



Governor's Commission on Disabilities

Executive Committee

Monday August 15, 2016 4:30 - 5 PM

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

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

Absentees: Andrew Argenbright; Sarah Everhart Skeels; Harvey Salvas; & Gary Witman

Guests:

Staff: Bob Cooper, Executive Secretary & Alyssa Gleason



4:30 Call to Order and Acceptance of the Minutes, Rosemary Carmody, Interim Chair

Chair calls the meeting to order at 4:30 PM
Introductions of Commissioners and guests



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

Action Items:



4:35 New Job Descriptions, Bob Cooper, Executive Secretary

Purpose/Goal: To review and approve two job descriptions; Policy Aide / Case Management Coordinator and Administrative Assistant / Grants Project Specialist / Grant Assistant



MOTION: To reconsider the motion of the August 1, 2016 meeting
"To approve the Policy Aide job description as presented; approve the upgrading of the Public Education Aide to Policy Aide effective on September 4, 2016; authorize Chair & Exec Sec to create the Administrative Assistant/Grants Project Specialist job description."
Motion moved by LW, seconded by JR, *passed unanimously*

CLASS TITLE: CASE MANAGEMENT COORDINATOR

Class Code: 00414000
Pay Grade: 819A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for developing, supervising and maintaining a comprehensive information and training program for the Commission; to supervise the independent living programs; and to do related work as required.

SUPERVISION RECEIVED: Work is performed under general supervision with considerable latitude for the exercise of independent judgement; work is reviewed for results and for conformity with established policies and objectives.

SUPERVISION EXERCISED: May supervise a clerical worker and college fellows.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise a continuous informational and public relations program for the Commission.

- As directed, to select, assemble and otherwise compile informational data and material for dissemination through such media as booklets, promotional layouts, advertising, news releases, radio and television programs, videos, speeches, discussions, exhibits, direct mail, newsletters and other related informational media.
- To prepare the layouts of classified and display advertisements, mail information, bulletins, etc.
- To prepare reports of activities and the results obtained therefrom.

To supervise the independent living program, while monitoring those services for program effectiveness and efficiency.

- To prepare detailed and comprehensive reports as required by the grant source.
- To review and evaluate state and federal laws, rules and regulations to ensure compliance with the provisions of these rules, laws and regulations in the plans and proposals.
- To determine the effectiveness of policies, procedures and methods and to initiate alterations as determined by professional review.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, 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; the ability to 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; the ability to develop and recommend artistic designs and presentations; the ability to speak effectively before civic, business or other groups interested in the programs of the Commission; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Successful completion of college level courses in psychology, communications, or related field.

Experience: Such as may have been gained through: Several years' employment in health care, human services, rehabilitation or other occupation with extensive contact with people with disabilities.

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

Pay Grade	Step 1 (1 st 6 mo.)	Step 2 (1.5 yrs)	Step 3 (2.5 yrs)	Step 4 (3.5 yrs)	Step 5 (4.5 yrs)	\$/hour	FY 17 Salary
Public Ed Aide 815A ¹ B ²	\$38,075	\$38,933	\$39,678	\$40,428	\$41,711	\$24.63	\$40,856
Policy Aide 818A C ³	\$40,895	\$41,995	\$43,004	\$44,041	\$45,747	\$25.31	\$41,940
Case Management Coordinator ⁴ 819A B	\$41,995	\$43,228	\$44,271	\$45,426	\$47,228	\$25.47	\$42,261



MOTION: To replace the Policy Aide job title with *Case Management Coordinator* retaining the job description as *presented*, and approve the upgrading of the Public Education Aide to that position effective on September 18, 2016
Motion moved by LW, seconded by JR, passed unanimously

GCD Original Proposal

TITLE: ADMINISTRATIVE ASSISTANT

GENERAL STATEMENT OF DUTIES: To perform responsible clerical duties in connection with the maintenance of financial and related records of a state agency involving the knowledge and application of bookkeeping principles and practices; and to provide information to the public with questions and concerns about programs and services.

