

# Retreat Planning Subcommittee

Wednesday June 21, 2006 3 PM to 4 PM  
Governor's Commission on Disabilities

John O. Pastore Center (Formerly the Howard Center)

41 Cherry Dale Court

Cranston, RI 02920

(voice) 401-462-0100 (tty) 462-0101 (fax) 462-0106

(e-mail) [disabilities@gcd.ri.gov](mailto:disabilities@gcd.ri.gov)

(website) [www.disabilities.ri.gov](http://www.disabilities.ri.gov)



**Secretary:** Bob Cooper

**Attendees:** Paul Choquette (Chair); Vicki Ferrara; & Bill Nieranowski

**Excused:** Rosemary Carmody & Judi Drew

## Minutes

**3:00 PM Call to Order**

**Paul Choquette, Chair**

Discussion: Call to order at 3:25 PM.

MOTION: To approve the minutes of the June 5<sup>th</sup> meeting as presented BN/VF passed unanimously

**3:05 PM April Commission Survey Results**

**Judith Drew**

Discussion: Tabled until the next meeting

**3:20 PM Draft Commissioners' Self Evaluation**

**Bill Nieranowski**

Commissioner's Self Evaluation Form 2006

Purpose: The Governor's Commission of Disabilities (GCD), in an effort to more fully integrate all Commissioners into the work of the Commission We have created a voluntary self-evaluation form to aid Commissioners in determining their involvement with advancing the Commissions goals and initiatives. We ask that all Commissioners use the evaluation form to assess their contributions and establish future goals for themselves.

### Committee work

1. Accessibility
  - a) Committee officer
  - b) Member in good standing
  - c) Attended meetings
  - d) Assist in development of committee goals
  - e) List of committee tasks
2. Disability Business Enterprise
  - a) Committee officer
  - b) Member in good standing
  - c) Attended meetings
  - d) Assist in development of committee goals
  - e) List of committee tasks
3. Disability Parking

- a) Committee officer
  - b) Member in good standing
  - c) Attended meetings
  - d) Assist in development of committee goals
  - e) List of committee tasks
4. Election Assistance Committee
    - a) Committee officer
    - b) Member in good standing
    - c) Attended meetings
    - d) Assist in development of committee goals
    - e) List of committee tasks
5. Employment
    - a) Committee officer
    - b) Member in good standing
    - c) Attended meetings
    - d) Assist in development of committee goals
    - e) List of committee tasks
6. Hearing Board
    - a) Committee officer
    - b) Member in good standing
    - c) Attended meetings
    - d) Assist in development of committee goals
    - e) List of committee tasks
7. Information and Assistive Technology
    - a) Committee officer
    - b) Member in good standing
    - c) Attended meetings
    - d) Assist in development of committee goals
    - e) List of committee tasks
8. Legislation
    - a) Committee officer
    - b) Member in good standing
    - c) Attended Meetings
    - d) Testified in support of legislation
    - e) Wrote letter of support
    - f) Reviewed legislation drafts
    - g) Assist in development of committee goals
9. State Coordination Committee on Disability Rights
    - a) Committee officer
    - b) Member in good standing
    - c) Attended meetings
    - d) Assist in development of ADA training
    - e) Identifying training resources (both presenters & funding)
    - f) Assist in publicizing training opportunities
    - g) Assist in development of committee goals
10. 50<sup>th</sup> Anniversary Planning Committee
    - a) Committee officer
    - b) Member in good standing
    - c) Attended meetings

- d) Plan individual events
- e) Assist in obtaining funding & sponsors

11. Executive

- a) Committee officer
- b) Member in good standing (60% attendance)
- c) Attended meetings
- d) Participating in personnel matters

General Commissioner Responsibilities

- Member in good standing
- Public Forum representative
- Participated in Intern hiring
- Assisted with developing goals
- Assisted with developing annual budget
- Lobbied for GCD programs and initiatives

Serve as the Commission's official designee and regularly report back to the Commission:

1. American Association of People with Disabilities – Disability Vote Project & RI Disability Vote Project
2. Civil Rights Roundtable
3. Emergency Management Advisory Council [RIGL 30-15-6]
4. John O. Pastore Center Advisory Committee
5. National Association of Governors' Committees on People with Disabilities & US Department of Labor's Office of Disability Employment Policy
6. National Organization on Disability (Gubernatorial appointment)
7. New England ADA & Accessible IT Advisory Board
8. RI Department of Administration's Webmasters Committee
9. RI Department of Education's Comprehensive System of Personnel Development Advisory Committee
10. RI Department of Elderly Affairs' Health Care Resource Center Advisory Committee
11. RI Department of Elderly Affairs' Home and Community Care Advisory Committee
12. RI Department of Environmental Management's Parks & Trails Committee
13. RI Department of Human Services - Center for Adult Health's Consumer Advisory Committee
14. RI Housing Resource Commission's Policy Strategic Housing Planning Committee
15. RI Public Transit Authority's Accessible Transportation Advisory Committee
16. State Planning Council's Transportation Advisory Committee & Special Legislative Commission To Study Transit Services in RI
17. URI College of Pharmacy's Rhodes to Independence Steering Committee
18. Youth Leadership Forum & Mentoring Day Organizing Committee
19. Governor's Paratransit Task Force

