

Minutes



Executive Committee

Thursday November 3, 2005 4 PM to 6 PM

Governor's Commission on Disabilities

John O. Pastore Center (Formerly the Howard Center)

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Secretary:	Bob Cooper
Attendees:	Paul Choquette (Chair); John McDonald (Vice Chair); Rosemary Carmody; Ronald McMinn; & Bill Nieranowski
Excused:	Regina Connor; Judi Drew; Binyamin Efreom; Vicki Ferrara; Timothy Flynn; & Scott Greco; & Paul Grenon

Minutes

4:00 PM Call to Order Paul Choquette, Chair

Discussion: Vice Chair calls to order at 4:12 PM

The chairperson arrived around 5 PM.

MOTION: To accept the minutes of the previous meeting, as mailed RMcM/BN passed unanimously

4:05 PM	Review of & Response to the Budget Office's Recommendations for FY 06 Supplemental and FY 07 Requested Commission's Budget Allocation	Bob Cooper, Executive Secretary
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The Budget Office's Recommendations for the FY 06 Supplemental Budget:

- The changes from the Commission's General Revenue Accounts request include:
 1. (\$4,479) decrease in unclassified salaries - shifting more of employee salaries to grants
 2. (\$6,856) decrease in employee benefits - both shifting of the benefits to grants and updated calculations of benefit costs
 3. (\$1,136) decrease in interpreters for the deaf / real-time captioning services
 4. (\$8,151) elimination of purchasing of legal services (DOA will cover those expenses)
 5. (\$2,065) elimination of funding for the new multifunction printer/copy machine
 6. (\$2,491) decrease in other operating expenses -
 - a. cut: postage by \$838; office supplies by \$358; staff training by \$162; printing by \$151; telephones by \$123; and \$175 of other cuts
 - b. elimination of: all non-employee travel reimbursement \$500; all videotapes \$104; & notary public fee \$80

MOTION: To Appeal the Budget Office's Recommendations of the FY 2006 Supplemental Budget General Revenue Account for the following items:

1. seek clarification of which grant account is offsetting the \$4,479 reduction of unclassified salaries¹

Item	10 year average	06 Enacted	GCD 06 Request	Budget Office Recommendation
Interpreters for the deaf / real-time captioning services	\$2,184	\$593	\$1,731	\$593
Postage ²	\$1,116	\$1,655	\$1,547	\$709
Telephones	\$1,640	\$720	\$849	\$726
Employee mileage ³	\$1,751	\$1,432	\$995	\$988
Multifunction printer/copier lease ⁴	NA	\$0	\$2,379	\$314
Contract employee mileage	NA	\$0	\$500	\$0
Notary Public Fee (already paid)	NA	\$0	\$80	\$0

RMcM/BN passed unanimously

▪ Changes from the Commission's ADA Grant Request include:

1. (\$2,896) decrease in Central Business Office fee of \$2,896 and Public Relations (ABLE TOO... production) of \$1,556 – **restored**
2. (\$9,322) decrease in Contract Employee Salary – **restored**
3. (\$5) decrease in telephones & parking/tolls
4. \$1,414 added in recalculated benefits

▪ Changes from the Commission's HAVA Grant Request include:

1. (\$500) decrease in staff training– **restored**
2. (\$8) decrease in Contract employee mileage – **restored**
3. (-\$292) in federal grant audit – **restored**
4. \$314 added in salaries
5. \$1,025 added in recalculated benefits

▪ Changes from the Commission's HRIC Grant Request include:

1. (\$4,641) decrease in Central Business Office fee of \$2,172 and Public Relations (ABLE TOO... production) of \$5,181– **restored**
2. (\$52) decrease in salaries
3. (\$168) in recalculated benefits

The Budget Office's Recommendations for the FY 07 Budget

- Elimination of the Commission's RI Capital Program Funding for Accessibility Renovations (\$300,000)

MOTION: To accept the Budget Office's Recommendations to eliminate the FY 2007 RI Capital Project Accessibility Account and write to the Governor informing him that the Commission:

- a) Is in the process of conducting an architectural and engineering accessibility survey of

¹ The only increase in unclassified salaries in grant accounts is \$314 in the HAVA grant, the Personnel Report indicates a (\$4,218) decrease in personnel expenses based on staff turn over in FY 06

² Postal rate increase of 5% announced on 11/1/05

³ Employee Mileage Reimbursement rate was increased from \$0.405 / mile to \$0.48 / mile as of Sept. 17, 2005 a 19% increase, after the Commission's Budget Request was submitted.

⁴ Commission has a 48 month lease/purchase agreement

the John O. Pastore Center Facilities of the Departments of Corrections, Human Services, and Mental Health, Retardation and Hospitals (as well as facilities MHRH leases to community provider agencies) with the assistance of the Division Of Capital Projects And Property Management, utilizing up to \$80,000 of the FY 2006 RI Capital Plan Funding for Accessibility;

- b) Has asked the Department of Environmental Management, the University of RI, RI College and the Community College of RI to complete their own architectural and engineering accessibility survey; and
- c) Plans to present a comprehensive General Obligation Bond proposal to complete the accessibility renovations throughout state government. The Commission hopes the have the proposal completed early in the New Year, but it might not be ready for submission to the General Assembly as part of the Governor's Budget Recommendations.

