



## Governor's Commission on Disabilities

# Executive Committee

**Monday, August 31, 2015 4 PM - 5:30 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) [gcd.disabilities@gcd.ri.gov](mailto:gcd.disabilities@gcd.ri.gov) (website) [www.disabilities.ri.gov](http://www.disabilities.ri.gov)

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**Attendees:** Timothy Flynn (Chair.); Rosemary Carmody, (Vice Chair.); Judi Drew; Casey Gartland; Jack Ringland; & Linda Ward

**Absentees:** Andrew Argenbright; Sarah Everhart Skeels; & Harvey Salvias

**Guests:**

**Staff:** Bob Cooper, Executive Secretary



**4:00 Call to Order and Acceptance of the Minutes, Timothy Flynn, Chair**

Chair calls the meeting to order at 4:03 PM

Introductions of Commissioners and guests



**MOTION:** To accept the minutes of the previous meeting as presented  
Motion moved by LW, seconded by CG, passed unanimously

### Action Items:



**4:05 Interviews and Selection of Fellows, Timothy Flynn**

**Purpose/Goal:** To select college fellow for the fall semester

**Discussion:** Applicant withdrew

### ELIGIBILITY

This program is designed for individuals with demonstrated leadership and expertise in policy and research affecting people with disabilities. Candidates must:

- ◆ Have completed at least 3 semesters of college-level study;
- ◆ Be enrolled as a full or part-time student in an accredited college or university in Rhode Island;
- ◆ Have leadership ability;
- ◆ Have the endorsement of a current/former supervisor;
- ◆ Have approval on the part of the college/university to receive credit for the fellowship if selected;
- ◆ Have the ability to participate in the semester-long program in Rhode Island for at least two hundred and forty (240) hours during the semester; and
- ◆ Demonstrate the ability to perform the duties of the fellowship (see list of duties below).

**PATRICIA RYHERD EMPLOYMENT POLICY FELLOWSHIP<sup>1</sup>**

**Fall Semester**

The Fellow's duties include:

<sup>1</sup> This fellowship is funded through a grant from the New England ADA Center at the Institute for Human Centered Design NIDRR Grant # H133A110028.

- 1) Assisting the Commission's Americans with Disabilities Act (ADA) Title I Employment Rights of Workers with Disabilities technical assistance activities including:
  - a) Training
    - i) A Better Bottom Line: Myths & Facts You Need to Know about Employing People with Disabilities on Thursday October 22, 2015 at AMICA Insurance in the Amphitheater Building located at 100 AMICA Way in Lincoln, RI.
      - (1) Planning and logistics for a statewide conference,
      - (2) Preparing material for the conference,
      - (3) Drafting final report to the Governor, Congressional Delegation, and General Assembly
  - b) Technical assistance
  - c) Information dissemination
  - d) Outreach
    - i) Target population: The profile of disability has changed over the years in terms of types of conditions for children and adults, cultural and socio-economic patterns of disability, and the implications of an aging society. In addition to our existing target populations, we intend to broaden our reach to populations that include emergency management personnel in the public and private sectors, youth especially those within the spectrum of prevalent learning, developmental, mental health and chronic health conditions, veterans and older workers, increasingly likely to remain in the workforce into their '70s, people with disabilities from multi-cultural communities and low income communities
  - e) Capacity building
    - i) The Commission is expand the "State ADA Coalition" to include new target population: emergency management personnel, youth (college students under age 3D), older workers, veterans and people with disabilities for multi-cultural communities.
- 2) Observing the rules of confidentiality regarding the privacy of the parties and cases before the Commission.

