



# Governor's Commission on Disabilities Executive Committee

**Monday June 11, 2012 4-7:00 PM**

John O. Pastore Center, 41 Cherry Dale Court,  
Cranston, RI 02920-3049

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 meeting graphic	<p><b>Attendees:</b> Timothy Flynn (Chair); Andrew Argenbright (DBEvc); Judi Drew (HBc); Inlow (LCvc); Ronald McMinn (ACvc);</p> <p><b>Absentees:</b> Kate McCarthy-Barnett (Vice Chair/ACc); Rosemary Carmody (EACc); Sarah Everhardt Skeels (ECvc); Casey Gartland (EACvc); Bill &amp; Linda Ward (LCc) &amp; Patricia Ryherd (ECc)</p>
<b>Guests:</b>	Public Education Aide Applicants
<b>Staff:</b>	Bob Cooper, Christopher Degrave, & Christine Rancourt Bruzzi

	Agenda Topics	Moderator/Leader	Time
 Clock graphic	<b>Call to Order and Acceptance of the Minutes</b>	<b>Timothy Flynn, Chairperson</b>	<b>4:00</b>
<p>Chair calls the meeting to order at 4:00 PM</p> <p>Introductions of Commissioners and guests</p>			

Action Items:			
 Interview graphic	<b>Interview and Selection of Public Education Aide</b>	<b>Tim Flynn</b>	<b>4:05</b>
Purpose/Goal: To select the Commission's Public Education Aide			
Discussion: The proposed questions will be reviewed and selected and roll play decided.			

## Job Vacancy Notice PUBLIC EDUCATION AIDE

**Class Code:** 838500  
**Pay Grade:** 00115 A  
**EO:** B

**Application Period:** May 25, 2012 - June 6, 2012

**REFERENCE POSITION NO.:** 2041-100000-18

Salary Range:                      1st step: \$35,878                      \$36,688                      \$37,389                      \$38,096                      last step \$39,305

**GENERAL STATEMENT OF DUTIES:** To independently provide a broad spectrum of substantive, authoritative and technical information through assessment of client/customer needs, research/analysis and resource evaluation; and to do related work as required. To assist the chairperson and executive secretary in the development of budget recommendations; and the processing of personnel, fiscal and other confidential and sensitive administrative documents, and to exercise discretion regarding related issues and activities; and to do related work as required. To maintain currency of relevant information and resources available, including updating and maintaining the agency web site directly related to the Commission's function and services.

**SUPERVISION RECEIVED:** Receives general supervision from the chairperson and executive secretary with considerable latitude for the exercise of initiative and independent judgment; work is subject to review for conformity to policies, rules, practices and instructions.

**SUPERVISION EXERCISED:** May supervise the work of college fellows and other subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in executing continuous informational, public relations, education and outreach programs for the Commission:

To independently provide a broad spectrum of substantive, authoritative, and technical informational services through assessment of client/customer needs, research/analysis and resource evaluation;

To access and process data through electronic networks and the Internet using word processing, the world wide web and various software programs;

To interact with clients, customers, officials, the general public, employees in providing informational services.

To make initial determinations of information required and provide appropriate referral and/or resources or services available;

To collect, interpret, organize, and/or prepare data for the purpose of complying with informational requests;

To maintain currency of relevant information and resources available, including updating and maintaining the agency web site directly related to the Commission's function and services;

To answer the telephone and in-person requests for general information on a wide variety of services and programs from other state agencies and the general public;

As directed, to select, assemble and otherwise compile informational data and material for dissemination through such media as booklets, promotional layouts, advertising, news releases, exhibits, website, direct mail, newsletters and other related informational media;

When authorized, to make personal contacts with representatives of state departments, labor, management or civic and other organizations, the press and the general public; and to address these and others for the purpose of promoting understanding and acceptance of the purposes and activities of the department;

To prepare the less difficult layouts of classified and display advertisements, mail information, bulletins, etc.; and

To plan, organize and supervise college fellows and other subordinates.

To assist the chairperson and executive secretary by relieving such them of routine and reoccurring administrative duties and responsibilities:

To gather information required for use as a basis for important administrative decisions;

To handle routine correspondence;

To assist in the preparation of the annual budget and its execution;

To process and maintain financial, personnel or other important records, as directed; and

To requisition office supplies and equipment.

To record and maintain the minutes Commission and committee meetings and do related work as required.

#### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

#### **KNOWLEDGES, SKILLS AND CAPACITIES:**

A working knowledge of: the methods and techniques involved in the preparation and dissemination of informational material; a working knowledge of public relations techniques; federal and state disability rights laws and regulations, etc.; a working knowledge of disability related services and programs; the principles and practices of office management; a working knowledge of requisitioning, disbursing and budgeting control functions; and a familiarity with the principles and practices of public administration.

