



# Governor's Commission on Disabilities' Executive Committee

**Tuesday May 8, 2007 4 – 6 PM**

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

<b>Attendees:</b>	Paul Choquette (Chair); Regina Connor; Kate McCarthy-Barnett; Ronald McMinn; Bill Nieranowski; & Patricia Ryherd		
<b>Excused:</b>	John MacDonald (Vice Chair); Rosemary Carmody; Judi Drew; Binyamin Efreom; Timothy Flynn; Paul Grenon; & Orestes Monterey		
<b>Guest:</b>	Kate Bowden, RI Disability Law Center		
<b>----- Minutes -----</b>			
<b>Call to Order and Acceptance of the Minutes</b>	<b>Paul Choquette, Chairperson</b>	<b>5 min.</b>	
The Executive Secretary calls the meeting to order at: 4:00 pm			
Introductions:			
MOTION: To accept the minutes of the previous meeting as presented PR/RMcM passed unanimously			
<b>Action Items:</b>	<b>Discussion Leader:</b>	<b>Time:</b>	
<b>1. Interview and Selection of Fellows</b>	Bob Cooper	60 min.	
Interviews:			
4:15 James McGee of Pawtucket/URI			
<p><b>James McGee</b> 74 Sweet Ave. Pawtucket RI, 02861 (401) 368-1400 <a href="mailto:jmcgee@mail.uri.edu">jmcgee@mail.uri.edu</a></p>			
Goal: To serve a fellowship, preferably in a Rhode Island state office, where I can contribute my skills and build my experience.			
<b>Education</b>			
Bishop Feehan High School, Attleboro, MA graduated June, 2004			
<ul style="list-style-type: none"> <li>• Varsity Soccer: received varsity letter</li> <li>• National Science Honor Society</li> </ul>			
University of Rhode Island, Kingston, RI September 2004-present			

- Third year Political Science major
- 3.63 cumulative GPA, approximately 3.85 in major
- Pi Sigma Alpha honor society member

### **Work Experience**

September 2005-present: South Kingston Cares, South Kingston, RI

- Tutor
- Work as a tutor for elementary and junior high school aged students. Provide one on one help with students in the classroom and also work in an after school program helping the students with their homework.

January 2007-present: Congressman James Langevin's District Office, Warwick, RI

- Intern
- Work as an office assistant, drafting constituent letters, doing research, and assisting in planning and coordinating events

### **Volunteer Experience**

August 2006-November 2006: Sheldon Whitehouse for US Senate Campaign

- Campaign Volunteer
- -helped with voter contact, canvassing and telephone calls.

### **Life Experience Related to People with Disabilities**

Through my experience in the South Kingston Cares program I have had the opportunity to work with several elementary school aged children with disabilities in the classroom.

### **Narrative Statement**

I am interested in the Mary Brennan Fellowship for the summer of 2007. I am applying for this fellowship because I am interested in Rhode Island public disability policy. I am also interested in learning more about the responsibilities and activities of the Commission. The experience I would gain in this fellowship will be valuable in preparing for my future career.

I believe I would bring valuable skills and experience to the Commission. While serving an internship at Congressman Langevin's district office, I have had the opportunity to assist in researching and analyzing federal laws. I have also had the opportunity to respond to constituent concerns and questions by phone and mail. While working on this internship I have also become familiar with disability and public health policy concerns. I have also had the chance to work with Congressman Langevin's press secretary, assisting in drafting press releases and event planning.

Due to the skills and experience I have gained, I believe I have the ability to perform the duties of this fellowship. I have experience in drafting press releases and other public relations activities. I also have the basic computer skills necessary to assist in updating the Commission's website. The strong writing background I have gained from my course work at the University of Rhode Island will allow me to fulfill the various writing and editing duties that the fellowship entails.

The knowledge and experience I will gain from this fellowship will be valuable in pursuing my future career goals upon graduating. I expect to gain professional experience working in public policy as well as a better understanding of what it is like to work in a state office. I would use the skills from this fellowship to hopefully one day pursue a career in public policy and human service.