### **Questions for the Applicants**

1. Please tell us about yourself i.e. where you're going to school, what your studying, why, etc.
2. What interests you about the work that the Commission does?
3. Tell us about your experience working/interacting with people with disabilities.
4. Why are you interested in becoming a fellow with the Governor's Commission? BC
5. What knowledge or skills do you currently have that can be applied to the Commission's work?
6. Tell us about your computer skills:
  - a. Describe your experience with Microsoft products including Access.
  - b. Describe your experience building or maintaining web sites? (only necessary for the communication fellowship)
7. We're interested in your availability and time constraints, given this:
  - a. When would you be able to work during regular business hours 9 - 4 weekdays?
  - b. Occasionally, work needs to be done, primarily for presentations, would you be available before or after regular business hours?
  - c. Do you participate in other activities or have another job, in addition to attending classes?
8. Please share with us your approach to managing your time and meet deadlines.
9. How do you expect to use what you acquire during this fellowship, in the future? BC
10. Do you have any questions for us or is there anything else you feel we should know about you?

	<p><b>4:35 Draft Strategic Plan for FY 2016 &amp; 2017</b></p>
	<p><b>Purpose/Goal: To recommend a Strategic Plan for the Commission to consider at the Annual Meeting Thursday September 10, 2015 5 - 6:30 PM</b></p>
	<p>Discussion: Attached is an update of the FY 2015 &amp; 2016, changes proposed by the committees are <u>underlined</u>. The charts and tables will be updated to include newer statistics.</p>
<p>Slide 1</p>	<p><i>Governor's Commission on Disabilities Ideas for Today and Tomorrow Strategic Plan and Fiscal Years 2016 and 2017 Budget</i></p>
<p>Slide 18</p>	<p><b>“Coordinating compliance with federal and state laws protecting the rights of individuals with disabilities by state agencies;” Action Plan</b></p> <p>The Accessibility Committee* shall:</p> <ul style="list-style-type: none"> <li>▢ “Develop, make periodic revisions to, and oversee the implementation of a[504/ADA] transition plan for the removal of environmental and communication barriers in state-owned facilities;” {RIGL 42-51-9(4)(iv)}</li> </ul> <p>The Staff shall:</p> <ul style="list-style-type: none"> <li>▢ Review and approve design plans for construction, renovation or alteration of all state owned facilities and state funded projects;</li> <li>▢ Manage the accessibility renovation projects at state owned facilities;</li> <li>▢ Investigate disability discrimination complaints filed against state agencies and state funded programs and activities.</li> </ul> <p>The Hearing Board shall:</p> <ul style="list-style-type: none"> <li>▢ “[C]ertify that the [state] lessee agency's program accessibility plan ensures access to, and use of the facility to be leased or rented for people with disabilities</li> </ul> <p style="text-align: right;"><small>{RIGL 37-8-15.1(4) Accessibility of leased or rented facilities for people with disabilities}</small></p> <p><b>* The Election Assistance Committee will be merged into the Accessibility Committee following the 2016 election cycle.</b></p>
<p>Slide 22</p>	<p><b>Protecting Voting Access for Individuals with Disabilities: Action Plan</b></p> <p>The <i>Election Assistance Committee</i>* shall oversee the HAVA Grant**.</p> <p>Section 261 of HAVA funds may only be used for the following activities:</p> <ul style="list-style-type: none"> <li>▢ “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;</li> <li>▢ Providing the same opportunity for access and participation, including privacy and independence, to individuals with the full range of disabilities as for other voters;</li> <li>▢ 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</li> <li>▢ Providing individuals with the full range of disabilities with information about the accessibility of polling places.”{Help America Vote Act, Title II, Part 2, Section 261,Public Law 107-252.}</li> </ul> <p>The Staff shall:</p>

