



# Governor's Commission on Disabilities Accessibility Committee Minutes Monday, August 25, 2014 2:00 - 3:00 PM

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**Attendees:** Ron McMinn (Committee Chair); Carmen Boucher; Paul DePace; Arthur Plitt; Colleen Polselli; Jack Ringland; Barbara Henry & Harvey Salvas

**Guests:**

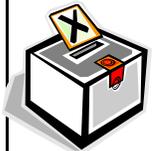
**Staff:** Christopher DeGrave & Bob Cooper



**2:00 Call to Order and Acceptance of the Minutes:** *Ronald McMinn, Chair*

Chair calls the meeting to order at 2:02pm

- Introductions of committee members and guests
- Revision/ Approval/ Acceptance of Minutes
- Recommendation & appointment of new committee member



**MOTION: To accept the minutes of the previous meeting as presented.**

**Motion by: Jack Ringland**

**Seconded by: Arthur Plitt**

**Vote Results: (7)- Vote Approval / (1) Vote Abstention**

**Motion Approved**

**Chairperson McMinn- Nominates new committee member, Ms. Barbara Henry to the committee. Welcome aboard!!!!**

## Action Items:



**2:05 Review of the 2014 Activities:** *Ron McMinn, Chairperson*

**Purpose/Goal: To review the FY 2014 activities, what worked, what did not?**

Status of Accessibility Renovations Projects at the end of FY 2014.

Facility	Status	Amount
URI Building 53A Tootell Gymnasium (Student Athletic Development Center) -	Completed & paid	\$258,430
URI Meade Stadiums - handrail modification	Completed & paid	\$18,400
URI Building 84 Roosevelt Hall	Completed & paid	\$8,000
URI Fire Safety Design	In progress, invoiced	\$4,920
RIC Interior Accessibility Survey	In progress, invoiced	\$29,266
National Guard Design	Completed & invoiced	\$1,170
<b>Total Paid and/or Invoiced</b>		<b>\$326,275</b>
Amount remaining of FY 2014 Budget (Use or Lose)		\$223,725

	<b>2:15 The Accessibility Committee's FY 2015/16 Strategic Plan, Bob Cooper</b>
	<b>Purpose/Goal: To set priorities, coordinate and align resources and actions with mission, vision and strategy throughout the organization and among your teams.</b>



*STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS*  
**DEPARTMENT OF ADMINISTRATION**

**OFFICE of MANAGEMENT & BUDGET**  
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Office: (401) 222-2280  
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TO: Department Directors  
 FROM: Peter Marino, Director Office of Management and Budget  
 DATE: June 16, 2014  
 SUBJECT: Overview of Agency Submission Requirements for FY 2016 Budget Cycle

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As part of the state FY 2016 budget cycle, the Office of Management and Budget (OMB) will require six items for submission on a tiered schedule. Instructions for capital budget submissions have already been sent to the agencies. Guidance documents for each of the five remaining requirements will be provided to assist agencies in completing these tasks. This memorandum outlines each requirement and the timeline for submission to provide advance notice so that you may plan and allocate staff resources accordingly. In addition, strategic planning guidance documents are attached to this memorandum.

**Submission Requirements**

1. Strategic Plan: As outlined in the FY 2015 budget instructions, each agency is required to submit a strategic plan with its FY 2016 budget submission. This strategic plan should be used to inform your agency's budget and performance measures for the coming fiscal year. Agencies that submitted plans last year should update that plan in its FY 2016 budget submission. OMB staffs are available to provide assistance to agencies in developing strategic plans. These strategic plans will also be central to transition discussions for newly elected officials.

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**Strategic Planning**

Strategic planning is a process to set priorities and ensure that your team is working towards common goals. Strategic planning helps teams implement course corrections in response to a changing environment and serves as an ongoing communication process to guide your team. The strategic plan is a tool to coordinate and align resources and actions with mission, vision and strategy throughout the organization and among your teams. It is critical that the strategic plan is coupled with performance measures to monitor outcomes and determine the gap between actual and targeted performance. The strategic plan is also valuable to employee orientation.

We spend a disproportionate amount of our time with daily tasks and the need to attack the crisis of the day. It is difficult to pull away from resolving our daily challenges to invest in thinking about what your organization wants to accomplish and continuously review progress. Keep in mind that the true benefit of a strategic planning process is embedded in the process itself rather than the “final product” or document. It is an ongoing, learning experience, hopefully better informing your direction as you go. There are several different ways to develop and implement strategic plans, so developing one that meets your organization’s needs depends on your organization’s structure, culture and resources.