<p><b>JAMES R. LANGEVIN</b> 2nd DISTRICT, RHODE ISLAND</p> <p>COMMITTEE ON ARMED SERVICES PROJECTION FORCES</p> <p>TERRORISM, UNCONVENTIONAL THREATS AND CAPABILITIES</p> <p>COMMITTEE ON HOMELAND SECURITY PREVENTION OF NUCLEAR AND BIOLOGICAL ATTACK INTELLIGENCE, INFORMATION SHARING, AND TERRORISM RISK ASSESSMENT</p> <p>ECONOMIC SECURITY, INFRASTRUCTURE Protection AND CYBERSECURITY</p>	<p align="center"><b>Congress of the United States House of Representatives</b></p> <p align="center">Washington, DC 20515-3902 WASHINGTON OFFICE: 109 CANNON HOUSE OFFICE BUILDING WASHINGTON, DC 20515</p>	<p align="center">Washington Office 109 Cannon House Office Building Washington, DC 20515 TELEPHONE:(202) 225—2735 Fax: (202) 225—5976</p> <p align="center">DISTRICT OFFICE: THE SUMMIT SOUTH 300 CENTERVILLE ROAD, SUITE 200 WARWICK, RI 02886 TELEPHONE:(401) 732—9400 FAX: (401)737—2982</p> <p align="center"><a href="mailto:james.langevin@mail.house.gov">james.langevin@mail.house.gov</a> <a href="http://www.house.gov/langevin">www.house.gov/langevin</a></p>
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April 27, 2007

To Whom It May Concern:

I am pleased to provide this letter of recommendation for James McGee. Jim has successfully completed an internship in Congressman Langevin's District Office.

Jim is a personable young man, who fit into our office well. He welcomes new learning opportunities; takes pride in his work and will always raise his hand to assist with the most mundane of tasks. In his capacity as an intern, Jim has drafted correspondence to constituents as well as department directors and elected officials. He has attended press conferences, assisted in the organization of workshops, sat in on meeting with Congressman Langevin and his constituents, and participated in learning tours.

Given the opportunity, Jim will be a tremendous asset to any organization. Therefore, I would appreciate your serious consideration of Jim's application. Please feel free to contact me at 401-732-9400, if I can provide additional information on Jim's behalf. Thank you.

Sincerely,

Nancy Beattie  
Director of Constituent Services

4:30 Matthew Irving of North Providence/RIC

Matthew Irving  
18 Linwood Street  
North Providence, RI 02911  
Home Phone- (401)-353-8838  
E-mail Address- [mirving\\_3676@ric.edu](mailto:mirving_3676@ric.edu)

Education: Rhode Island College, Providence, RI  
Bachelor of Arts in Political Science! Public Administration  
Minors: Communications and Economics  
Cumulative GPA: 3.3 86  
Expected Graduation Date: May 2009

Computer Skills: Advanced Skills in: Microsoft Word, Excel. PowerPoint, Outlook Microsoft Windows (All Editions)

Current Relevant Coursework:  
Honors 264- Free Speech  
Introduction to Political Thought  
Women and Politics  
Principles of Macroeconomics

Relevant Coursework Completed:

Honors American Government  
Introduction to Computers  
Courts and Public Policy  
Principles of Microeconomics

Awards:

Secretary of State Matthew Brown Civic Leadership Award, 2005  
2005 Rhode Island LifeSmarts State Champion  
Rhode Island College Presidential Scholarship Recipient  
Rhode Island College General Honors Program Scholarship Recipient

Membership:

Rhode Island Honor Society National Honor Society  
Rhode Island College General Honors Program

Activities:

Fundraising for the Rhode Island Association for Cardiac Children 2003/04  
2005 Rhode Island LifeSmarts Participant  
2006 Rhode Island LifeSmarts Champion Team's Assistant Coach  
2006 National LifeSmarts Rhode Island State Team's Assistant Coach  
2005-2006 Rhode Island College Student Community Government Freshmen  
Representative  
*Open Books - Open Minds* Committee Member

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Matthew Irving

I am interested in the "Mary Brennan" Fellowship (Public Awareness). There are a few reasons that I am applying for this fellowship. The first of these reasons is experience. I am currently an undergraduate student at Rhode Island College, studying for a bachelor's degree in political science with a concentration in public administration, with minors in economics and communications. In order to properly prepare myself for a career utilizing these studies I would like to gain hands-on experience. While I know that the education is important, I also feel that there is no substitute for actually working with people in the field. Secondly, is that I would like to learn more about the field of disability rights and laws. This is an aspect of government that is frequently overlooked yet very important.

It is my opinion that I have several skills that would be helpful. Firstly, I am personally physically disabled and wheelchair bound. Due to this I have first-hand experience with the needs and difficulties of disabled people. As for skills, I am very good with computers. In addition, I am also familiar with many of the policies associated with the ADA.

