



**Governor's Commission on Disabilities**  
**Executive Committee**  
**Monday, September 26, 2016 5 PM - 6:45 PM**  
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**GCD Attendees:** Rosemary Carmody, (Vice Chair.); Casey Gartland; Jack Ringland; & Linda Ward  
**Absentees:** Andrew Argenbright; Judi Drew; & Sarah Everhart Skeels  
**Statewide Independent Living Council' Executive Committee members present:** Barbara Ringland (Vice Chair) & Anabela Azevedo (Treasurer)  
**Staff:** Bob Cooper, Executive Secretary



**5:00 Call to Order, Rosemary Carmody, Interim Chair**  
 Chair calls the meeting to order at 5 PM  
 Introductions of Commissioners and guests

**Action Items:**



**5:05 Recommendation to ADIL for filling the Grant Assistant Position, Rosemary Carmody, Interim Chair**  
**Purpose/Goal:** To interview applicants and recommendation to ADIL Business Services the preferred finalist.  
 Discussion: Complete resumes are attached. 15 minute Interviews have been scheduled starting at 5:15 PM.

**Adil Business Systems, Inc. – Cranston, RI**  
**Job Description**  
**TITLE: Grant Assistant**  
**DUTIES AND RESPONSIBILITIES:**  
 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 High School Diploma required, however, possession of a Bachelor's Degree in the field of Human Services and/or Social Services and/or Business Management is desired.

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  
 Job Type: Contract  
 Required experience:

- Experience in Human Services, Social Services Financial or General Business preferred.: 1 year

We have set up application questions for your job.  
 You have requested that Indeed ask candidates the following questions:

- How many years of **Experience in Human Services, Social Services Financial or General Business preferred.** experience do you have?

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

**5:15 PM Narine Emdjian # 3**

Currently in School to for an MBA @ Johnson & Whales University, Graduation expected in 2017  
 Started Freelance Job in Marketing September 2016 (as needed).  
 Worked in Armenia for 9 years writing grants (not on resume).  
 Legally allowed to work in the USA, Permanent Resident.  
 Lives in Warwick, RI.

**5:30 via telephone: Theresa Richardson**

BA in Business Administration, 2004  
 Currently relocating from Florida to MA. Theresa will be living 20 minutes from Cranston, RI.  
 Over 14 + years of office & administrative experience.

Currently Unemployed and available for work

**5:45 Lorna Dobson # 2**

Associates Degree, 2012  
 Social Security Disability Determination Services, Providence, RI – 6/2013 – 12/2015 (2.5 years), Grant Specialist & SSDI Claims Processor – processed SSDI Insurance claims & worked on projects related to federal grants.  
 Quality Systems Analyst – 2005 – 2010 (5 years)  
 Lorna has 7.5 years' work experience, of which 2.5 years was dedicated to working on SSDI insurance claims & grant related projects.  
 She was a previous employee of Adil Business Systems, Inc. and was placed at our client, the Social Security Disability Determination Services in Providence, RI.  
 She is currently Unemployed and looking for a Part-Time job.  
 She lives in Providence, RI.

**6:00 Holly Paiva # 1**

Mother is Disabled & Holly has taken care of her for the last 3 years. Mother has a neurological Syndrome – she is unable to speak and walk.

BS in Human Sciences & Services (Communication Disorders & Human Development). Minor in Family Studies.

Currently Employed as a Guidance Clerk, from 7:00 am to 10:30 am (3.5 hours/day – 17.5 hours/week)

9 years in HR, Office Management & administration.

Lives in North Smithfield, RI.

	<b>Meeting Recessed at 6:30 PM</b>
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**6:15 Lubicristin Lora reschedule**

Part Time Billing Coordinator & Per Diem Teacher – 2/2016 – Present, Providence School Department – Works 20 hours per week (Flexible Schedule)

5 year’s work experience – Bilingual

4-5 years’ experience working in Human Services

Previous experience working @ Governors Commission on Disabilities and Paul V. Sherlock Center on Disabilities @ RIC

Masters in Rehabilitation Counseling – 9/2015 – Present (graduate 2018)

BS in Criminal Justice & Sociology

Lives in Providence, RI

	<p><b>MOTION:</b> To recommend ADIL Business Services hire Holly Paiva to fill the contract Grant Assistant at the Commission:  <b>Motion moved by LW, seconded by JR, <i>passed unanimously</i></b></p>
	<p><b><i>6:40 Agenda for the Next Meeting, Rosemary Carmody, Interim Chair</i></b></p> <p><b>Purpose/Goal:</b> To set the agenda for the next meeting.</p> <p>Discussion:            Executive Committee meeting are on the 3<sup>rd</sup> Mondays 4 - 5 PM. The next meeting is on 12/07<sup>th</sup> (winter fellowship interviews). Should the Executive Committee schedule a meeting before that date?</p>
	<p><b><i>6:45 Adjournment, Rosemary Carmody, Interim Chair</i></b></p> <p><b>MOTION:</b> To adjourn at 6:40 PM  <b>Motion moved by JR, seconded by LW, <i>passed/unanimously</i></b></p>