The key to strategic planning is to begin. The following outlines one model that may suit your needs, but one should feel free to adjust as needed. An example is attached.

1. Establish a **vision statement** that describes what your organization aspires to be.
2. Develop the **mission statement** that represents the purpose of your organization, describing the core services and the stakeholders served.
3. Identify 3 – 5 **key goals** to realize your mission and your vision. These are specific, attainable, and quantifiable statements about what your organization needs to accomplish or address. The goals can be organized around the current and/or major issues facing the organization.
4. Identify **strategies and objectives** to reach your goals. These strategies recognize internal and external influences, barriers, and opportunities to effectuate the goals.
5. Develop **action plans** to implement the strategies. These are specific steps to implement your organization’s strategies. Action plans should be more precise and measurable as to whether they are achieved or not.
6. Establish **responsibilities and timelines** for each action to ensure accountability and evaluation.
7. **Monitor implementation and measure progress** towards achieving the goals of the Strategic Plan. Develop performance measures and review progress on a regular basis. Most importantly, update the plan as needed – this is an ongoing, living plan. It needs constant refinement and course corrections. If it becomes static or dated, it loses value. Strategic planning should be updated at least annually and submitted as part of the budget process.

	<p>The Commission’s <b>FY 2014/15 Budget Request</b> included a Program Narrative Information, below are the overall objective/mission:          The Commission’s objective/mission is to ensure “that people with disabilities are afforded the opportunities to exercise all the rights and responsibilities accorded to citizens of this state” {RIGL 42-51-6(1)} and each person with a disability is able “to accomplish the maximum potential in independence, human development, productivity and self-sufficiency” {RIGL 42-51-6(2)}-</p> <p><b>Program Explanation:</b>          The Commission has five (5) performance management “programs”:</p> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p><b>2) Protecting the rights of individuals with disabilities</b></p> <p><u>Objective:</u> To ensure that every person with a disability has opportunities that are equal to those of every citizen of this state.</p> <p><u>Strategy:</u> Provide technical assistance to public and private agencies, businesses, and citizens in complying with federal and state laws protecting the rights of individuals with disabilities:</p> <ul style="list-style-type: none"> <li>➤ Offer training designed to encourage the voluntary compliance with laws protecting the rights of individuals with disabilities;</li> <li>➤ Reach out to and disseminate information on the rights of people with disabilities to: emergency management personnel, youth (college students</li> </ul> </div> </div>
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	<p>under age 30), older workers, veterans and people with disabilities from multi-cultural communities;</p> <ul style="list-style-type: none"> <li>➤ Conduct disability accessibility surveys and provide advice on how to overcome any barriers to identified;</li> <li>➤ Coordinate the state government’s compliance with federal and state disability rights laws; <ul style="list-style-type: none"> <li>➤ Issue guidelines, directives, or instructions that are necessary to effectuate compliance with federal and state laws protecting the rights of individuals with disabilities;</li> <li>➤ Establish a grievance procedure to promptly and equitably resolve complaints of noncompliance with federal and state laws protecting the rights of individuals with disabilities involving state agencies, including the power to investigate possible discrimination and eliminate unlawful practices by informal methods of conference, conciliation, and persuasion;</li> <li>➤ Initiate complaints against any state agency that willfully fails to comply with federal and state laws protecting the rights of individuals with disabilities to the appropriate state or federal agency; and</li> <li>➤ Develop, make periodic revisions to, and oversee the implementation of a transition plan for the removal of environmental and communication barriers in state-owned facilities {RIGL 42-51-9(4)}.</li> </ul> </li> <li>➤ Investigate disability discrimination complaints involving physical barriers at public or private facilities;</li> <li>➤ Offer mediation to assist parties who voluntarily chose to utilize that service to resolve allegations of discrimination on the basis of disability; and</li> <li>➤ Conduct hearings on disability discrimination complaints that may be caused by the physical inaccessibility of buildings and structures that were not resolved voluntarily. <ul style="list-style-type: none"> <li>➤ Make findings of fact and</li> <li>➤ If it determines violations of the civil rights of individuals with disabilities was caused by the physical inaccessibility of buildings and structures, issue cease and desist orders {RIGL 42-87-5(b)}.</li> </ul> </li> </ul> <p><b>Achievements:</b> The Commission is the state affiliate to the New England ADA Center. Working with the Center the Commission:</p> <ul style="list-style-type: none"> <li>• Conducted training for 1,498 people;</li> <li>• Provided technical assistance to 1,181 businesses, persons with disabilities, and public and nonprofit agencies; and</li> <li>• Participated in 65 ADA Public Awareness events.</li> </ul> <p>The Commission also received 17 disability discrimination complaints allegedly caused by the physical inaccessibility of a facility. Fifteen of those complaints were resolved voluntarily with technical advice from the Commission’s staff.</p>
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	<p><b>MOTION: To recommend the Commission Adopt the following Accessibility Committee’s Strategic Plan as edited/ revised:</b></p> <ol style="list-style-type: none"> <li>1. Vision Statement: *** Vision &amp; Mission statements to be edited and determined at the Commission level.</li> <li>2. Mission Statement: The Commission’s mission is to ensure “that people with disabilities are afforded the opportunities to exercise all the rights and responsibilities accorded to citizens of this state” {RIGL 42-51-6(1)} and each person with a disability is able “to accomplish the maximum potential in independence, human development, productivity and self-sufficiency” {RIGL 42-51-6(2)}-</li> <li>3. The Accessibility Committee’s Goal is to ensure that every person with a</li> </ol>
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disability has opportunities that are equal to those of every citizen of this state.