SUPERVISION RECEIVED: Works under the general supervision of the Executive Secretary

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To record transactions in books of original entry and to post to ledger accounts from receipt; disbursement, expense and appropriation records according to established account classifications.
- To reconcile agency's records with those of the Division of Accounts and Control in order to assure complete agreement of records of disbursements receipts, outstanding orders and balances.
- To maintain current personnel records, prepare payroll adjustments and keep appropriation accounts.
- To keep inventory of office equipment and supplies and to be responsible for the maintenance of adequate stocks.
- To prepare requisitions and vouchers.
- To examine and verify requisitions, payments, purchase orders, invoices, travel statements, payrolls transmittal sheets, check registers and checks.
- To maintain files of requisitions purchases orders, utility orders and other related records.
- To provide clerical assistance to a superior in the preparation of the annual budget requests of the agency and in the maintenance of accounts.
- To maintain records of cash receipts and disbursements and to make reports thereon.
- To assist the general public as well as people with disabilities, their families, with questions and concerns about programs and services.
- To 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.

¹ **Salary Range codes** A = Annual Wage, others: F=Flat Annual Wage; H=Hourly Wage, G=Abbreviated Hourly Wage, D=Daily Wage, W=Weekly Wage

² **EEO Code B (Professionals)**

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.

³ **EEO Code C (Technicians)**

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.

⁴ Alternative Titles Administrative Assistant EEO E (Paraprofessionals) Or Confidential Secretary EEO F (Administrative Support)

To make follow-up phone calls to determine specific need and brief appropriate staff-person.
To call Commissioners and committee members prior to meetings to determine attendance.
To reproduce and mail material to Commissioners and Committee members in advance of Commission and Committee meetings.
To provide staff support to committees (prepare minutes and mailings at the direction of the Executive Secretary) and
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES:

A working knowledge of the principles and practices of bookkeeping and a reasonable speed and accuracy in making complex tabulations and arithmetical computations; a working knowledge of standard office methods and procedures; a familiarity with the uses of standard office equipment; the ability to understand and carry out both oral and written directions; the ability to operate adding and calculating machines; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in bookkeeping and office practice; and

Experience: Such as may have been gained through: employment as a bookkeeper.

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

ADIL Generic Job Description

TITLE: Administrative Assistant

DUTIES AND RESPONSIBILITIES: To provide logistical support to the Agency's team; to include assistance in coordinating weekly, monthly, & quarterly committee meetings and training; to monitor agency's paperwork to ensure that all appropriate federal and state standards are met, update reports for committees, meetings and maintain statistics on Agency's programs; to support Agency Director and Team in logistics and staffing of display tables at conferences, meetings and trainings; to participate in updating Agency program display, brochures and literature; to conduct research on Agency programs as needed; and to do related work as required.

MINIMUM QUALIFICATIONS:

Education: Such as may have been gained through: possession of a high school diploma; Associates Degree preferred with demonstrated competence in MS OFFICE and internet research; and

Experience: Such as may have been gained through: employment in a responsible position in a financial or general business setting; or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Current ADIL Job Description

TITLE: Grants Project Specialist - 1500

DUTIES AND RESPONSIBILITIES: To assist with and provide support related services associated with the management and development of grant funded initiatives and related components for implementation; to be a liaison among the funding, training and implementation aspects of the grant initiatives; to assist in documenting and monitoring expenditures related to the grant initiatives; to assist with the development, management and implementation of all tasks related to supporting the grant initiatives; and to do related work as required.

MINIMUM QUALIFICATIONS:

Education: Such as may have been gained through: Possession of a Bachelor's Degree in Business Management, Accounting or a related field; and

Experience: Such as may have been gained through: Experience in the field of grant writing and/or grant implementation.

SPECIAL REQUIREMENTS (Licensure, Certification, Other): None.

Current ADIL Job Description**TITLE: Grant Assistant****DUTIES AND RESPONSIBILITIES:**

Oversee all Strategic Prevention Framework for Substance Abuse State Incentive Grant (SIG) fiscal activities for the Office of Health and Human Services. This includes assisting with the application for or reapplication for grants on a yearly basis, setting up conferences for staff (including out of State travel) to attend staff development, as well as bringing in lecturers, buying supplies and materials, setting up meetings with sub recipients of the SIG grant; taking responsibility for communication between grant coordinator, grant director and sub recipients; oversee the grant expenditures and report on grant status to federal funders; assist with grant purchases such as Request for Proposals, contracts and miscellaneous purchases and to do related work as assigned. To perform responsible duties in connection with the maintenance of financial and related records; and to do related work as required.

