

Retreat Planning Subcommittee

Tuesday May 23, 2006 2:30 PM to 3:30 PM

Governor's Commission on Disabilities

John O. Pastore Center (Formerly the Howard Center)

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Secretary: Bob Cooper
Attendees: Paul Choquette (Chair); Judi Drew; Vicki Ferrara; & Bill Nieranowski
Excused: Rosemary Carmody

Minutes

2:30 PM Call to Order **Paul Choquette, Chair**

Discussion: Call to order at 2:30 PM.

2:35 PM Planning the Orientation and Retreat Session **Paul Choquette**

GCD Survey

Surveys were mailed on April 19th (with stamped return mailed envelopes to:

24 – Commissioners	8 – Staff
8 – Accessibility Cmte.	15 – 50 th Anniversary Planning Cmte.
8 – Disability Business Enterprise Cmte.	7 – Hearing Board Members
4 – Disability Parking Cmte.	9 – Information & Assistive Technology Cmte.
12 – Election Assistance Cmte.	19 – Legislation Cmte.
11 – Employment Cmte.	29 – State Coordinating Cmte. on Disability Rights
10 – Executive Cmte.	2 + producer – ABLE TOO
4 Mediators	Grand Total (Unduplicated Count): 89

Discussion: Over 30 surveys were returned. To increase the response from staff, JD will phone each of the staff and ask them to complete the survey. A complete review of the survey results will be presented at the next meeting.

Orientation Sessions:

Members reviewed the discussion from the April 17th Executive Committee Meeting:

- Members discussed the need to include up to an hour each day for questions, answers, and interactions.
- The Retreat should include a look at the statutory responsibilities and determine

what can be realistically accomplished.

- A pre-survey of goals to be accomplished and post-survey on what has been accomplished. BN will word a sample pre & post survey.
- Invite to the orientation only commissioners and staff.
- The commissioner, committee member, staff and volunteer surveys will be returned to Commission by May 15th in care of Judith Drew.

1st day: Orientation To Responsibilities

▪ DOA Lawyer to discuss Commissioners responsibilities (as employers, etc.)	½ hr
▪ Ethics Commission Trainer	½ hr
▪ BREAK & Power Point Commission History	½ hr
▪ Open Meetings Law / Public Records Law	¼ hr
▪ Functions of the Commission meetings	¼ hr
▪ Functions of Committees, commissioners, staff , fellows & volunteers	¼ - ½ hr
Time for Questions and Answers (spread throughout the session)	
	3 ½ hrs

2nd day: Interactions of Commissioners, Committee Members, Staff & Volunteers

▪ The responsibilities of: <i>Staff, Committee chairs, liaisons, Cable TV producer, & a mediator each example of a project or task that they (or their committee) are currently working on or have recently completed</i>	
▪ Commission staff, 7 @ 5 minutes	½ hr
▪ Committees, 11 @ 5 minutes	1 hr
▪ Liaisons 15 @ 2 minutes	½ hr
BREAK	¼ hr
▪ Cable TV (including sample video)	12 minutes
▪ Mediators	3 minutes
Time for questions and answers (spread throughout the sessions)	
▪ Exercise (for everyone) <i>Think of how your personal involvement with the GCD and/or the tasks your committee undertakes allows the GCD to achieve the following:</i>	1 hr
➤ <i>Advocates on behalf of People with Disabilities;</i>	
➤ <i>Expand economic opportunities for businesses owned by or employing people with disabilities;</i>	
➤ <i>Increase the general awareness of the rights and concerns of individuals with disabilities and their families; and</i>	
➤ <i>Ensures that people with disabilities have access to their government</i>	
	3 ½ hrs

Discussion: Orientation can't be a "one-shot" activity, it needs to be developed so it can be ongoing: a notebook "orientation guides" for commissioners & committee members should be available and on-line version. A similar guide should be created for staff with members' bios, contact information, procedures, etc.
The Committee chairs need to conduct orientation to their committees each year (following the Annual Meeting):

- what the Operational Plan “goals/objectives” for the committee is,
- what was accomplished in the past year, in addition to
- the election of the committee’s vice chairperson.

Items from the proposed orientation sessions’ agenda (above) might be covered by

1. Presentations at regular Commission meetings:
 - a) Commissioners’ responsibilities & liabilities – DOA Lawyer (as employers, etc.)
 - b) Ethics Law – Ethics’ Commission Trainer and
 - c) Open Meetings Law & Public Records Law
2. By distributing a Members’ Guide prior to the orientation sessions.

There should be time between the orientation session(s) and the (strategic planning) retreat. The staff configuration for FY 07 should not wait for the orientation/retreat, nor should the FY 08 Budget Request & Operational Plan for FY 07 & 08.

Rather than rush the orientation/retreat, it would be better to delay the orientation sessions until after the September Annual Meeting and have the strategic planning retreat (focusing on FY 09 [July 1, 2007] and beyond) in mid October.

It would be better if they are in the late afternoon meetings with the staff required to attend.

At the next meeting the agenda items will be tightened up.

MOTION: To recommend the orientation in mid September, and strategic planning retreat in October (invite a member of the Governor’s Policy Office) – the DOA Lawyer to July Commission meeting responsibilities and liabilities of Commissioners. BN/VF passed unanimously.

3:45 PM Announcements & Scheduling Meetings **Paul Choquette**

Discussion: The next Retreat Planning Subcommittee will meet on 6/5/06 at 3 PM.

Adjournment at: 4:22 PM