	<ul style="list-style-type: none"> <li>▮ <u>Survey historically problematic and new polling places,</u></li> <li>▮ <u>Monitor mini grant polling place renovation projects,</u></li> <li>▮ <u>Provide technical assistance and training to local election officials***,</u></li> <li>▮ <u>Investigate disability voting rights complaints, and</u></li> <li>▮ <u>Conduct voting rights awareness by individuals with disabilities.</u></li> </ul> <p><u>* Merging with the Accessibility Committee following the 2016 election cycle</u>  <u>** HAVA Funding must be fully expended by September 2016.</u>  <u>*** In conjunction with the State Board of Elections.</u></p>
Slide 26	<p style="text-align: center;"><b>Promoting Employment and Entrepreneurship of Individuals with Disabilities: Action Plan</b></p> <p>The Employment Committee shall:</p> <ul style="list-style-type: none"> <li>▮ Conduct public events for businesses to learn the value in employing workers with disabilities;</li> <li>▮ Promote employment as a goal of individuals with disabilities;</li> <li>▮ Make individuals with disabilities aware of the education and job training opportunities.</li> <li>▮ <u>Inform and provide technical guidance to colleges and university staff (including educators) and students within the state on their responsibilities and rights in accordance with the ADA and the Rehabilitation Act through seminars, classroom education and individual support.</u></li> </ul> <p>The Disability Business Enterprises Committee shall*:</p> <ul style="list-style-type: none"> <li>▮ Certify small disadvantaged disability owned businesses that qualify for the RIGL 37-2.2 Disability Business Enterprises program; and</li> <li>▮ Submit a list of the certified small disadvantaged disability businesses and the products and services provided by them to the chief purchasing officer at least once a year.{RIGL 37-2.2- 4(d)}.</li> </ul> <p>The Staff shall:</p> <ul style="list-style-type: none"> <li>▮ “Provid[e] technical assistance to public and private agencies, businesses, and citizens in complying with federal and state laws protecting the rights of individuals with disabilities;”{RIGL 42-51-6(4)}</li> <li>▮ Compile applications for DBE Certification and</li> <li>▮ Conduct outreach &amp; awareness of the program.</li> </ul> <p><b>*Once the Department of Administration issues updated Purchasing Rules (waiting since 2006).</b></p>
	<p>Motion: To recommend the Commission adopt the FY 2016 &amp; 2017 Strategic Plan, as presented.  Motion moved by JR, seconded by CG, passed unanimously</p>
	<p><b><i>4:45 Commission FY 2016 Revised &amp; 2017 Budget Requests, Bob Cooper, Executive Secretary</i></b></p> <p><b>Purpose/Goal: To recommend the 2016 &amp; 2017 budget requests for the Commission to consider at the Annual Meeting Thursday September 10, 2015 5 - 6:30 PM</b></p>

<p>Discussion: This year all agencies must submit 2 complete budget requests for FY 17: Current Service Level and 7.5% cut below the current service level. In addition, we must prioritize within the 7.5% items that would be restored if the cut were reduced to 5% and 2.5%.</p> <ul style="list-style-type: none"> <li>• After all the cuts from prior years, and the ending of the HAVA grant in September 2016, the only option is shutting the office down for several days in FY 2017.</li> <li>• By FY 2018, the NE ADA grant funding will be only \$24,000/year. The grant restricts \$2,500 to out-of-state training conferences and regional meetings. <ul style="list-style-type: none"> <li>○ Should be investigating of funding sources?</li> <li>○ If so, what limitations/purposes should be considered (i.e. advocacy, awareness vs. direct service)?</li> </ul> </li> </ul>						
	<b>FY 2016 Enacted Budget</b>	<b>JFY 2016 Enacted - Statewide Reductions</b>	<b>FY 2017 Current Service Level</b>	<b>FY 2017 Current Service Level - 2.5%</b>	<b>FY 2017 Current Service Level -5%</b>	<b>FY 2017 Current Service Level -7.5%</b>
<b>Budget Targets</b>	<b>383,056</b>	<b>382,478</b>	<b>387,223</b>	<b>377,542</b>	<b>367,862</b>	<b>358,181</b>