From this fellowship I hope to gain experience that I will be able to apply to my career in public administration. As with any occupation, it is important to gain as much experience as possible before taking a "job" that you hope will one day become a career. This field is no exception.

As for my ability to perform the duties of the fellowship, I feel that I am capable of performing all of them. For the first duty, I have been on several committees throughout my college career. From these experiences I am confident in my ability to deal with the public. As for the second and forth duties, I have done work with updating a website for my high school while I was a student. In regards to the third duty, I have had experience in preparing packets of information for my high school's National Honor Society chapter. For the fifth duty, I am very aware of rules of confidentiality as I personally deal with them frequently.

# Rhode Island COLLEGE

Office of Academic Support  
and Information Services (OASIS)

April 27, 2007

To Whom It May Concern:

I am writing this letter of recommendation for Matthew J. Irving who is applying for the Mary Brennan Fellowship with the Rhode Island Governor's Commission on Disabilities. I have known Matthew since the summer before he began his studies at Rhode Island College which was in the fall of 2005. I have served as one of his advisors for all of that time period.

Matthew is a member of our General Education Honors program and is doing very well academically with a 3.38 GPA on a 4.0 scale. His major is Political Science with a concentration in Public Administration and he is also pursuing a minor in Economics. He is a Presidential Scholarship Recipient and a Rhode Island College General Education Honors Program Scholarship Recipient.

As well as being an excellent student, Matthew is an extremely hard working and capable individual. Throughout his time in high school he was very much involved in the academic life at North Providence High School, in State and local government, politics, and his church. Matthew has received numerous state and local awards for his work and his community involvement. During last year, his freshmen year, he was elected to represent his class on Student Community Government. He also served as a student representative on the OPEN BOOKS- OPEN MINDS Committee on campus.

Matthew possesses excellent communication skills and is well spoken. He easily establishes rapport with all types of individuals. He goes out of his way to be helpful to others. He is always prepared and is extremely conscientious. Matthew is mature way beyond his years and is serious minded. He is fair minded and strikes me as the type of individual who weighs all of the options before he acts and speaks. He will work very hard for all of those individuals who possess disabling conditions, as well as serve as an excellent role model to those who do not. As an individual with a progressive disabling condition, he knows first hand the kind of challenges that many with disabilities have to face on a daily basis. Yet he faces those challenges with grace and a marvelous positive spirit. He is an inspiration to those of us who think that a couple of aches and pains are big problems. Just to watch him negotiate the campus in a snow or rain storm would rip your heart out, or make most of us turn around and go home, yet he does so with a smile on his face, making the supreme effort to be in class and prepared for the day's tasks.

There is no doubt in my mind that Matthew Irving possesses the skills required to do a fine job as the Mary Brennan Fellow. He has had experience handling public relations issues and does so by his example every day of his life. I have confidence that Matthew will be the best candidate for this fellowship. I highly recommend him to you. I would rank Matthew in the top one per cent of all of the thousands of students I have interacted with in my almost thirty-three years in Higher Education. In my opinion, Matthew can handle any assignment well and with very little supervision. Matthew Irving is literally the most "able" person I have had the privilege of interacting with in many years. If additional information is required, please do not hesitate to contact me at 401-456-8083 or by e-mail at [dpassarelli@ric.edu](mailto:dpassarelli@ric.edu).

Sincerely,

Dolores A. Passarelli, Director  
Office of Academic Support and Information Services

Providence, RI 02908-1991  
(401) 456-8183  
TTY/TDD via RI Relay: 1 -800-745-5555

4:45 Kate Lukas Golbitz of East Providence/RIC

## **Kate Lukas Golbitz**

1935 C Village Green South, Riverside, RI 02915

[Kluk0020@yahoo.com](mailto:Kluk0020@yahoo.com)

(508) 272-7160

### **WORK EXPERIENCE:**

#### **Rhode Island College Disability Services, Providence, RI**

*Graduate Assistant, January 2007-Present*

.Engage in discourse with students diagnosed with various disabilities and assess clinical documentation to determine appropriate/reasonable classroom accommodations

- Assist in the preparation of accommodation-request letters for college professors
- Maintain accurate records and files of registered students' certified documentation

#### **LifeWatch E.A.P., Pawtucket, RI**

*Intern, September 2006-April 2007*

- Meet with clients to assist in the development and monitoring of treatment plan goals
- Discuss and/or practice coping skills with clients to deal with emotional control
- Perform phone assessments, focusing on the areas of risk factors and personal needs, to provide relevant referrals for callers
- Research topics of inquiry presented by callers and business clients
- Present cases at hi-weekly clinical group meetings

