fellowships;
   c. Fall semester Disability Business Enterprise Marketing Fellowship;
   d. Spring semester Accessible Elections Fellowship;
   e. Summer semester Web Master Fellowship; and
   f. Increase stipend by 2.8% or $97.20/semester to $3,547, the first increase since 2007. The change in the CPI was 7.7%.

4. Create DBE Entrepreneur mini-grants, $1,000 to $2,000 in FY 2013.
5. Start replacements of oldest desktop computers in FY 2013 and continue in FY 2014.

Overview of FY 2014 7% Constrained Budget

1. Transfer some wages and benefits back to grant accounts.
2. Eliminate communications & media services promoting:
    a. Disability Business Enterprise program;
    b. ADA Technical Assistance; and
    c. Commission's other activities.
3. Retain communications & media services promoting HAVA Voting Rights.
4. Reduce operating supplies and expenses in:
    a. Printing; and
    b. Staff training.
5. Reduce college fellowships, by:
    a. Eliminating the three Employment Policy Fellowships; and
    b. Eliminate one of the three Architectural Access Fellowships, and share one with HAVA.
    c. Not increase stipend by 2.8% or $97.20/semester.
6. Pray the oldest computer(s) do not expire.

The Executive Secretary recommends several amendments to the Executive Committee's FY 2014 7% Constrained Service Level Budget Recommendations

Amendment C. The Commission should modify the FY 2014 7% Constrained Service Level Budget Operational Plan as follows:

1. Transfer 10% of the Assistant ADA Coordinator (Employment) and Public Education Aide's wages and benefits back to the NE ADA grant account.
2. Eliminate as proposed in the FY 2014 CSL the communications & media services promoting:
    a. Disability Business Enterprise program;
    b. ADA Technical Assistance;
    c. Commission's other activities; and
    d. HAVA Voting Rights.
3. Retain operating supplies and expenses at the Current Service Level;
4. Reduce college fellowships, by:
    a. Eliminating the two of the (3) Employment Policy Fellowships;
    b. Eliminate two of the (3) Architectural Access Fellowships;
    c. Eliminate the Web Master and Disability Business Enterprise Marketing Fellowships;
    d. Retain one Accessible Elections Fellowship; and

	e. Not increase stipend by 2.8% or $97.20/semester. 5. Pray the oldest computer(s) do not expire.
☑ voting check off graphic	MOTION: To adopt the Commission's FY 2013 Revised & 2014 CSL & - 7% Operational Plans, including the Budget Requests and Resource Allocation as amended above AA/SB passed, unanimously

How should the Commission track its activities?

The Commission will be installing Constituent Relationship Management Software in improve exchanges of information amongst the staff, tracking activities, record keeping for grant reports and performance measures.

What data would be useful?

What data should be used as performance measures?

a) Track information/referral requests:

i) *By method of contact?* NO
- *(1) Phone calls*
- *(2) E-mail*
- *(3) Snail (postal service) mail*
- *(4) In-person*
- *(5)* Any other method?

ii) By Topics of inquires? YES
- *(1) Benefits/Income Support*
- *(2) Disability Awareness*
- *(3) Disability Prevention*
- *(4) Disability Rights*
- *(5) Education*
- *(6) Employment*
- *(7) Health Care*
- *(8) Housing*
- (9) *Transportation*
- (10) Any other topics?

b) Track information dissemination by:

i) *By method distribution?* YES
- *(1) Bulk mailing*
  - *(a) E-mailings*
  - *(b) Snail (postal service) mailings*

(2) Community involvement (Serving on advisory boards, task forces, community boards, organizations)
(3) Written articles (published, newspapers, magazines)
(4) Displays (materials only)
(5) Exhibits (staffed)
(6) Media (newspaper, magazine, newsletter, TV and social media)
(7) Networking (Meeting with someone, Introducing your organization)
(8) Any other method?

ii) Topic of information YES
(1) (see list above)
(2) *Should current advocates listserv to broken apart into topics (see above) and offer the reader choices of topics* YES, try setting up the Community Bulletin Board in a way agencies could directly post, and readers could set up a tracking topic for auto email notice sent.

c) Track Advocacy by: NO
i) Type of advocacy:
(1) Legislative
(2) Regulatory
(3) Policy
(4) Outreach & partnering with other entities

ii) Topics of advocacy YES
(1) (*see list above)*

While the Commission would be able to revise these categories in the future, the more known prior to the selection of constituent relationship management software, the better "fit" to the Commission's needs.