MINIMUM QUALIFICATIONS:

Education: Such as may have been gained through: possession of a Bachelor's Degree in the field of Human Services and/or Social Services and/or Business Management; and Experience: Such as may have been gained through: employment in a responsible position in the field of human services and/or social services, financial or general business office.

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

SPECIAL REQUIREMENTS (Licensure, Certification, Other): None

GCD Proposed Generic Job Description**TITLE: Grant Assistant****DUTIES AND RESPONSIBILITIES:****TITLE: Grant Assistant**

Oversee all fiscal activities for the agency. This includes:

- assisting with the application for or reapplication for grants on a yearly basis,
- setting up conferences, meetings, hearings,
- buying supplies and materials,;
- taking responsibility for communication between project coordinator, agency director and sub recipients;
- oversee the grant expenditures and report on grant status to federal funders;
- assist with grant purchases such as Request for Proposals, contracts and miscellaneous purchases and to do related work as assigned.
- To perform responsible duties in connection with the maintenance of financial and related records; and to do related work as required.

MINIMUM QUALIFICATIONS:

Education: Such as may have been gained through: possession of a Bachelor's Degree in the field of Human Services and/or Social Services and/or Business Management; and Experience: Such as may have been gained through: employment in a responsible position in the field of human services and/or social services, financial or general business office.

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

SPECIAL REQUIREMENTS (Licensure, Certification, Other): None

	GCD Admin, Information & Referral	GCD Independent Living Admin.	SILC Administratio n Inform. & Referral	NE ADA Administration + Inform. & Referral	Total
Administrative Assistant or Grants Project Specialist					
Wages \$15.00/hour	\$9,735	\$4,005	\$4,860	\$2,475	\$20,010
Billing rate \$17.63/hr.	\$11,442	\$4,707	\$5,712	\$2,909	\$24,999
Annual Hours	649	267	324	165	1,334
Hours/week 40 wks. Sept-June	16.25	6.68	8.10	4.13	35.48
Grant Assistant					
Wages \$15.50/hour.	\$9,083	\$3,875	\$5,220	\$2,557.50	\$19,437
Billing rate \$18.80/hr.	\$11,017	\$4,700	\$6,091	\$3,102	\$25,154
Annual Hours	586	250	324	165	1,254
Hours/week 40 weeks Sept-June	14.60	6.25	8.10	4.13	33.48

	<p>MOTION: To approve the Grant Assistant's job description, as presented; authorize the recruitment of applicants for the position for the Executive Committee to interview and select, for the position to start October 2, 2016.</p> <p>Motion moved by JD, seconded by LW, <i>passed unanimously</i></p>
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	<p>4:40 Commission's FY 2018 Budget Target, Bob Cooper</p> <p>Purpose/Goal: To review budget targets and options for the Commission's FY 2017 & 2018 Budget Requests</p>
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To: Department Directors and Agency Heads
From: Thomas A. Mullaney, Executive Director/State Budget Officer
Subject: Budget Instructions for FY 2018
Date: July 22, 2016

Accompanying this memo (via email) are the FY 2018 Budget Instructions. Salary-Wage Projections and Current Services/Target calculations will be distributed to your Chief Financial Officers within the next week.

Submission Date
RIGL 35-3-7 requires the Governor to submit both the Supplemental Budget and the new year Budget by the third Thursday in January. For the FY 2018 Budget, this date falls on January 19, 2017. RIGL 35-3-4 requires that agency budget requests be "submitted to the Governor through the Budget Officer" on a date determined by the Budget Officer, but not later than the first day of October in each year. This year, the Budget Office is again using a tiered submission schedule for agency budget requests. Agencies with total FY 2017 enacted budgets of less than \$10.0 million (all funds) are required to submit their requests no later than September 16, 2016. Those agencies with total FY 2017 enacted budgets of greater than \$10.0 million (all funds) are required to submit their requests no later than September 30, 2016.