#### **Gateway Healthcare, Inc., Johnston, RI**

*Rehabilitation Specialist, August 2006-December 2006*

*Case Manager, January 2005-August 2006*

- Facilitated meetings with clients at their homes, in the community, or at the office to assist with medication and symptom monitoring, goal setting, and activity assessment

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## **Kate Lukas Golbitz**

### **WORK EXPERIENCE CONTINUED:**

#### **Riverview School, East Sandwich, MA**

*Dormitory Coordinator, Sept. 2002-July 2003/Sept. 2003-Oct. 2003*

*Permanent Substitute, February 2002-August 2002*

- Oversaw the safety/well-being of youths diagnosed with various learning disabilities
- Wrote daily, weekly, and monthly reports of students' progress within the dormitory
- Supervised and insured structure in the dorm, and during on and off campus activities
- Communicated effectively with students, teachers, staff, and parents
- Coached students in daily living skills (social behaviors, budgeting, chores, activities)
- Administered daily medications and assessed minor illness
- Provided support to *students* in crisis and de-escalated emotionally charged *situations*
- Initiated a choral activity with a final concert performance with fifteen students

### **EDUCATION AND TRAINING:**

**Master of Social Work, Rhode Island College, 2006-Anticipated Graduation, May 2008**

**B.A., University of Rhode Island, 2000, Kingston, RI; G.P.A. 3.88/4.0**

**Massachusetts Job Coach Training, 2003-2004**

**First Aid and CPR Certified, 2006**

**Certified Community Support Professional, 2006**, through the Rhode Island Council of Community Mental Health Organizations, Inc.

#### **Drug and Alcohol Treatment Association of Rhode Island Trainings, 2006:**

Group Counseling Skills; Group Facilitation Skills for Prevention; Substance Abuse Treatment and Family Therapy; Introduction to Substance Abuse Counseling

Kate Lukas Golbitz

1935 C Village Green South,

Riverside, RI 02915

(508) 272-7160

[Kluk0020@yahoo.com](mailto:Kluk0020@yahoo.com)

**Life Experience Related to People with Disabilities:**

In addition to my past experience working with individuals diagnosed with various disabilities (mental health, developmental, mobility related, behavioral, etc.) as documented in my resume, I have also had the past experience of working with a young child who suffered from Traumatic Brain Injury (TBI). In my senior year of college, I held a part-time internship whereas I provided respite care services to a child I will call Joe (not his real name). Joe was unable to walk unassisted, his verbal communication was limited; he used a communication board to allow him to converse with his family and others. While working with Joe, I had the opportunity to collaborate with Joe's teachers at school, his classmates and neighbors, his speech/language therapist, his occupational therapist, his mother, father and siblings. My experience working with Joe allowed me to gain much insight into how people respond (or don't respond) to people with disabilities. I saw and felt people stare; others averted their eyes, not knowing how to respond to difference.

**Narrative Statement:**

I am interested in being considered for the Mary Brennan (Public Awareness) Fellow summer position. I would like to be considered for this position because I feel that I have much experience, along with genuine interest and concern for the plight of persons living and dealing with disabilities. I know that I am able to respond to a person with a disability as a person, not just a diagnosis or condition. I enjoy working with others who share this same view and ability. I am a conscientious, caring employee. I always want to be employed and work for goals that are synonymous with the empowerment of those who have experienced oppression. People living with disabilities have been and continue to be an oppressed group that I (have been and) will be proud to work with/for.

First and foremost, a skill I have to offer the Commission is my ability to communicate and empathize effectively with others. Furthermore, I am a competent collaborator, who is able to handle solo tasks efficiently as well. My undergraduate college English and Theater background has provided me with skills in the areas of writing, editing, and public speaking. It is my understanding that the Mary Brennan (Public Awareness)

Fellow position will allow me to utilize and augment these skills that I have to offer. I am interested in learning more about the plight of persons dealing with various disabilities. I wish to provide concrete assistance to people hoping to interact in a sensitive and real manner with persons who are labeled as being "different".

I have reviewed the Fellow's duties, as listed on the Commission website. I am confident in my ability to perform all listed duties, with one exception. I must be honest, and tell you that I am not the most knowledgeable person when it comes to updating the (Commission) website. Updating the computer website is a task with which I would require some training. However, I am a quick learner, who is willing to seek assistance and accept help when needed.