<b>Governor's Commission on Disabilities Draft Budget Requests</b>							
<b>Categories</b>	<b>Prior Years Median</b>	<b>[A] FY 2016 Working</b>	<b>[C] FY 2016 CSL</b>	<b>[B] FY 2017U CSL</b>	<b>[D] FY 2017 CSL - 2.5%</b>	<b>[E] FY 2017 -5%</b>	<b>[F] FY 2017 CSL - 7.5%</b>
<b>General Revenue Targets</b>		<b>383,056</b>	<b>383,056</b>	<b>387,223</b>	<b>377,542</b>	<b>367,862</b>	<b>358,181</b>
<b>FY 2017 Reductions below Current Service Level</b>					<b>(9,681)</b>	<b>(19,361)</b>	<b>(29,042)</b>
<b>All Funds</b>							
Wages & Other Compensation	\$252,741	\$247,565	\$247,569	\$249,528	\$242,043	\$234,986	\$229,529
Fringe Benefits & Payroll Taxes	\$127,825	\$128,958	\$128,962	\$134,042	\$130,769	\$127,680	\$123,061
Contracted Professional Services	\$128,625	\$8,665	\$11,733	\$11,821	\$11,821	\$11,924	\$10,821
Operating Supplies and Expenses	\$80,270	\$24,938	\$31,501	\$24,109	\$24,109	\$23,888	\$24,874
Assistance and Grants	\$75,050	\$18,398	\$23,398	\$22,078	\$22,078	\$22,078	\$25,758
Capital Purchases and Equipment	\$618,815	\$201,463	\$201,463	\$0	\$0	\$0	\$0
Operating Transfers	\$50,479	\$26,484	\$26,484	\$0	\$0	\$0	\$0
<b>Grand Total All Funds</b>	<b>\$1,333,805</b>	<b>\$656,471</b>	<b>\$671,110</b>	<b>\$441,578</b>	<b>\$430,820</b>	<b>\$420,556</b>	<b>\$414,043</b>
FTE Grand Total	4.82	4.05	4.02	4.04	3.94	3.82	3.61
State Funded Work Hours	7,194	5,942	5,903	5,846	5,679	5,494	5,354
Grant Funded Work Hours	1,442	478	516	482	482	481	481
<b>Grand Total Work Hours</b>	<b>8,636</b>	<b>6,419</b>	<b>6,419</b>	<b>6,327</b>	<b>6,161</b>	<b>5,975</b>	<b>5,835</b>
<b>Program Reduction (shift to part time staff)</b>							
Full Time Equivalent (FTE) Reduction							
Average hours worked/week	35	35	35	35	34	33	32
Annual Work Hours Lost					<b>(167)</b>	<b>(352)</b>	<b>(557)</b>
Weekly Hours Office Closed					<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>Expenditure Category Detail</b>							
<b>General Revenue: Operations</b>							
Wages & Other Compensation	\$221,038	\$229,041	\$227,585	\$229,296	\$221,811	\$214,754	\$209,297
Fringe Benefits & Payroll Taxes	\$111,892	\$118,519	\$119,075	\$124,199	\$120,925	\$117,836	\$113,217
Contracted Professional Services	\$49,683	\$4,807	\$4,956	\$4,284	\$4,284	\$4,387	\$4,284
Operating Supplies and Expenses	\$16,541	\$10,846	\$11,595	\$10,267	\$10,267	\$10,046	\$10,731
Capital Purchases and Equipment	\$5,487	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operations Subtotal</b>	<b>\$404,640</b>	<b>\$363,213</b>	<b>\$363,211</b>	<b>\$368,046</b>	<b>\$357,287</b>	<b>\$347,023</b>	<b>\$337,529</b>

**Governor's Commission on Disabilities Draft Budget Requests**

Categories	Prior Years Median	[A] FY 2016 Working	[C] FY 2016 CSL	[B] FY 2017U CSL	[D] FY 2017 CSL - 2.5%	[E] FY 2017 -5%	[F] FY 2017 CSL - 7.5%
<b>Staff Hours</b>							
Full Time Equivalent (FTE)	3.72	3.71	3.68	3.70	3.60	3.48	3.27
Advocacy & Public Awareness	1,477	1,595	1,450	1,458	1,375	1,283	1,182
Accessibility - Maintenance of Effort = 1,643 hours/year	2,650	1,708	1,660	1,685	1,643	1,596	1,544
Employment - Maintenance of Effort = 1,155 hours/year	1,091	1,448	1,266	1,197	1,156	1,109	1,122
Disability Rights Compliance	309	230	230	183	183	183	183
Voting Rights							
Administrative Support	1,405	881	1,265	1,259	1,259	1,259	1,259
<b>State Funded Hours</b>	<b>6,931</b>	<b>5,861</b>	<b>5,871</b>	<b>5,782</b>	<b>5,616</b>	<b>5,430</b>	<b>5,290</b>