Serve as the Commission's unofficial representative and regularly report back to the Commission:

1. RI Business Leadership Network
2. RI Department of Human Services – Office of Rehabilitation Services' State Rehabilitation Council
3. RI State Workforce Investment Board / Human Resource Investment Council

**Boards that are not active:**

1. RI Department of Administration's Information Resources Management Committee & Websites Standards Committee (dormant)
2. RI Department of Health's Arthritis State Plan Advisory Committee (only meets 1 a year)
3. RI Department of Labor and Training's Elevator Committee (dormant)
4. Voter registration advisory board [RIGL 17-9.1-31] (dormant)

Discussion: Committee Chairs added specific items relevant to their committees and Members discussed adding to committee members' duties to Assist in development of committee goals and liaison's duties regularly report back to the Commission on the activities of the boards they serve on. More feedback will be solicited from the chairs of the committees that haven't responded yet.

**3:35 PM Planning Member/Staff Orientation Paul Choquette**

<ul style="list-style-type: none"> <li>▪ Exercise (for everyone) &amp; use of the self-evaluation survey</li> </ul> <p><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></p> <ul style="list-style-type: none"> <li>➤ <i>Advocates on behalf of People with Disabilities;</i></li> <li>➤ <i>Expand economic opportunities for businesses owned by or employing people with disabilities;</i></li> <li>➤ <i>Increase the general awareness of the rights and concerns of individuals with disabilities and their families; and</i></li> <li>➤ <i>Ensures that people with disabilities have access to their government</i></li> </ul>	1 hr
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Discussion: Will be done in small groups, pre-assigned each containing 1 staff, 1 chair). There will be a report from each group

MOTION: To recommend the Executive Committee adopt the Orientation Schedule as follows:

Topic	Presenter	Time
<b>Orientation To Responsibilities</b>		
1. Power Point Commission History	Bob Cooper	¼ hr
2. Functions of the Commission meetings	Paul Choquette	¼ hr
3. Functions of commissioners, committees, staff , fellows & volunteers	John MacDonald	¼ hr
4. Time for Questions and Answers (spread throughout the session)		¼ hr
<b>Interactions of Commissioners, Committee Members, Staff &amp; Volunteers</b>		
<i>Highlight a project or task that the staff/committee is currently working on or have recently completed</i>		
5. Commission staff, 7 @ 4 minutes	<i>Staff</i>	½ hr
6. Committees, 11 @ 4 minutes	<i>Committee chairs</i>	1 hr
7. Dinner while viewing Cable TV (including sample video)	<i>Cable TV producer</i>	25 min.
8. Active Liaisons 15 @ 2 minutes	<i>liaisons</i>	½ hr
9. Mediators	<i>a mediator</i>	2 min.
10. Time for questions and answers (spread throughout the sessions)		¼ hr
11. Exercise (for everyone) & use of the self-evaluation		1 hr
Total Time		4 ¾ hr

BN/VF passed unanimously

**3:50 PM Commission's Generic Guide Contents and Order of Presentation Bob Cooper**

Discussion: Review the Potential Content & Order of Presentation:

Topic	# of pages
1. ____ Committee's Responsibilities	1 page
2. ____ Committee Related Laws & Regulations	Varies
3. General Procedures for Conducting Meetings	Less than 1
4. Commission's Objective	1 paragraph

5. Commission's Operations	Less than 1
6. Statutory Responsibility	½ page
7. Commissioner, Associate Member and Staff Conduct	1 page
a) Ethical Behavior	
b) Handling of Confidential Information	
c) Reimbursement	
d) Representing the Commission	
8. Committees and Boards	2 pages
9. A Guide to the RI Ethics Code	4 pages
a) How To Recuse	
i) What Is Recusal	
ii) Options	
iii) How To Recuse	
iv) Frequent Recusal	
v) Other Concerns	
b) Advisory Opinions	
c) How to Ask for an Advisory Opinion	
10. History of the Commission	31 pages
11. Contact Information (Staff and Committee Members)	2 pages

Chairperson's observations:

#### Commissioner's Guidebook Suggestions

1. Add a brief description of each Fellowship
2. Add names of staff to each Job Description
3. Add Contact Information of Commission Members after Staff Contact List (with Header "For Internal Commission Use Only"), may need to bring this up at next Commission meeting prior to Implementing.
4. Add a section called "Process of Commission Meetings" (I'm not wedded to that term). My thought is to detail how we expect Commission meetings to be run (i.e. Committees, staff etc. send in reports prior to the meeting which are distributed to Commissioners who are "expected" to read the reports prior to the meeting and ask any questions they feel the need to during the designated time in the Agenda, how we will deal with "Action Items" etc.)
5. Add a section on how to make motions, Roberts Rules, etc.

#### Committee Guidebook Suggestions

1. Add a section, "Chairperson's Responsibilities" which includes the need to do a yearly review of committee operations, work plan and goals with committee members and assigned staff person.

Staff will put the ideas together and sends out a genetic guide for the next meeting.

### **3:55 PM Announcements & Scheduling Meetings**

Discussion: August 2<sup>nd</sup> 3 PM

**Adjournment at:** 4 PM