The ability to: perform duties in the areas of information research and analysis, client/customer information assessment, referral and material distribution and resource maintenance; manage and maintain the Commission's web site and other social media, assist in the preparation of effective written material for use in pamphlets, articles, leaflets, newspaper releases, radio, television and other manuscripts for the purpose of stimulating public interest; carry out, requisitioning, disbursing; to interpret and apply fiscal, purchasing, and budgetary rules and regulations; handle routine correspondence concerning policies and procedures; and the ability to handle important but routine personal contacts; and establish and maintain effective working relationships with supervisors, staff and the public; and related capacities and abilities.

#### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in liberal arts, business, or public administration; and

Experience: Such as may have been gained through: employment in a position which involved the preparation and dissemination of informational material; engaged in performing varied routine and difficult fiscal, purchasing, accounting tasks and involving some experience in making studies and analyses of office methods and procedures. Website design or maintenance and social media experience preferred.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

#### **APPLICATION INSTRUCTIONS:**

**A. STATE EMPLOYEE LATERAL BIDDER:** Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.

**Most Important** - Please include the following information:

- . *The title of the position for which you are applying*
- . *Title of your present position and date you entered it*
- . *Date you entered State service*
- . *Name of department where you are currently employed*
- . *Your business telephone number*
- . *Present Union Affiliations*

**B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:**

If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.

**C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:**

**Reasonable Accommodations:**

If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.

**Medical Information:**

Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). - **NO medical exam is required.**

*Apply within the application period **May 25, 2012 - June 6, 2012.** NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. **SEND RESUME or CS-14 Application to:***

Governor's Commission on Disabilities  
John O. Pastore Center, 41 Cherry Dale Court  
Cranston, RI 02920-3049

Telephone #: 401-462-0102  
TTY/TDD #: via 711  
e-mail address [bcooper@gcd.ri.gov](mailto:bcooper@gcd.ri.gov)



**Public Information Aide Questionnaire (used to determine who is interviewed)**

There were 57 applicants. Each was asked to complete the questionnaire. Twenty one applicants submitted the questionnaire. The Chairperson and staff reviewed all 21 applications / questionnaires.

**Scoring key (doubled for disability rights/service)**

- 0 = no knowledge/experience
- 1 = very little knowledge/experience
- 2 = some knowledge/experience
- 3 = considerable knowledge OR experience
- 4 = considerable knowledge and experience
- 5 = very knowledgeable and experienced

**Public Relations knowledge/experience: 0 to 5 points each, maximum 25 points**

1. Describe your knowledge/experience of public relations techniques;
2. Describe your skills/experience in the preparation of effective written material for use in pamphlets, articles, leaflets, newspaper releases, radio, television and other manuscripts for the purpose of stimulating public interest;
3. Describe your skills/experience in the areas of information research and analysis, client/customer information assessment, referral and material distribution and resource maintenance;
4. Describe your skills/experience managing and maintaining web site and other social media,
5. Describe your skills/experience writing "business/professional correspondence"

**Fiscal knowledge/experience: 0 to 5 points each, maximum 15 points**

6. Describe your knowledge/experience of the principles and practices of office management and/or public administration;
7. Describe your skills/experience in requisitioning, disbursing, interpreting and applying fiscal, purchasing, and budgetary rules and regulations;
8. Describe your skills/experience involving the making studies and analyses of office methods and procedures.

**Disability Rights/Service knowledge/experience: 0 to 10 points each, maximum 20 points**

9. Describe your knowledge/experience of federal and state disability rights laws and regulations;
10. Describe your knowledge/experience of disability related services and programs;

**Education: 0 to 5 points**

1. Graduation from a college of recognized standing with specialization in liberal arts, business, or public administration:

- a. Post-Secondary = 1
- b. Associates' Degree = 2
- c. Bachelor's Degree = 3
- d. Master's Degree = 4
- e. Post Master's = 5

The scores below are the aggregate of the 4 scorers used only to determine who is interviewed.  
 Maximum aggregated total **260**

Applicant	Interview Time	Education Level	Public Relations Subtotal	Fiscal Subtotal	Disability Subtotal	Total Score
Claire D'Elia	4:10 PM	12	62	46	39	<b>159</b>
John LaRue	4:30 PM	16	68	40	61	<b>185</b>
Alyssa Sarault	4:50 PM	12	69	31	58	<b>170</b>
Cindy Paliotto	5:10 PM	16	62	47	34	<b>159</b>
Tina Stauff	5:30 PM	4	48	38	47	<b>137</b>
Camille Cataldo	5:50 PM	8	54	53	41	<b>156</b>
Kate Ellis	6:10 PM	12	73	36	46	<b>167</b>