<b>General Revenue: Fellowships</b>							
Honorariums	6,479	-	-	-	-	-	-
Assistance and Grants	\$11,622	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718	\$14,718
<b>Fellowship Subtotal</b>	<b>\$18,101</b>	<b>\$14,718</b>	<b>\$14,718</b>	<b>\$14,718</b>	<b>\$14,718</b>	<b>\$14,718</b>	<b>\$14,718</b>
Fellowship Stipend	\$3,680	\$3,680	\$3,680	\$3,680	\$3,680	\$3,680	\$3,680
# of Fellows	4.9	4.0	4.0	4.0	4.0	4.0	4.0
Total Practicum Hours	1,181	960	960	960	960	960	960

<b>General Revenue: Disability Business Enterprise</b>							
Wages & Other Compensation	\$6,527	\$2,849	\$1,224	\$2,460	\$2,460	\$2,460	\$2,460
Fringe Benefits & Payroll Taxes	\$2,636	\$1,484	\$510	\$1,076	\$1,076	\$1,076	\$1,076
Contracted Professional Services	\$25,997	\$29	\$602	\$567	\$567	\$567	\$567
Operating Supplies and Expenses	\$1,177	\$763	\$1,853	\$982	\$982	\$982	\$982
<b>Disability Business Enterprise Subtotal</b>	<b>\$36,337</b>	<b>\$5,125</b>	<b>\$4,189</b>	<b>\$5,085</b>	<b>\$5,085</b>	<b>\$5,085</b>	<b>\$5,085</b>
<b>Staff Hours</b>	264	80	32	64	64	64	64
Full Time Equivalent (FTE)	0.15	0.05	0.02	0.04	0.04	0.04	0.04

<b>Total All General Revenue</b>							
Target		\$383,056	\$383,056	\$387,223	\$377,542	\$367,862	\$358,181
<b>Proposed</b>							
Difference from Target (over)/under							

<b>Federal: NE ADA Technical Assistance Grant</b>							
Wages & Other Compensation	\$9,579	\$11,087	\$11,852	\$12,543	\$12,543	\$12,543	\$12,543
Fringe Benefits & Payroll Taxes	\$5,646	\$5,557	\$4,942	\$5,489	\$5,489	\$5,489	\$5,489
Contracted Professional Services	\$35,083	\$1,134	\$2,259	\$2,804	\$2,804	\$2,804	\$2,804
Operating Supplies and Expenses	\$9,321	\$5,876	\$5,888	\$5,141	\$5,141	\$5,141	\$5,143
Assistance and Grants	\$2,115	\$3,680	\$3,680	\$7,360	\$7,360	\$7,360	\$7,360
<b>NE ADA Grant Subtotal</b>	<b>\$61,745</b>	<b>\$27,334</b>	<b>\$28,621</b>	<b>\$33,337</b>	<b>\$33,337</b>	<b>\$33,337</b>	<b>\$33,339</b>
NE ADA Grant Funds Available							
Difference from Available							
<b>Staff Hours:</b>							
Full Time Equivalent (FTE)	0.71	0.20	0.20	0.21	0.21	0.21	0.21
Grant Funded Employment hours	624	161	33	49	49	49	49
Grant Funded Accessibility hours	433	164	289	287	287	287	287
Grant Funded Fellowship hours							