FY 2018 Process
The FY 2018 budget request process is once again requiring a constrained budget request, in addition to a current services level budget. The intent of requesting two separate budgets, is to provide the Governor an understanding of what it would cost to fully fund the various programs of state government and options for reducing spending to meet available resources.
The Current Services/Target sheets will provide the estimated current services and target funding levels based on adjustments made for known statewide or agency specific items.

Your FY 2018 constrained budget request should be in line with the target budget provided, including items adjusted for annual impacts from initiatives included in the enacted FY 2017 budget.

The target budget for each agency will be based on a reduction to be determined, net of any hold harmless items. This reduction is based on projected revenues for FY 2018 as compared to projected current service level expenditures and what would be required to bring spending in line with projected revenues.

Current services or unconstrained budgets may include one-time requests for items such as IT projects identified in the recent review by OMB and DOIT.

In both the constrained and unconstrained budgets, agencies should clearly identify any items of a non-recurring (or one-time) nature. There are often one-time resources available during the budget cycle that should be directed towards non-recurring expenses, rather than those that will increase the base budget in future years.

FY 2017 Revised Budget

The FY 2017 Enacted Budget included a number of savings initiatives that agencies should be in the process of implementing. The revised budget should assume full implementation of these initiatives within expected timeframes and the associated savings. If unforeseen circumstances are affecting implementation of a savings initiative, the agency should attempt to identify viable alternatives within its own budget to offset any lost savings from the original initiative. Requests for supplemental appropriations are not encouraged.

Requirements of the Budget Request

In addition to the basic budget request information, as with last year's submission, this year's budget submission will continue to require a few additional items. First, a copy your agency strategic plan is to be included with the budget request.

Second, in accordance with legislation enacted by the 2013 General Assembly, each agency will be required to submit an updated list of any reports required of the agency under Rhode Island General Laws (a copy of the list submitted by your agency last year will be emailed to your CFO). Further information on this requirement is contained in the FY 2018 Budget Instructions.

Third, the FY 2015 Appropriations Act (Article 9) made substantial changes to the various reporting requirements regarding contract employees and privatization contracts. The goal of these changes was to streamline the reporting requirements and make it easier for agencies to comply with the statute. In recent years, few agencies have properly complied with the various statutory reporting requirements because they were burdensome, time consuming, overlapping and in some instances contradictory. The Budget Office attempted to automate the process, but the resulting reports were not accepted by the General Assembly or union officials as being in line with the statutory requirements. The changes approved in 2014 took several years of negotiations with the General Assembly and union officials to get approved, therefore it is imperative that all agencies make every effort to comply with these updated reporting requirements. A new format for providing this information will be distributed to agencies by the Budget Office in the coming weeks.

Personnel Supplement

In addition to completing the Personnel Supplement within SABRS, each agency is required to submit a complete Salary-Wage Projection spreadsheet that contains information on each position budgeted (including vacancies) by account with the agency budget request.

Timelines

In order to meet the timelines for submission of the Governor's budget to the General Assembly in January 2017, and to provide the Governor sufficient time to review and understand the various budget proposals, it is imperative that agencies adhere to the timetable laid out in these instructions. At a minimum, action on personnel requests and purchase requisitions will be suspended for any agency whose budget is not submitted on time.

If you have any questions on the current services or target funding levels or the overall instructions, please contact your assigned Budget Analyst.

Thank you in advance for your continued cooperation.

To: Department Directors and Agency Heads
From: Thomas A. Mullaney, Executive Director/State Budget Officer
Date: August 3, 2016
Subject: FY 2018 Targets

Accompanying this memo (via email) is the FY 2018 current services calculation and target funding level for your agency. The current services calculations make adjustments for changes in retirement rates, retiree health rates, medical, dental and vision costs and holiday pay. There is no adjustment at this time for salary increases, since no new cost of living adjustment has been negotiated at this time. In addition, agency specific adjustments have been made where warranted, including entitlement adjustments (i.e. Medicaid), non-recurring or one-time expenses, and various other adjustments, such as state aid and education aid.