I am extremely interested in participating in the creation of disability sensitivity training videos. I have not had experience working on media production, but find the project exciting and valuable. I am an enthusiastic, hard-working individual. I would love to have the opportunity to serve as a Mary Brennan (Public Awareness) Fellow, to offer my experience to this project, to share, to learn, and to grow.

Respectfully

Thank you for your kind consideration of my application.

Kate Lukas Golbitz

# Rhode Island COLLEGE

Office of Student Life

April 16, 2007

Christine Rancourt, Assistant State ADA Coordinator  
Governor's Commission on Disabilities  
John O. Pastore Center  
41 Cherry Dale Court  
Cranston, RI 02920-3049

Dear Christine,

It is with great pleasure that I write this letter of recommendation on behalf of Kate Golbitz, who is an applicant for the Mary Brennan Fellowship with the Governor's Commission on Disabilities for the summer of 2007. Kate is presently a Graduate Intern in the Disability Services Office at Rhode Island College and a graduate student in the Master of Social Work program at the College.

As Kate's direct supervisor, I can attest first hand to her professional manner, enthusiasm, and the empathy she displays when meeting with students with disabilities. Kate's primary assignment is to meet with students to determine reasonable accommodations and to provide support and assistance with disability related issues. I have the utmost confidence in her abilities and judgment regarding highly sensitive and confidential matters.

In the Disability Services Office, there is often a great deal of inter-departmental collaboration in order to facilitate accommodations. Kate's excellent communication skills have made interaction with other departments and offices very efficient and seamless. Her ability to be a quick learner and a team player could not be more evident. I have found Kate to have a wonderful way in which she approaches her work; she is always upbeat and eager to do whatever task needs to be addressed.

Kate has also been working on a major project to revise the Policies and Procedures Manual for Students with Disabilities. It has been very helpful to have her insight and input in making the revisions for the Manual, and I am confident that the new Manual will be a useful tool for students with disabilities.

In conclusion, I would highly recommend Kate Golbitz for the Mary Brennan Fellowship. I can not say enough good things about her! Please feel free to contact me if you have further questions.

Sincerely,

Ann Roccio, Director  
Disability Services Office  
Rhode Island College

Providence, RI 02908-1991  
(401) 456-8183  
TTY/TDD via RI Relay: 1-800-745-5555

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# Rhode Island COLLEGE

Master of Social Work Department

April 23, 2007

Ms. Christine Rancourt  
Assistant ADA Coordinator  
GCD Fellowship Selection Committee  
Governor's Commission on Disabilities  
John O. Pastore Center  
41 Cherry Dale Court  
Cranston, RI 02920-3049

Dear Ms. Rancourt,

I am writing on behalf of our student, Ms. Kate Golbitz, who is submitting an application for your summer fellowship. Kate

and I have met and have agreed that she will participate in an independent study that will give her academic credit for the work she does in the fellowship. She and I will develop a plan and agree on some products she will produce from the experience. Her success in completing the fellowship and developing these products will result in three graduate credits.

She will participate in this independent study in place of an elective in her program. I know that she appreciates the possible opportunity and we are grateful that a student's interests and efforts could be matched with her desire for learning.

We wish all of your candidates good luck and we wish the best for Ms. Golbitz. Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

Sue Pearlmutter  
Associate Professor and Chair  
MSW Program  
School of Social Work

Providence, RI 02908-1991  
(401) 456-8183  
TTY/TDD via RI Relay: 1 -800-745-5555