☑ voting check off graphic	MOTION: To authorize the tracking of methods and topics above as revised above SB/RC passed unanimously

	6:00 Establishment of Standing Committees, Tim Flynn, Chair
	The Permanent Committees are: 1. Disability Business Enterprise Committee; 2. Executive Committee; 3. Hearing Board and 4. Legislation Committee; 5. State Coordinating Committee on Disability Rights. The Standing Committee in FY 2012 were: 6. Accessibility Committee; 7. Election Assistance; and

8. Employment Committee.
The Commission must vote to retain any standing committee and/or to create other standing committees at the annual meeting. The only volunteer unit I FY 2012 was:

9. Mediation Teams
The Commission must vote to retain any volunteer units and/or to create other volunteer units at the annual meeting.

The Commission may create at any time Ad Hoc committees to conduct specific assignments and report to the commission their results. These ad hoc committees shall only exist for six (6) months and until the next regularly scheduled commission meeting. The commission may extend the life of an Ad Hoc committee for an additional six (6) months.

☑ voting check off graphic

MOTION: To retain the following committees and volunteer units for another year:

- Accessibility Committee;
- Election Assistance;
- Employment Committee;
- Mediation Teams; and

To create Ad Hoc Committee on Public Awareness (for up to 6 months), WI/AP passed unanimously

3 Vote Button Graphic

6:10 Election of Vice Chairperson, Tim Flynn, Chair

Purpose/Goal: An annual meeting of the commission shall be held yearly in September to:

a) Elect the vice chairperson;

Discussion:

☑ voting check off graphic

MOTION: To nominate Rory Carmody for Vice Chairperson SES/AS passed, Abstained RC.

4 Committee members around table graphic

6:15 Appointments of Commissioners to Committees, Committee Chairperson, and Liaisons to other boards, Tim Flynn, Chair

Purpose/Goal: To appoint members and chairpersons to the standing committees for 2012-2013 program year.

Discussion: The Chairperson nominates the following members as:

Accessibility	*Hearing Board*
Joseph Cirillo	Frederick Burke
Kate McCarthy-Barnett, Ed.D.	Judith Drew, Ph.D. Chair
Marylousie Gamache	Ronald C. McMinn
Ronald C. McMinn, Chair	James A. Pitassi, Jr.
Arthur M. Plitt	Arthur M. Plitt
Monsignor Gerard O. Sabourin	

Disability Business Enterprise	*Legislation*
Andrew Argenbright Jonathan Dupre, Chair	Jeanne Behie Sharon Brinkworth Rosemary C. Carmody Joseph Cirillo Sarah Everhart Skeels R. Timothy Flynn William R. Inlow Kate McCarthy-Barnett, Ed.D. Arthur M. Plitt Monsignor Gerard O. Sabourin Angelina Stabile Linda N. Ward, Chair
Election Assistance Christopher Butler Rosemary C. Carmody, Chair Arthur M. Plitt	
Employment Rosemary C. Carmody Sarah Everhart Skeels, Chair Arthur M. Plitt Patricia Ryherd	

State Coordinating Committee on Disability Rights

R. Timothy Flynn Chair & Bob Cooper, Vice Chair[1]

Ad Hoc committee on Public Awareness

William R. Inlow
MaryLouise G.
Judith Drew, Ph.D. Chair – pending her acceptance

Liaisons:

R. Timothy Flynn: Home and Community Care Advisory Committee
Kate McCarthy-Barnett: National Organization on Disability
Christopher Degrave, Emergency Management Advisory Committee
Linda Ward & Ronald McMinn EMA's Elderly & Disability Working Group
Rosemary C. Carmody: RI Disability Voting Project's Steering Cmte. & Managing Directors; State Board of Election's Voter Registration
Judith Drew: Transportation Advisory Committee, to the State Planning Council & Coalition for Transportation Choices
Linda N. Ward: Rhodes to Independence Steering Committee

☑ voting check off graphic	MOTION: To give advice and consent to the Chairperson's appointments, as revised above SES/AA passed unanimously

[1] Both are ex-officio members & officers by statute.

calendar graphic	**6:20 Agenda and Scheduling the November 26, 2012 Meeting, Tim Flynn, Chair**
	Items to be placed on the 11/26/12 meeting's agenda: 1) Adoption of 2013 Legislative Package 2) Adoption of 2013 Regular Meeting Schedule 3) Public Hearing and Adoption of Revised Disability Business Enterprise Regulations
	Next meeting will be on: Monday November 26, 2012 5 – 6:30 PM
announcer with bull horn graphic	**6:25 Announcements, Tim Flynn, Chair**
	Dr, Gary Witman, who acquired a spinal cord injury 2 years ago spoke about barriers to voting at the Providence Jewish Community Center. The corridor's turns are not wide enough to make it to the room used for voting.
alarm clock graphic	**6:30 Adjournment, Tim Flynn, Chair**
voting check off graphic	MOTION: To adjourn at 6:20 PM, AS/JC passed unanimously.