Meeting Notice for the Governor's Commission on Disabilities Strategic Retreat*

Wednesday August 20, 2008 4:30 – 6:30 PM

Warwick Public Library, 600 Sandy Lane, Warwick

Office Address: 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 (website) www.disabilities.ri.gov

----- Agenda Topics -----		
Opening and Introductions	John J. MacDonald, Jr., Acting Chair.	5 min.
Functions of the Commission meetings	John MacDonald	10 min.
Functions of commissioners, committees, staff, fellows & volunteers	John MacDonald	10 min.
Developing Committee Objectives & Performance Measurements	Committee Chairs, Members, & Staff	40 min.
Break		10 min.
Updating the Commission Goals and Structure, to meet new challenges	John MacDonald, Chairperson	45 min.
Adjournment		

Special notes:

We ask that you use unscented personal care products - that you not wear perfumes or scents to an environmental illness accessible event. Please realize that what may seem to you to be a mild fragrance can constitute a toxic exposure for a person with environmental illness.

The public is welcome to any meeting of the Commission or its committees. If communication assistance (readers/interpreters/captioners) is needed, or any other accommodation to ensure equal participation, please contact the Commission at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it.

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* This workshop will include meetings of the following Committees:

1. Accessibility,
2. Assistive Technology,
3. Disability Business Enterprises,
4. Election Assistance,
5. Employment,
6. Hearing Board,
7. Legislation,
8. State Coordinating Committee on Disability Rights, &
9. Executive.

Posted on 8/21/2008 at 12:33:51 PM

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

Attendees:	**Commissioners:** John MacDonald (Acting Chair); Cristina Amedeo; Jeanne Behie; Sharon Brinkworth; Frederick Burke; Rosemary Carmody; Regina Connor; R. Timothy Flynn; Katherine Lowe; Sanford Lupovitz; Ronald McMinn; Bill Nieranowski; James Pitassi; Lorna Ricci; Patricia Ryherd; Nancy Thomas; John Treat; & Linda Ward **Accessibility:** Joseph Cirillo; **Assistive Technology:** David Gallagher **Election Assistance:** Kate Bowden; Jean Lawlor; & Susan Silva **Legislation:** Elaina K. Goldstein, Esq; Liberty Goodwin; William R. Inlow; & Gwendolyn Reeve **State Coordinating Committee on Disability Rights:** Catherine Avila; & Gail Higgins Fogarty, Esq.
Excused:	**Commissioners:** Dr. Judith Drew; Dr. Kate McCarthy-Barnett; Lisa McKay; Arthur Plitt; Rev. Gerard Sabourin; & Lou Salerno **Accessibility:** Paul DePace; & John M. Desautel **Assistive Technology:** Howard Boksenbaum; & Kathryn A. Sherman **Disability Business Enterprise:** Andrew Argenbright; Francis B. Belasco; Monica Dzialo; Paul H. Grenon; Paul C. Harden; Doddie McShane; & Linda P. Roche **Election Assistance:** Leo Canuel; Steven A. Florio; Michelle Hayes; Jan Ruggerio; Robert Pires; & Robert Raposa **Employment:** Monica Dzialo; Vicki E. Ferrara; Paul Harden; Linda Milner; Dimity J. Peter, Ph.D

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10. Accessibility,
11. Assistive Technology,
12. Disability Business Enterprises,
13. Election Assistance,
14. Employment,
15. Hearing Board,
16. Legislation,
17. State Coordinating Committee on Disability Rights, &
18. Executive.

	Ann Roccio; Vincent Rossi; & Melanie Sbardella **Legislation:** Raymond L. Bandusky, Esq.; Paul Choquette; Linda Deschenes; Deborah Garneau; Ken E. Pariseau; Paula Parker;Janet A. Spinelli; & Michael Spoerri **State Coordinating Committee on Disability Rights:** Parisa Beers; Robert C. Bromley; Leo Canuel; Joseph Ferreira; Erika L. Kruse, Esq.; Dexter Merry; Marisa White; & Sandra Winslow

----- Agenda Topics -----

Opening and Introductions	**John J. MacDonald, Jr., Acting Chair.**	**5 min.**
Participants introduce themselves and speak about why they joined the Commission and/or Committee(s)		
Functions of the Commission meetings	**John MacDonald**	**10 min.**

A. Commission Meetings:

1. Adopt the operational plan of the commission; establish and volunteer units;
2. Allocate resources (staff time and funding), and adopt budget requests;
3. Elect the vice chairperson and approve the Chairperson's appointments of committee chairpersons and members and liaisons to other boards;
4. Develop the Commission's legislative package;
5. Adopt regulations;
6. Authorize actions to be taken in the name of the Commission;
7. Appoint all Commission employee; and
8. Hear appeals the Executive Committee's decision to terminate any Commission employee.