### Questions

1. A) What do you think the mission of the Commission is?  
 B) Given what you just said, how do you see yourself contributing to the Commission's mission?  
 C) As the Public Information Aide, you must provide the correct information to the public in a timely manner. How do you know when you provided "good customer service" and met the public's information need?
2. A) We're interested in your computer skills, so please tell us how you have used Access, Word, PowerPoint, Publisher, and Excel in the past?  
 B) Still on the topic of computer skills, share with us your experience managing and maintaining a web site and social media. And, if you don't have any of this experience, how would go about obtaining the skills necessary to manage and maintain a web site and social media. (May want to ask if they have looked at our website and if anything should/could be done to improve it and if so what?) (May also want to ask how they would use social media to promote the GCD's mission and initiatives e.g. the forums?)
3. We're also interested in your fiscal and budgetary work experience. Please share with us your experience in this area and if you don't have any of this experience, how would go about obtaining the skills necessary to perform the fiscal and budgetary work?
4. Please share with us some of the challenges you've faced in previous work experiences, how you dealt with these challenges, and what were the outcomes?
5. What are your expectations from a supervisor? (may want to ask, if your expectations are not being met, how do you handle this?)
6. Why do you want this job?
7. Is there anything else you would like to share with us about you?
8. Do you have any questions for us?



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**MOTION:** To select (1) Alyssa Sarault as the Public Education Aide and recommend ratification by the Commission at the July 16, 2012 meeting.  
 RMcM/AA, RmMC, AA, TF passed NAY BI & JD

MOTION: To appoint (2) Cindy Patiotto if Alyssa Sarault refuses RMcM/AA passed unanimously

	Veto Recommendations from the Legislation Committee	Bob Cooper	6:40
	Purpose/Goal: To request the Governor veto bills that would be harmful to people with disabilities		
	Discussion: The Legislation Committee (meeting just prior to the meeting) will make recommendations for the Executive Committee to consider		

12 H 7555 SUB A [**Scheduled for consideration (06/11/2012)**], H 7838 [04/03/2012 held for further study], & S 2652 SUB A ACTS RELATING TO PUBLIC RECORDS - ACCESS TO PUBLIC RECORDS [06/09/2012 **Scheduled for consideration (06/11/2012)**]

This act would make various amendments to the access to public records act, including: making public all records which are identifiable to an individual applicant for benefits, client, patient, student, or employee, including, but not limited to, personnel, medical treatment, welfare, employment security, pupil records, all records relating to a client/attorney relationship and to a doctor/patient relationship, including and all personal or medical information relating to an individual in any files, including information relating to medical or psychological facts, personal finances, welfare, employment security, student performance, or information in personnel files unless individually-identifiable records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

It also would amend the access to public records requirements by ordering compliance with a request to take place within seven (7) business days and up to an additional twenty (20) business days once it is shown that the request is of a voluminous nature.

This act would take effect on September 1, 2012.

*Repealing the existing exemption from public inspection of records that identify individual patients, school students, or clients will devastate health, human services and education and will have a direct impact on people with disabilities and public and private agencies..*

*Confidentiality is critical to establishing a level of trust that is essential to proper treatment, in health care and counseling. Without an assurance that confidentiality will be honored, vital information is withheld and it is impossible to ensure that proper course of treatment is prescribed. The bill's post-facto revocation of confidentiality will scare families away from seeking critical services in times of crisis. Rather than seeking assistance early, they will wait until too late, until serious harm or death occurs.*

*The bill should be amended by retaining on page 2 lines 12 through 17 the following:*

*"(A)(l)(a) All records which are identifiable to an individual applicant for benefits, client, patient, or student, including, but not limited to, medical treatment, welfare, employment security, pupil records, all records relating to a client/attorney relationship and to a doctor/patient relationship and all personal or medical information relating to an individual in any files, including information relating to medical or psychological facts, personal finances, welfare, employment security, or student performance."*

*On page 2 lines 14 & 15, In addition to lawyer/client and doctor/patient relationships, the act should also exempt clergy counseling relationships for government chaplains.*

12 H 7572 AN ACT RELATING TO PUBLIC PROPERTY AND WORKS -- STATE PURCHASES [03/07/2012 held for further study]

This act would require any state-funded purchases of prosthetic devices be made by a vendor or manufacturer that has a headquarters or primary place of business within the state of Rhode Island.

This act shall take effect upon passage.