Once all of these current services adjustments are made, the Budget Office is projecting total expenditures for FY 2018 of \$3.809 billion. Preliminary revenues for FY 2018, net of the transfer to the Budget Reserve and Cash Stabilization Fund, are projected at \$3.625 billion. This leaves a funding gap of almost \$185.0 million.

As has been the case for many years, the FY 2017 enacted budget is funded in part by a large projected carry over from FY 2016. This means that even if no growth in spending were assumed, FY 2018 would start with a deficit of over \$120.0 million because this carry over funding is not projected to be available at the end of FY 2017. Growth in spending for the education aid funding formula, Medicaid, debt service, various agency specific items and statewide personnel related costs results in projected net additional costs in excess of \$125.0 million. Revenues are only projected to grow by approximately \$60.0 million, thereby resulting in a projected deficit of almost \$185.0 million in FY 2018.

As a result of this projected funding shortfall, the Governor is requesting that each agency provide options to achieve a four percent (4.0%) and an eight percent (8.0%) reduction to their budget (exclusive of certain hold harmless items, where applicable). The current services sheets reflect the value of an eight percent (8.0%) reduction, but your budget submission should prioritize reductions to reflect those that would meet a four percent (4.0%) target and those that would meet the full eight percent (8.0%) target.

As stated in the budget instructions distributed last week, to achieve such reductions agency Directors should prioritize programs to eliminate duplicative and underperforming programs; streamline and consolidate programs, offices and services; and reduce layers of management and administration.

If you have any questions on the calculated current services level or the target funding level for your agency, please contact your assigned Budget Analyst.

Thank you in advance for your continued cooperation.

FY 2018 Calculated Agency Targets	
FY 2017 Enacted General Revenue Appropriations	\$412,547
Statewide Adjustments:	
1. Salary and Seasonal Wages (COLA)	\$0
2. Medical Benefit Inflation	\$2,478
3. Salary Adjustment on Overtime, Holiday, Briefing Time. Grad Asst.	\$0
4. Retirement Rate Change	(\$775)
5. Election Day Holiday not needed in FY 2018	\$0
6. Statewide Benefit Assessment, Rate Change	\$0
7. Retiree Health Rate Change	\$23
8. Medical Insurance Waiver Bonus	\$0
Total Statewide Adjustments	\$1,726
FY 2018 Target Base	\$414,273
FY 2018 - 8% Target Adjustment	(\$33,142)
Plus: FY 2018 Hold Harmless Items	\$0
Final FY 2018 Budget Target Total	\$ 381,131
As it past years, we will have to prepare three proposals. The Budget Office's FY 2018 target base does not take into account the FY 2017 Independent Living state match was for ¾ of the fiscal year, \$8,804, nor the agreed upon salary upgrade for the Public Education Aide in September 2016, another \$3,211 (including step increase, benefits & payroll taxes)	
FY 2018 Current service level (including Independent Living's 1st quarter)	\$426,288

• -4% reduction	(\$17,052)
FY 2018 -4% Budget Target Total	\$ 409,236
• -8% reduction	(\$34,103)
FY 2018 -8% Budget Target Total	\$ 392,185