Functions of commissioners, committees, staff, fellows & volunteers	**John MacDonald**	**10 min.**

B. Commissioners & Associate (Committee) Members shall:

1. Attend annually at least ½ of the regularly scheduled meetings;
2. Serve on at least one committee[*];
3. Activity participate at Commission meetings (see functions above); and
4. Be prepared to discuss, ask any questions, and vote on all matters on the meeting's agenda.
5. Listen to the views of others;
6. Participate in the annual assessment of the previous operational plans' goals, objectives and action steps; identify barriers that prevented the achievement of the goals, etc. and the development of the next two year's Operational Plan, including the allocation of resources (financial, volunteer and staff time);
7. Comply with the RI Ethics Code and refrain from participation in discussion and voting, in which case complete a recusal form; and
8. Use their network and resources to assist the Commission and its committees' reach the goals.

C. Commission Chairperson shall:

1. Be the presiding officer and spokesperson of the commission;

[*] Any Commissioner present may participate and vote on any matter pending before a Committee, except the Executive Committee, Coordinating Committee on Disability Rights, and Disability Business Enterprise Committee.

2. Observe and report to the commission upon the execution of its orders and resolutions;
3. Coordinate the activities of the committees;
4. Preside at executive committee meetings;
5. Be an ex-officio voting member of all committees;
6. Carry or cause to have carried out all duties prescribed by these General Operating Rules and state law;
7. Oversee the general management of the commission;
8. Act as its authorized agent, executing on behalf of the commission all vouchers, invoices, requisitions, and other fiscal documents in accord with the budget as appropriated by the legislature and approved by the commission;
9. Act as its authorized agent, executing on behalf of the commission all personnel documents as directed by the commission; and
10. Appoint committee chairpersons and members, and liaisons to other boards, with the advice and consent of the commission at the annual meeting.

D. Commission Vice Chairperson shall:

1. Assume all the duties of the chairperson, in accord with the state laws, whenever the chairperson is unable to perform them;
2. Be the authorized agent for all fiscal documents relating to the reimbursement of expenses of the chairperson; and
3. Assume other duties that the commission may assign.

E. Committee Chairperson shall:

1. Be the presiding officer of the committee;
2. Observe and report to the commission upon the execution of its orders and resolutions and status of committee activities;
3. Carry or cause to have carried out all duties prescribed by the General Operating Rules and state law; and
4. Represent the Committee at Executive Committee and Commission meetings

F. Committee Vice Chairperson shall:

1. Assume all the duties of the chairperson, in accord with the General Operating Rules, whenever the chairperson is unable to perform them;
2. Assume other duties that the commission may assign; and
3. Represent the Committee at Executive Committee and Commission meetings.

G. Commission Staff shall:

1. Notify the members of their meetings;
2. Provide the committee with options and advice on matters pending before them
3. Keep the minutes of all committee meetings and record the actions taken at each meeting; and
4. Implement the orders and resolutions of the commission and its committees.

H. Commission Liaisons represent the Commission on:

1. Present the Commission’s concerns on pending business; and
2. Inform the Commission on that board’s activities

I. Commission Fellows

Assist one of the committees and, through individualized learning experiences, become familiar with procedures used to design and implement disability policy.

J. Volunteer Mediators

Assist parties who voluntarily chose to utilize that service to resolve allegations of discrimination on the

basis of disability.		
Developing Committee Objectives & Performance Measurements	Committee Chairs, Members, & Staff	40 min.
Broke into committees to: • Review the FY 2008 Committee's Objectives and Results • Revise the Committee's Objectives for FY 2009 & FY 2010 • Revise the Committee's Performance Measurements for FY 2009 & FY 2010		
Break		10 min.
Updating the Commission Goals and Structure, to meet new challenges	John MacDonald, Chairperson	45 min.
Review the FY 2008 Commission's Goals and revise for FY 09 & 10: • To ensure full participation in all aspects of society for people with disabilities and • To expand economic opportunities for people with disabilities Review and Revise the Commission's Structure (See Organization Chart on next page):		
Adjournment	6:30 PM	

