



**Governor's Commission on Disabilities
Election Assistance Committee Minutes
Thursday, August 21, 2014 2:00 - 3:30 PM**

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Attendees: Rory Carmody (Chairperson); Kate Bowden; Regina Connor;



Guests:

Staff: Bob Cooper, Christine Rancourt-Bruzzi, Christopher DeGrave



2:00 Call to Order and Acceptance of the Minutes, Rory Carmody, Chair

Chair calls the meeting to order at 2:15pm
Introductions of Committee Members



MOTION: To accept the minutes of the previous meeting as presented.
Motion by: Regina Connor
Seconded: Kate Bowden
Vote Unanimous for Approval

Action Items:

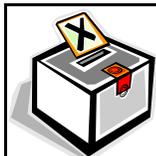


2:05 Review of the 2014 Activities, Rory Carmody, Chair

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

The staff has conducted polling place accessibility surveys in the 500+ polling places and several alternative sites. The municipal boards of canvassers received the survey results and a request for proposals for renovating municipally owned polling places to remove barriers to voting. ***** See attached spreadsheet for updated budget details*****

- **6 projects currently completed & fully reimbursed.**
- **21 projects underway**
- **Current projection is potentially over budget analyzing project goals from last election.**
- **“Other budgeted expenses” list must be edited to reflect available HAVA funds.**
- **Several expenses previously identified as potential expenditures modified to grant application for reimbursement to the City of Providence.**
- **City of Providence Grant Submittal Reviewed- Grant can only be utilized for municipal owned facilities/ infrastructure repair. Full application submitted on 8/21/14.**



(A) Motion to approve City of Providence grant reimbursement request not to exceed \$68,480.76 for accessibility modifications to municipally owned facilities/ infrastructure and ramp devices at polling places.

**Motion by: Regina Connor
 Seconded: Kate Bowden
 Vote for approval- Unanimous**

(B) Motion to approve the amended HAVA budget reflecting the revisions/ modifications made by the committee. **See spreadsheet attached******

**Motion by: Regina Connor
 Seconded: Kate Bowden
 Vote for approval- Unanimous**

2:15 The Election Assistance Committee's FY 2015/16 Strategic Plan, Bob Cooper



Purpose/Goal: To set priorities, coordinate and align resources and actions with mission, vision and strategy throughout the organization and among your teams.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

OFFICE of MANAGEMENT & BUDGET
 One Capitol Hill
 Providence, RI 02908-5890

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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

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 FY 2014/15 Budget Request 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</p>
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development, productivity and self-sufficiency” {RIGL 42-51-6(2)}-

Program Explanation:

The Commission has five (5) performance management “programs”:



3) Protecting the Voting Rights of Individuals with Disabilities

Objective: To ensure citizens with disabilities are able to cast her/his vote independently and with privacy.

Strategy: The Commission is the state’s sole designated recipient of the US Department of Human Services - **Help America Vote Act (HAVA)**

Election Assistance for Individuals with Disabilities State Grants.

These funds may only be used for the following activities:

- “Making polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with the full range of disabilities;
- Providing the same opportunity for access and participation, including privacy and independence, to individuals with the full range of disabilities as for other voters;
- Training election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with the full range of disabilities in elections for Federal office; and
- Providing individuals with the full range of disabilities with information about the accessibility of polling places.”

Achievements: Highlights from the 2012 Election Day access surveys of polling places

All 453 polling places open on Election Day were surveyed for access barriers to voting during voting hours;

One hundred and forty-four polling places had at least one barrier:

- ✓ Eighty of the barriers could be overcome with better signage (identifying the disability parking spaces to be used on Election Day, clearly marking the accessible path from parking/sidewalk to the accessible entrance).
- ✓ Thirty-seven polling places would need exterior renovations to create an accessible path into the polling place.
- ✓ Only 12 polling places had barriers within the building, moving furniture, signage or changing rooms will address most.
- ✓ Simply improving the guidance on the placement of the Automark¹ to ensure privacy will solve problems at 13 polling places.
- ✓ Ten Automark machines were out-of-service for part of Election Day.

MOTION: To recommend the Commission Adopt the following Election Assistance Committee’s Strategic Plan as edited:

1. Vision Statement

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)}-

3. The Election Assistance Committee’s Goal: Promoting the same opportunity for electoral access and participation,



¹ Electronic voting machine that read the ballot allowing voters with reading impairments to vote independently.

including privacy and independence, to individuals with the full range of disabilities as for other voters.

4. The Election Assistance Committee’s Strategies and Objectives are to:

- Utilize the remaining HAVA funding for:
 - a. “Making polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with the full range of disabilities;
 - b. Providing the same opportunity for access and participation, including privacy and independence, to individuals with the full range of disabilities as for other voters;
 - c. Training election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with the full range of disabilities in elections for Federal office; and
 - d. Providing individuals with the full range of disabilities with information about the accessibility of polling places.”

5. Monitor Implementation and Measure Progress

Measure Number: 3 Accessible Elections: Barrier Free Voting

Measure: This measure reflects the Commission’s activities to ensure voters with disabilities are able to cast their vote independently, in secret, and at the same polling location as their neighbors. The figures below represent the percentage of polling locations open on election day(s) that were barrier free (to citizens with disabilities).

Strategic goal for 100% polling-place access/ ZERO barriers for the 2015 fiscal year.

Performance ²	2011	2012	2013	2014	2015	2016
Actual	76%	83%	68%	??%	--	--
Target	100%	NA	100%	NA	100%	??%

Motion by: Regina Connor
Seconded: Kate Bowden
Vote for approval- Unanimous

3:15 Agenda for the Next Meeting, Rory Carmody, Chair



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

Discussion:

- The Election Assistance Committee meetings in 2014 will be on the 3rd Thursday 2 – 30 PM: 09/18th; and 11/20th.
- Committee recommends making a motion to allow staff to implement voter

² Performance data and targets are provided by State fiscal year.

	<p>outreach mailing & polling place surveyor plan & expenditure of funds.</p>
	<p>The September 18th agenda should include: -Primary Election Re-Cap</p> <p>Motion for staff implementation of voter outreach mailing and the arrangement of an election day polling place surveyor plan as well as authorization of funds expenditure.</p> <p>Motion by: Kate Bowden Seconded by: Regina Connor Vote for approval- Unanimous</p>
	<p>3:30 Adjournment, Rory Carmody</p> <p>Motion to adjourn the meeting.</p> <p>Motion by: Regina Connor Seconded by: Kate Bowden Vote for approval- Unanimous</p>