Description	Governor's 2017	[D] FY 2017 Revised
Grand Total All Funds		
Wages & Benefits	\$378,922	\$385,750
Contracted Professional Services	\$21,965	\$50,678
Operating Supplies and Expenses	\$33,601	\$38,000
Assistance and Grants	\$250,714	\$225,207
Capital Purchases and Equipment	\$210	\$840
Grand Total	\$685,412	\$700,475
General Revenue		
Commission Operations		
Wages & Benefits	\$351,091	\$341,131
Contracted Professional Services	\$4,360	\$13,338
Operating Supplies and Expenses	\$10,985	\$12,182
Capital Purchases and Equipment	\$0	\$840
Operations Subtotal	\$366,436	\$367,491
<i>Over/Under Target</i>		<i>\$1,055</i>
Mary Brennan Fellowship Fund		
Assistance and Grants	\$14,718	\$14,720
Fellowship Subtotal	\$14,718	\$14,720
<i>Over/Under Target</i>		<i>\$2</i>
Disability Business Enterprises		
Wages & Other Compensation	\$3,535	\$2,652
Contracted Professional Services	\$567	\$693
Operating Supplies and Expenses	\$891	\$393
Disability Business Enterprise Subtotal	\$4,993	\$3,738
<i>Over/Under Target</i>		<i>(\$1,255)</i>
Independent Living Administration		
Wages & Benefits	\$6,233	\$7,530
Contracted Professional Services	\$5,172	\$4,810
Operating Supplies and Expenses	\$1,029	\$735
Assistance and Grants	\$0	\$0
Capital Purchases and Equipment	\$210	\$0
Operating Transfers from DHS/ORS		\$0
Independent Living Admin. Subtotal	\$12,644	\$13,075
<i>Over/Under Target</i>		<i>(\$10)</i>
Federal Funds:		
Independent Living State Plan Grant		
Wages & Benefits	\$0	\$0
Contracted Professional Services	\$0	\$15,889
Operating Supplies and Expenses	\$114	\$5,547
Assistance and Grants	\$228,636	\$206,807
Capital Purchases and Equipment	\$0	\$0
Independent Living Services Subtotal	\$228,750	\$228,243
Restricted Receipts		
Technical Assistance		
Contracted Professional Services	\$2,715	\$3,666
Operating Supplies and Expenses	\$7,790	\$7,913
Assistance and Grants	\$0	\$0
Capital Purchases and Equipment	\$0	\$0
Technical Assistance Subtotal	\$10,505	\$11,579

Description	Governor's 2017	[D] FY 2017 Revised	
<i>Over/Under Target</i>		<i>(\$8,723)</i>	
NE ADA Technical Assistance Grant			
Wages & Other Compensation	18,063	\$34,437	
Contracted Professional Services	\$2,859	\$5,319	
Operating Supplies and Expenses	\$5,327	\$4,882	
Assistance and Grants	\$7,360	\$3,680	
Capital Purchases and Equipment	\$0	\$210	
NE ADA Grant Subtotal	33,609	48,528	
<i>Over/Under Target</i>		<i>(\$16,061)</i>	
Description	[A] FY 2018 CSL	-4% FY 2018	-8% FY 2018
Grand Total All Funds			
Wages & Benefits	\$388,113	\$353,183	\$341,535
Contracted Professional Services	\$64,108	\$64,108	\$64,108
Operating Supplies and Expenses	\$40,643	\$40,725	\$40,689
Assistance and Grants	\$300,177	\$300,177	\$300,177
Capital Purchases and Equipment	\$0	\$0	\$0
Grand Total	\$793,041	\$758,193	\$746,509
General Revenue			
Commission Operations			
Wages & Benefits	\$354,547	\$320,499	\$308,850
Contracted Professional Services	\$18,307	\$18,307	\$18,307
Operating Supplies and Expenses	\$12,280	\$12,362	\$12,325
Capital Purchases and Equipment	\$0	\$0	\$0
Operations Subtotal	\$385,134	\$351,167	\$339,482
<i>Over/Under Target</i>	<i>\$16,333</i>	<i>(\$2,881)</i>	<i>\$186</i>
Mary Brennan Fellowship Fund			
Assistance and Grants	\$14,720	\$14,720	\$14,720
Fellowship Subtotal	\$14,720	\$14,720	\$14,720
<i>Over/Under Target</i>	<i>\$2</i>	<i>\$591</i>	<i>\$1,179</i>
Disability Business Enterprises			
Wages & Other Compensation	\$2,645	\$2,646	\$2,645
Contracted Professional Services	\$796	\$796	\$796
Operating Supplies and Expenses	\$403	\$403	\$403
Disability Business Enterprise Subtotal	\$3,844	\$3,845	\$3,844
<i>Over/Under Target</i>	<i>(\$1,149)</i>	<i>(\$948)</i>	<i>(\$749)</i>
Independent Living Administration			
Wages & Benefits	\$6,443	\$6,442	\$6,443
Contracted Professional Services	\$8,885	\$8,885	\$8,885
Operating Supplies and Expenses	\$876	\$876	\$876
Assistance and Grants	\$0	\$0	\$0
Capital Purchases and Equipment	\$0	\$0	\$0
Operating Transfers from DHS/ORS	\$0	\$0	\$0
Independent Living Admin. Subtotal	\$16,204	\$16,203	\$16,204
<i>Over/Under Target</i>	<i>(\$1,282)</i>	<i>(\$579)</i>	<i>\$126</i>
Federal Funds:			
Independent Living State Plan Grant			
Wages & Benefits	\$0	\$0	\$0
Wages & Benefits	\$16,988	\$16,988	\$16,988
Contracted Professional Services	\$5,843	\$5,843	\$5,843
Operating Supplies and Expenses	\$281,777	\$281,777	\$281,777
Assistance and Grants	\$0	\$0	\$0
Capital Purchases and Equipment	\$304,608	\$304,608	\$304,608
Independent Living Services Subtotal	\$0	\$0	\$0
Restricted Receipts			