Discussion: Members discussed the strengths of the applicants		
MOTION: To appoint as the Mary Brennan – Sensitivity Awareness Training Video Fellow for the Summer of 2007, Kate Lukas Golbitz of RI College. RMcM/PR passed, abstaining BN & PC		
MOTION: To appoint as the Mary Brennan Public Awareness Fellow for the Summer of 2007, James McGee of University of RI, finding Matthew Irving not qualified. RMcM, motion died for lack of a second.		
MOTION: To appoint as the Mary Brennan Public Awareness Fellow for the Summer of 2007, Matthew Irving of RI College. PR/RC passed, No – RMcM, abstaining BN & PC.		
<b>2. Appointments of Commissioners</b>	<b>Paul Choquette</b>	<b>10 min.</b>
Discussion: The following Commissioners term of office expired on May 1, 2007: Jeanne Behie; Sharon Brinkworth; Rosemary C. Carmody; Regina Connor; Ronald C. McMinn; Orestes P. Monterey; & Arthur M. Plitt. The Commissioners who have expressed an interest in being reappointed are: Jeanne Behie; Sharon Brinkworth; Rory Carmody; Regina Connor; Ron McMinn; & Arthur Plitt. Monty Monterey has not asked to be reappointed, but he will remain on the Accessibility Committee.		
MOTION: To recommend to the Governor the reappointment as Commissioners for terms ending May 1, 2010: Sharon Brinkworth; Jeanne Behie; Rosemary C. Carmody; Regina Connor; Ronald C. McMinn; & Arthur M. Plitt. KMcb/BN passed, abstaining RC & RMcM.		
<b>3. Strategic Planning – Staff Reorganization</b>	<b>Bob Cooper &amp; Harvey Salvas</b>	<b>35 min.</b>
a. The 5.6 state employees' salaries and benefits would be fully funded by the general revenue account		
b. The state employees would include the Executive Secretary, State ADA Coordinator, 3 Assistant ADA Coordinators (each with an area of specialization: Accessibility; Employment; and Services), and a part time Administrative Aide (Receptionist).		
Executive Secretary would be the Commission's:		
1. Secretary		
2. Executive Officer; responsible for all purchasing, finance, personnel, rules coordination;		

custodian of records, and public meeting postings. (Back up for payroll)

3. Lobbyist / Publicist

The Executive Secretary keeps the minutes of the Executive Committee and the Legislation Committee and implements their orders and resolutions. The Executive Secretary supervises the State ADA Coordinator and Administrative Aide. {Add supervision of most of the temporary workers}

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State ADA Coordinator would manage the Commission's:

1. Disability rights programs
2. Payroll posting (backup for purchasing and public meeting postings)

The State ADA Coordinator keeps the minutes of the State Coordinating Committee on Disability Rights, the Election Assistance Committee, the Information and Assistive Technology Committee and the Hearing Board Committee and implements their orders and resolutions. The State ADA Coordinator supervises 3 Assistant ADA Coordinators, Accessibility, Employment, & Services.

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Assistant ADA Coordinator (Accessibility) would provide technical assistance, training, inspections, complaint resolution related to:

1. Americans with Disabilities Act Title II (State & Local Government) Subpart D. Program Accessibility & Title III (Public Accommodations and Commercial Facilities) Subpart C. Specific Requirements §36.304 Removal of Barriers & §36.308 Seating in Assembly Areas and Subpart D. New Construction and Alterations
2. RI Disability Parking Enforcement Law
3. RI Public Buildings – Access for People with Disabilities Law
4. RI Public Buildings – Accessibility of Leased or Rented Facilities for People with Disabilities Law
5. RI Open Meetings – Accessibility for Persons with Disabilities Law

The Assistant ADA Coordinator (Accessibility) keeps the minutes of the Accessibility Committee and implements its orders and resolutions. The Assistant ADA Coordinator (Accessibility) supervises the G. Frank Hanaway Architectural Access Fellow.

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Assistant ADA Coordinator (Employment) would:

1. Provide technical assistance, training, inspections, complaint resolution related to the Americans with Disabilities Act Title I {add reference to Title II Subpart C} Employment Regulations
2. Manage the Promoting Work & Work Incentives program
3. Manage the ABLE TOO... weekly cable TV program {Does the TV program belong with employment, is cable TV the most effective medium for awareness or should we shift to webcasts or do both?}

The Assistant ADA Coordinator (Employment) keeps the minutes of the Employment Committee and implements its orders and resolutions. The Assistant ADA Coordinator (Employment) supervises the Mary Brennan Public Awareness Fellow.

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Assistant ADA Coordinator (Services) would:

1. Provide technical assistance, training, inspections, complaint resolution related to the Americans with Disabilities Act Title II (State & Local Government) Subpart A. General; Subpart B. General Requirements, & Subpart E. Communications and Title III (Public Accommodations and Commercial Facilities) Subpart A General; Subpart B. General Requirements; and Subpart C. Specific Requirements (except §36.304 & §36.308)
2. Manage the RI Public Property and Works – Disability Business Enterprises Law {Shouldn't DBE belong with employment?}

The Assistant ADA Coordinator (Services) keeps the minutes of the Disability Business Enterprise Committee and implements its orders and resolutions.