*The fitting of prosthetic devices can be a very intrusive process. The fitting of artificial legs, arms and other prosthetic devices should be done by a trusted professional. Not all prosthetic devices are made or sold by Rhode Island based vendors or manufacturers.*

12 H 7200 [02/01/2012 held for further study], S 2363 [03/27/2012 held for further study], & S 2250 [01/26/2012 Introduced, referred to Senate Judiciary] ACTS RELATING TO MOTOR AND OTHER VEHICLES -- PARKING FACILITIES AND PRIVILEGES

This act would clarify the use of parking placards by persons or agencies serving persons with disabilities. The act amends RIGL 31-28-7.1 to allow visiting nurse associations or agencies employing nurses and therapists who are visiting individuals with disabilities to use a disability parking placard. It also amends the text so it reads that a valid holder of a placard shall be exempt from any parking fees or fines.

This act would take effect upon passage.

*At most multi-family & apartment buildings there are not enough disability parking spaces to service people who truly can not walk or walk any distance. To have nurses and therapists who are able to walk into a building occupy the limit number of disability parking spaces forces those who are disabled to either wait until the nurse/therapist leaves or park further away and compromise their health. The current law allows the use of the disability parking permit when transporting someone who has the placard. It should never be used just for the convenience of the nurse or therapist.*

12 H 7655 AN ACT RELATING TO EDUCATION -- CHILDREN WITH DISABILITIES [03/14/2012 held for further study]

This act would allow school districts to refer to and place special education students in non-public schools with educators who do not meet the Department of Education's certification requirements for public school regular or special education certification.

This act would take effect upon passage.

*Why are only students in special education singled out for services by a non-credential teacher or other educator? The state has a process for emergency certification in cases where there aren't enough providers available. This would be a more appropriate avenue.*

12 H 8044 AN ACT RELATING TO MOTOR AND OTHER VEHICLES - MISCELLANEOUS RULES [05/15/2012 held for further study]

This act would amend the sunset provision of the 2011 seatbelt law that made violations a primary offense. The date of expiration will change from June 30, 2013 to June 30, 2012. Violations occurring after that date will be a secondary offense.

This act would take effect upon passage.

*Seatbelts save lives and reduce the chance of a person in an automobile crash surviving but severely disabled. One of the major ways of reducing the rate of growth of health care, is by preventing disabilities.*

12 H 7806 [05/09/2012 Committee heard and continued] & S 2904 [**Scheduled for consideration (06/11/2012)**] ACTS RELATING TO STATE AFFAIRS AND GOVERNMENT

This act would create a new chapter entitled "Criminal Background Check Act" that would provide for national background checks for all persons applying to be direct patient access employees in a long-term care facility or provider, including, but not limited to, those facilities licensed under chapters 23-17, 23-17.4, 23-17.7.1 and 40.1-24.

This act would take effect on January 1, 2013.

*The employer should have the discretion to hire someone who committed a crime years ago and hasn't done so again. This is especially important in reintegrating persons who abused*

*substances (and may have sold drugs to support their addiction) into society. Prior drug users may be the most effective people to work in recovery programs.*

*The act should be amended on page 5:*

*line 3 deleting the word "burglary";*

*line 5 deleting the words "sale or delivery of a";*

*line 6 deleting the words "sale or delivery of a"; and*

*line 10 by after the word "possession" inserting the words "involving sale or delivery of a controlled substance, or possession with intent to sell or deliver a controlled substance; burglary,"*

*On page 6 delete all of lines 8 through 26 and insert therein "An applicant or employee against whom disqualifying information is based on a level two offense has been found may request that a copy of the criminal background report be sent to the employer who shall make a judgment regarding the continued employment of the employee."*



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**MOTION: To request the Governor veto the following bills:**

1. 12 H 7572 AN ACT RELATING TO PUBLIC PROPERTY AND WORKS -- STATE PURCHASES
2. 12 H 7200, S 2363, & S 2250 ACTS RELATING TO MOTOR AND OTHER VEHICLES -- PARKING FACILITIES AND PRIVILEGES
3. 12 H 7655 AN ACT RELATING TO EDUCATION -- CHILDREN WITH DISABILITIES
4. 12 H 8044 AN ACT RELATING TO MOTOR AND OTHER VEHICLES - MISCELLANEOUS RULES
5. 12 H 7806 & S 2904 ACTS RELATING TO STATE AFFAIRS AND GOVERNMENT, unless the changes are incorporated

RMcM/BI passed unanimously



Announcer graphic

**Announcements**

Tim Flynn

6:55

None



calendar graphic

**Agenda and Scheduling the Next Meeting**

Tim Flynn

6:57

Items to be placed on the next meeting's agenda:  
Fellowship Interviews (Summer and Fall Semesters)

Next meeting will be on: June 18<sup>th</sup> 4 - 5:30 PM



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**Adjournment**

Tim Flynn

7:00



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**MOTION: To adjourn at 7:21 PM. RMcM/JD passed unanimously**