**Governor's Commission on Disabilities Draft Budget Requests**

Categories	Prior Years Median	[A] FY 2016 Working	[C] FY 2016 CSL	[B] FY 2017U CSL	[D] FY 2017 CSL - 2.5%	[E] FY 2017 -5%	[F] FY 2017 CSL - 7.5%
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<b>Federal: HAVA Election Assistance Grant</b>							
Wages & Other Compensation	\$15,597	\$4,588	\$6,908	\$5,229	\$5,229	\$5,229	\$5,229
Fringe Benefits & Payroll Taxes	\$7,651	\$3,398	\$4,435	\$3,278	\$3,279	\$3,279	\$3,279
Contracted Professional Services	\$13,786	\$0	\$0	\$451	\$451	\$451	\$451
Operating Supplies and Expenses	\$41,323	\$139	\$5,793	\$347	\$347	\$347	\$347
Assistance and Grants	\$33,114	\$0	\$5,000	\$0	\$0	\$0	\$0
Capital Purchases and Equipment	\$782	\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>HAVA EAID Grant Subtotal</b>	<b>\$112,253</b>	<b>\$8,125</b>	<b>\$22,136</b>	<b>\$9,305</b>	<b>\$9,306</b>	<b>\$9,306</b>	<b>\$9,306</b>
HAVA Grant Funds Available							
Difference from Available							
<b>Staff Hours:</b>	386	153	194	145	145	145	145
Full Time Equivalent (FTE)	0.24	0.09	0.12	0.09	0.09	0.09	0.09
Grant Funded Fellowship hours							

<b>Restricted Receipts: Technical Assistance (Public Forums)</b>							
Contracted Professional Services	\$4,075	\$2,695	\$3,916	\$3,715	\$3,715	\$3,715	\$2,715
Operating Supplies and Expenses	\$11,909	\$7,314	\$6,372	\$7,372	\$7,372	\$7,372	\$7,671
Assistance and Grants	\$1,735	\$0	\$0	\$0	\$0	\$0	\$3,680
Capital Purchases and Equipment	\$698	\$0	\$0	\$0	\$0	\$0	\$0
<b>Technical Assistance Subtotal</b>	<b>\$18,416</b>	<b>\$10,009</b>	<b>\$10,288</b>	<b>\$11,087</b>	<b>\$11,087</b>	<b>\$11,087</b>	<b>\$14,066</b>
Restricted Receipts Available							
Difference from Available							
<b>Staff Hours:</b>	601.50	0.00	0.00	0.00	0.00	0.00	0.00
Grant Funded Fellowship hours	120.00	120.00	120.00	120.00	120.00	120.00	120.00

<b>Accessibility Renovation Funding</b>							
RI Capital Asset Plan (RICAP)	\$929,611	\$227,947	\$227,947	\$0	\$0	\$0	\$0
General Obligation Bond Funds	\$670,695	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility Renovation Subtotal</b>	<b>\$1,600,306</b>	<b>\$227,947</b>	<b>\$227,947</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total All Funding Sources</b>	<b>\$2,251,798</b>	<b>\$656,471</b>	<b>\$671,110</b>	<b>\$441,578</b>	<b>\$430,820</b>	<b>\$420,556</b>	<b>\$414,043</b>



**MOTION:** To recommend the Commission adopt the FY 2016 Revised & 2017 Budget Requests, as presented, sent draft to Governor's Office, Office of Management & Budget, and Budget Office by the end of this week. Motion moved by LW, seconded by JD, passed/unanimously

**4:50 Updated RICAP 2017 - 2021 Accessibility Renovation Budget Request Revisions.**

The Accessibility Committee recommends modifications to the Capital Budget Adopted in July. Revisions will be sent out by Monday morning.

	<p>Potential MOTION: To revised the Commission's FY 2017 - 2021 RICAP Accessibility Renovation's Capital Budget Request, to transfer the CCRI savings to Simpson &amp; Barry Halls. Motion moved by LW, seconded by RC, passed unanimously</p>
	<p><b><i>4:55 Agenda for the Next Meeting, Timothy Flynn</i></b>  <b>Purpose/Goal: To set the agenda for the next meeting.</b>  Discussion: The next scheduled meeting of the Executive Committee meeting is on 12/07/15:  1. Winter fellowship interviews  2. Status of the Commission's 2016 Revised &amp; 2017 Budget &amp; Strategic Plans</p>
	<p>MOTION: approved Motion moved by CG seconded by JR, passed unanimously</p>
	<p><b><i>4:30 Adjournment, Timothy Flynn</i></b>  MOTION: To adjourn at 5:23 PM  Motion moved by CG, seconded by JR, passed unanimously</p>