Description	[A] FY 2018 CSL	-4% FY 2018	-8% FY 2018
Technical Assistance			
Contracted Professional Services	\$3,740	\$3,740	\$3,740
Operating Supplies and Expenses	\$7,913	\$7,913	\$7,913
Assistance and Grants	\$0	\$0	\$0
Capital Purchases and Equipment	\$0	\$0	\$0
Technical Assistance Subtotal	\$11,653	\$11,653	\$11,653
<i>Over/Under Target</i>	<i>(\$3,708)</i>	<i>(\$3,708)</i>	<i>(\$3,708)</i>
NE ADA Technical Assistance Grant			
Wages & Other Compensation	\$24,478	\$23,596	\$23,597
Contracted Professional Services	\$6,085	\$6,085	\$6,085
Operating Supplies and Expenses	\$5,013	\$5,013	\$5,013
Assistance and Grants	\$3,680	\$3,680	\$3,680
Capital Purchases and Equipment	\$0	\$0	\$0
NE ADA Grant Subtotal	39,255	38,373	38,374
<i>Over/Under Target</i>	<i>(\$806)</i>	<i>(\$1,688)</i>	<i>(\$1,687)</i>
	The unconstrained budget is more than \$16,000 short.		
	The 4% constrained budget would require shutting the office 3 hours/week		
	The 8% constrained budget would require shutting the office 4.5 hours/week		
	Should we prepare a special paper recommending the Livable Home Tax Credit Administration for the Governor to consider, as a new initiative?		
	<p>MOTION: To direct staff to prepare budget proposals: <i>FY 2017 Revised including the Federal Independent Living Carryover of \$100,000;</i> <i>FY 2018 Current service level</i> <i>FY 2018 -4% Budget Target</i> <i>FY 2018 -8% Budget Target</i> <i>FY 2018 Current service level + Livable Home Tax Credit Administration</i></p> <p>Motion moved by JD, seconded by CG, <i>passed unanimously</i></p>		
	4:45 Agenda for the Next Meeting, Rosemary Carmody, Interim Chair		
	Purpose/Goal: To set the agenda for the next meeting.		
	<p>Discussion: Executive Committee meeting are on the 3rd Mondays 4 08/29th.</p> <ol style="list-style-type: none"> 1. Interview 3 applicants for appointment to the Commission 2. Annual Meeting Planning: The annual meeting of the commission shall be held yearly in September to: <ol style="list-style-type: none"> a. Adopt the operational plan of the commission including the establishment or retention of committees, in addition to those established by law or these General Operating Rules, and volunteer units; b. Allocate resources, adopt a supplemental budget request for the current fiscal year and set fee and complementary gift schedules; c. Adopt a budget request following fiscal year; d. Elect the vice chairperson; and e. Give advice and consent to the Chairperson's appointments of committee chairpersons and members and liaisons to other boards. 		

	<p>MOTION: To place on the Agenda for the August 29, 2016 5:30 PM meeting the following items:</p> <ul style="list-style-type: none"> • Interviewing 3 applicants for appointment to the Commission • Annual Meeting Planning <p>Motion moved by LW, seconded by JR, <i>passed unanimously</i></p>
	<p><i>5:00 Adjournment, Rosemary Carmody, Interim Chair</i></p> <p>MOTION: To adjourn at 5:04 PM</p> <p>Motion moved by CG, seconded by JR, <i>passed/unanimously</i></p>