4. The Accessibility Committee's Strategies and Objectives are to:

- Provide technical assistance
- Conduct pre-build design & plan review
- Investigate complaints (including mediation or hearing processes)
- Utilize capital project funds to eliminate accessibility barriers statewide (consistently update & prioritize the project list as the committee deems necessary)
- Administer trainings statewide in topics such as architectural/ design regulation, disability awareness, reasonable accommodations, emergency preparedness and realtor etiquette.

5. The Accessibility Committee's Action Plans, Responsibilities and (Timelines):

Provide technical assistance to public and private agencies, businesses, and citizens in complying with federal and state laws protecting the rights of individuals with disabilities:

- (A) Offer training designed to encourage the voluntary compliance with laws protecting the rights of individuals with disabilities;
- (B) Reach out to and disseminate information on the rights of people with disabilities to: emergency management personnel, youth (college students under age 30), older workers, veterans and people with disabilities from multi-cultural communities;
- (C) Conduct disability accessibility surveys and provide advice on how to overcome any barriers to identified;
- (D) Coordinate the state government's compliance with federal and state disability rights laws;
- (E) Issue guidelines, directives, or instructions that are necessary to effectuate compliance with federal and state laws protecting the rights of individuals with disabilities;
- (F) Establish a grievance procedure to promptly and equitably resolve complaints of noncompliance with federal and state laws protecting the rights of individuals with disabilities involving state agencies, including the power to investigate possible discrimination and eliminate unlawful practices by informal methods of conference, conciliation, and persuasion;
- (G) Initiate complaints against any state agency that willfully fails to comply with federal and state laws protecting the rights of individuals with disabilities to the appropriate state or federal agency; and
- (H) Develop, make periodic revisions to, and oversee the implementation of a transition plan for the removal of the over 70 million dollars of structural, environmental and communication barriers in state-owned facilities (RIGL 42-51-9(4)).
- (I) Investigate disability discrimination complaints involving physical barriers at public or private facilities;
- (J) Offer mediation to assist parties who voluntarily chose to utilize that service to resolve allegations of discrimination on the basis of disability

6. Monitor Implementation and Measure Progress

**Measure Number:** 2 Law and Regulation Voluntary Compliance

**Measure:** This measure reflects the Commission's activities to foster voluntary compliance with Federal and State disability rights laws and regulations. The figures below represent the percentage of accessibility complaints resolved prior to hearing.

Performance <sup>1</sup>	2011	2012	2013	2014	2015	2016
Actual	76%	83%	68%	??%	--	--
Target	100%	NA	100%	NA	100%	??%

<sup>1</sup> Performance data and targets are provided by State fiscal year.

Motion by: Harvey Salvas  
Seconded by: Jack Ringland  
Vote Results: Vote Unanimous for Approval  
Motion Approved

*2:55 Agenda for the Next Meeting: Ron McMinn, Chair*



**Purpose/Goal: To set the agenda for the next meeting.**

Discussion: The Accessibility Committee meeting in 2014 will be on the 4<sup>th</sup> Monday 2 - 3 PM: **October 27<sup>th</sup> @ 2pm.**

Next Meeting- School Accessibility Presentation by Steven \*\*\*

*3:00 Adjournment, Ron McMinn, Chair*



**Motion to adjourn the meeting at 3:21pm.**  
Motion by: Jack Ringland  
Seconded by: Arthur Plitt  
**Vote unanimous for meeting adjournment**