Key to chart

Volunteers

Employees

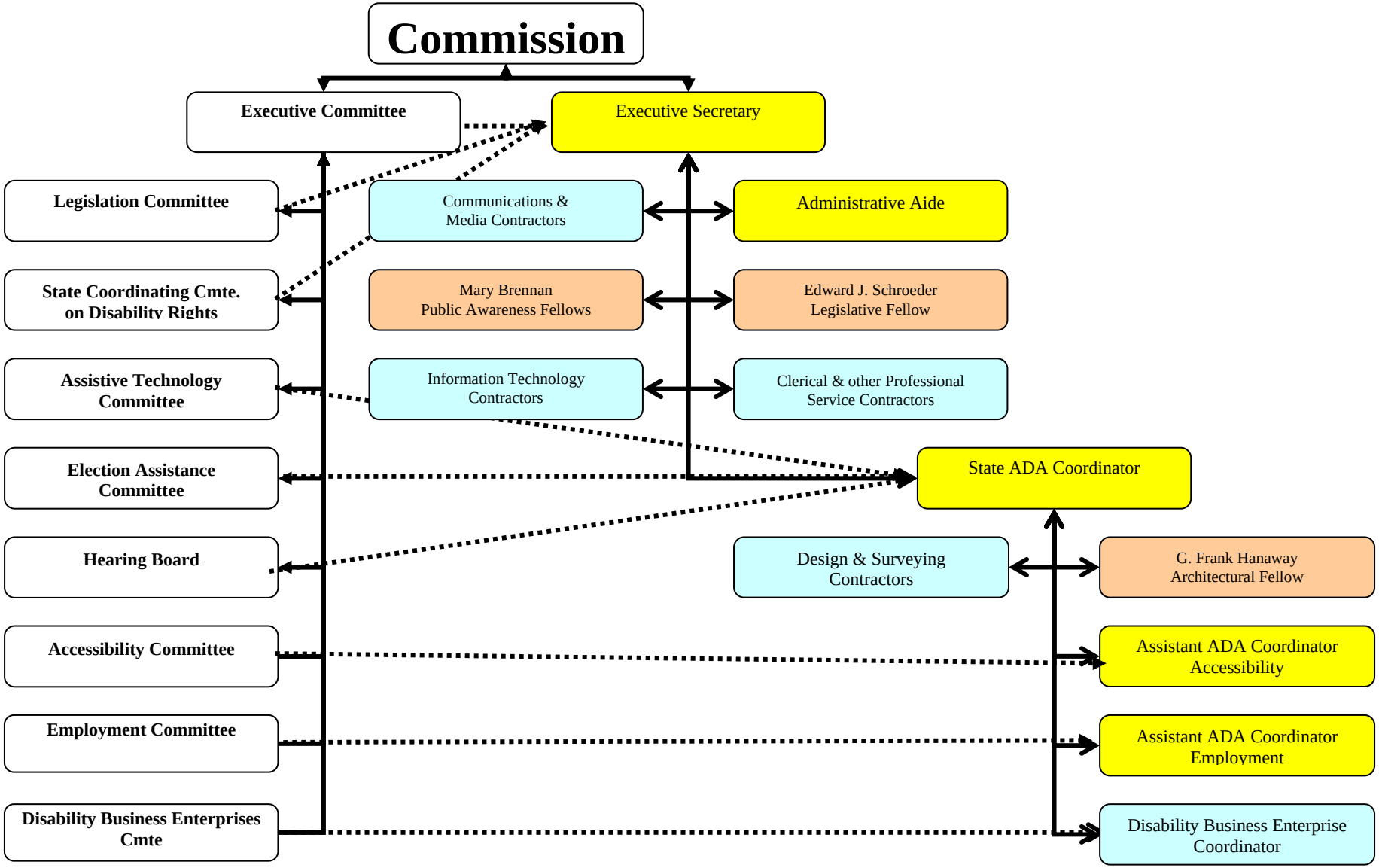
Contractors

Fellows

Supervision:

Direct Supervision ⟷

Policy Direction and Oversight ⇢


Commission
Executive Committee
Executive Secretary
Legislation Committee
Communications & Media Contractors
Administrative Aide
State Coordinating Cmte. on Disability Rights
Mary Brennan Public Awareness Fellows
Edward J. Schroeder Legislative Fellow
Assistive Technology Committee
Information Technology Contractors
Clerical & other Professional Service Contractors
Election Assistance Committee
State ADA Coordinator
Hearing Board
Design & Surveying Contractors
G. Frank Hanaway Architectural Fellow
Accessibility Committee
Assistant ADA Coordinator Accessibility
Employment Committee
Assistant ADA Coordinator Employment
Disability Business Enterprises Cmte
Disability Business Enterprise Coordinator