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Administrative Aide would:

1. {Add a reference to information and referral} Answer telephones, determine the nature and need of the callers and refer to appropriate staff-person or other agency or prepare and mail an informational packet
2. Make follow-up phone calls to determine specific need and brief appropriate staff-person
3. Call Commissioners and committee members prior to meetings to determine attendance
4. Reproduce and mail material to Commissioners and Committee members in advance of Commission and Committee meetings
5. Provide staff support to committees (prepare minutes and mailings at the direction of Committee Chairperson) and
6. Perform simple clerical work and operate office equipment

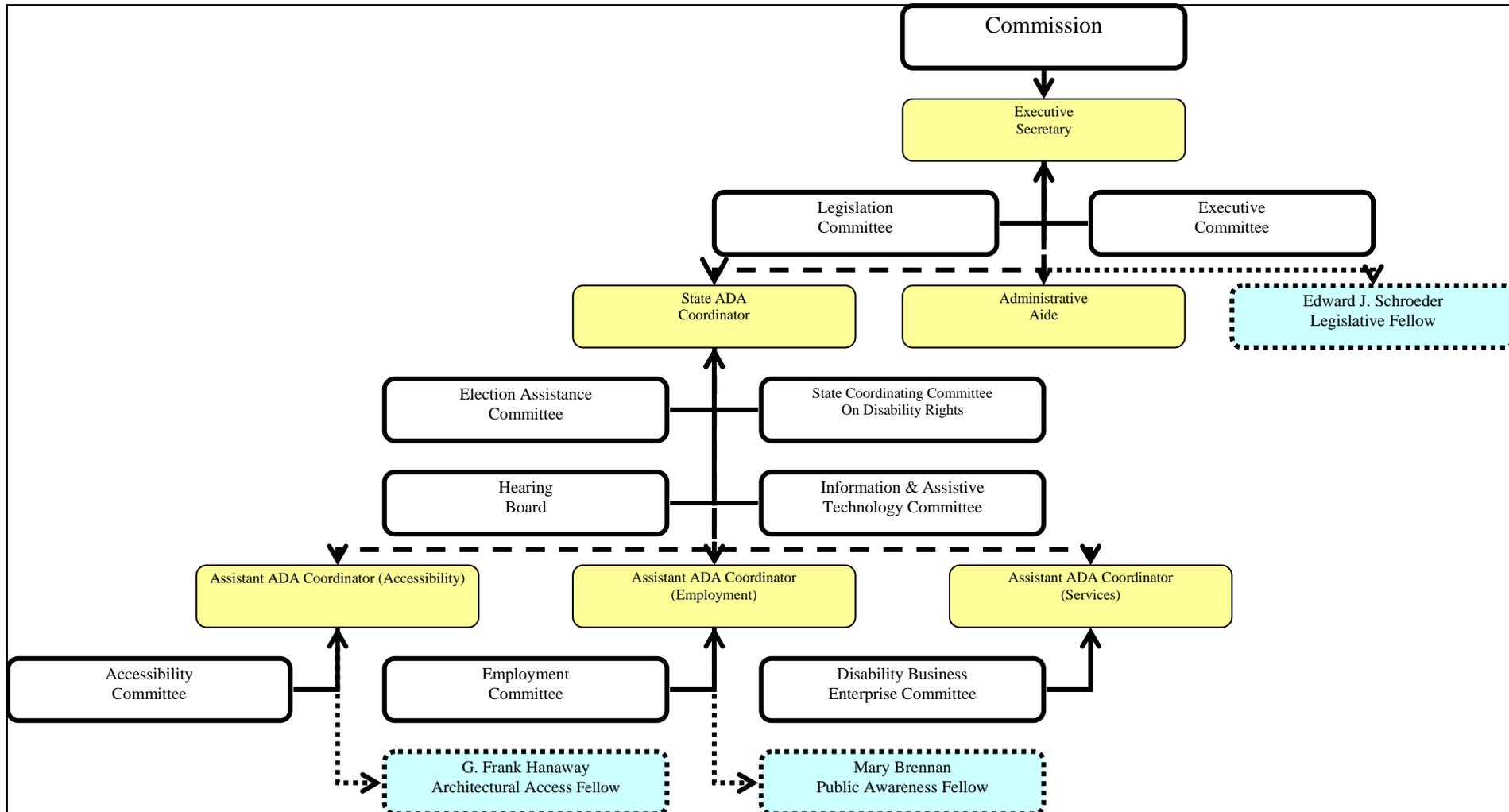
c. Using a combination of grant and general revenue short term “temporary” services would be procured for:

Position	Frequency		Annual	Rate/hour
	General Revenue	Grants & Donations		
Web Developer – Junior	{add a couple weeks of startup time} 1 day every other month	ADA Twice 1 yr	56 hrs	\$45
Database Designer – Junior	{add a couple weeks of startup time} 1 day a quarter, each DBE & General	1 day every other month	98 hrs	\$50
Training and Education Services	1 training each for DBE & Promoting work	3 trainings - ADA	21 hrs	\$200
Architectural Services	1 day every other month - compliance	1 day every other month - ADA	84 hrs	\$150
Temporary Construction Inspectors	1 day a wk until positions filled	1 day a week until positions filled for ADA & 35 hrs/wk for 10 wks - HAVA	490 hrs	\$34
Data Entry Operator	2 days a wk – 50 wks	1 day every other month – ADA & 2 days a week for 10 wk HAVA	882 hrs	\$10.30
Real-time Captioning		6 Public forums (2 hrs each)	12 hrs	\$165
Court Stenographer	6 hearings		18 hrs	{check fees for transcripts} \$50
Senior Clerk Stenographer <sup>1</sup>	19 shows	4 ADA & 1 HAVA	32 hrs	\$12.30
DBE/Public Information	25.5 hrs Public Awareness,	51 hrs ADA	254 hrs	\$30.45

<sup>1</sup> To transcribe ABLE TOO shows

Position	Frequency				Annual	Rate/hour
	General Revenue	Grants & Donations				
Coordinator	178 hrs DBE					
Custodial	Twice weekly					\$421/month
Interpreters	8 hrs Public Awareness 6 hrs DBE, 7 hrs Promoting Work, & 6 hrs Compliance	24 hrs Public Forums, 8 hrs ADA, & 12 hrs HAVA			56 hrs	\$50
Able Too... Production:	{consider multi media – web cast, etc. not just cable TV}					
• On Location		4 ADA –On location & 1 HAVA			7 shows	\$413/show
• Post Production <sup>2</sup>		2 Public Forum shows			2 shows	\$324/show
• In Studio	12 Public Awareness, 1 DBE & 4 Promoting Work				17 shows	\$132/show
Public Information Officer II	1 day a month				84 hrs	\$36.75
	<b>General Revenue</b>	<b>Forums</b>	<b>ADA</b>	<b>HAVA</b>		<b>Total</b>
Total FY 08	\$41,225	\$3,469	\$17,292	\$14,367		\$76,353
{Clarify which staff person would supervise the temporary workers}						
<p><b>MOTION:</b> To ask the current staff to review and comment on the proposed:</p> <ul style="list-style-type: none"> <li>• use of short term temporary services;</li> <li>• draft organizational chart and job descriptions, and</li> <li>• schedule an Executive Committee meeting on June 25<sup>th</sup> to review those comments and adopt a recommendation for consideration by the Commission at its July 16<sup>th</sup> meeting. RMcM/PR passed unanimously</li> </ul>						
Announcements and Scheduling of Meetings				Chairperson	5 min.	
Staff Meeting to review the staff reorganization options Monday May 14 <sup>th</sup> at 8:30 AM						
Next meeting will be on:	Monday June 25, 2007				Starting at: 4 PM	
<b>Adjournment:</b>	Chairperson adjourned the meeting at 6:40 PM					
<b>Resource persons:</b>	Harvey Salvas & Christine Rancourt (GCD)					
<b>Other Information</b>						

<sup>2</sup> When someone else videotapes



Graphic description of Organization Chart: At top is the Commission. Directly below is the Executive Secretary.

1. The Executive Secretary keeps the minutes of the Executive Committee and the Legislation Committee and implements their orders and resolutions. The Executive Secretary supervises the State ADA Coordinator and Administrative Aide.
2. The State ADA Coordinator keeps the minutes of the State Coordinating Committee on Disability Rights, the Election Assistance Committee, the Information and Assistive Technology Committee and the Hearing Board Committee and implements their orders and resolutions. The State ADA Coordinator supervises 3 Assistant ADA Coordinators, Accessibility, Employment, & Services.
3. The Assistant ADA Coordinator (Accessibility) keeps the minutes of the Accessibility Committee and implements its orders and resolutions. The Assistant ADA Coordinator (Accessibility) supervises the G. Frank Hanaway Architectural Access Fellow.
4. The Assistant ADA Coordinator (Employment) keeps the minutes of the Employment Committee and implements its orders and resolutions. The Assistant ADA Coordinator (Employment) supervises the Mary Brennan Public Awareness Fellow.
5. The Assistant ADA Coordinator (Services) keeps the minutes of the Disability Business Enterprise Committee and implements its orders and resolution