RMcM/RC passed unanimously

- Changes from the Commission's General Revenue Account request include:
 1. \$1,745 increase for employee benefits
 2. (\$8,436) elimination of purchasing of legal services from DOA⁵.
 3. (\$1,687) decrease in interpreters for the deaf / real-time captioning services
 4. (\$164) eliminated the COLA for custodial services
 5. (\$2,065) elimination of funding for the new multifunction printer/copy machine
 6. (\$2,491) decrease in other operating expenses –
 - a. cut: postage by \$893; office supplies by \$441; staff training by \$423; employee mileage reimbursement by \$237; printing by \$192; telephones by \$153; and \$304 of other cuts
 - b. elimination of: \$replacement computer \$930; all non-employee mileage reimbursement \$438; all videotapes \$288; & notary public fee \$83⁶
 7. (\$500) elimination of DBE Marketing Training

MOTION: To Appeal the Budget Office's Recommendations for the FY 2007 Budget General (Revenue) Operation Account for the following items:

Item	10 year average	06 Enacted	GCD 07 Request	Budget Office Recommendation
Interpreters for the deaf / real-time captioning services	\$2,184	\$593	\$2,280	\$593
Postage ⁷	\$1,116	\$1,655	\$1,602	\$709
Employee mileage ⁸	\$1,751	\$1,432	\$1,225	\$988
telephones	\$1,640	\$720	\$849	\$726
Multifunction printer/copier lease ⁹	NA	\$0	\$2,379	\$314
Contract employee mileage	NA	\$0	\$438	\$0

⁵ But left intact the \$3,234 for ABLE TOO... after HRIC grant runs out

⁶ Have since learned that Notary Public term is 4 years

⁷ Postal rate increase of 5% announced on 11/1/05

⁸ Employee Mileage Reimbursement rate was increased from \$0.405 / mile to \$0.48 / mile as of Sept. 17, 2005 a 19% increase

⁹ Commission has a 48 month lease/purchase agreement

DBE Marketing Training ¹⁰	NA	\$0	\$500	\$0
Replacement of computer	NA	\$0	\$930	\$0
RMcM/RC passed unanimously				

- Changes from the Commission's Mary Brennan Fellowship Account request (\$210) decrease of the \$560 increase in stipends for net increase of the stipends of 3.5% or \$87.50

Discussion: Members felt that the Commission should accept the 3.5% stipend increase.

- Changes to the Commission's ADA Grant Request include:
 1. (\$3,132) decrease in the Central Business Office fee of \$3,132 and Public Relations (ABLE TOO... production) cost of \$1,604 – **restored**
 2. \$495 added in recalculated benefits
- Changes to the Commission's HAVA Grant Request include:
 1. (\$1,338) decrease in interpreter/captioning services
 2. (\$261) decrease in the Central Business Office "Financial Services" fee of \$3,132 and "Public Relations Services" \$401;
 3. \$789 added in recalculated benefits

MOTION: To Appeal the Budget Office's Recommendations of the FY 2007 Budget HAVA Grant Request regarding the (\$1,338) decrease in interpreter/captioning services RC/RMcM passed unanimously

- Changes to the Commission's 50th Anniversary Celebration Requests include:
 1. Elimination of the 50th Anniversary Fund (\$34,825 of General Revenue Funds)
 2. Elimination of the Paul V. Sherlock Art Exhibition Trust Fund (\$90,000 of General Revenue Funds)
- The Budget Office recommends waiting until a grant is awarded before request permission from the General Assembly to establish an Archive Cataloguing and Digital Conversion Restricted Receipt Account (\$78,750)

50th Anniversary Planning Committee

Commissioners include:

Paul Choquette, Ronald C. McMinn, Kate McCarthy-Barnett, Arthur M. Plitt, & Jeanne Behie

Committee Members Designated by Department and Agency Directors¹¹ include:

Fran Raymond of US Senator Chafee's Office; Patrick A. Lynch of Office of the Lieutenant Governor; Richard Hite of the Office of the Secretary of State; Robert McCutcheon of Department of Corrections; Marie A. Strauss of the Department of Elderly Affairs; Patricia Ryherd of the Department of Human Service; Sarah Zurier of the RI Historical Preservation & Heritage Commission; Patricia Platt of the Public Defender's Office; & Randall Rosenbaum of RI State Council on the Arts

Will be designating someone at their next meeting: RI Commission for Women,

Understaffed but interested: RI Mental Health Advocate's Office

Awaiting Responses from:

US Senator Reed, US Representatives Kennedy & Langevin, Attorney General Lynch & General Treasurer Tavares; the presidents of CCRI, RIC, & URI, the directors of the RI Board of Elections, RI Commission for Human Rights, RI Commission on the Deaf and Hard of Hearing, RI

¹⁰ After the HRIC grant ends in FY 06 all Disability Business Enterprise program obligations must be covered with General Revenue Funds, until another grant is secured.

¹¹ Letters Requesting the designation of a representative to the planning committee were sent on Oct. 14, 2005

Department for Children, Youth & Families, RI Department of Business Regulation, RI Department of Environmental Management, RI Department of Health, RI Department of Labor and Training, RI Department of Mental Health, Retardation & Hospitals, RI Department of Transportation, RI Developmental Disabilities Council, RI Economic Development Corporation, RI Economic Policy Council, RI Emergency Management Agency/National Guard, RI Office of the Child Advocate, RI Office of Health & Human Services, & RI Public Transit Authority

Discussion: Members felt that no appeal should be made regarding either the elimination of the Paul V. Sherlock Art Exhibition Trust Fund nor Archive Cataloguing and Digital Conversion Restricted Receipt Account.

MOTIONS: To Appeal the Budget Office’s Recommendations of the FY 2007 Budget regarding the: Elimination of the 50th Anniversary Fund (\$34,825) General Revenue RC/RMcM passed unanimously

4:55 PM Other Budget Business Bob Cooper

1. Procedures for the Commission’s Purchase (JPMorganChase VISA) Cards

Discussion: Due to a lack of clear guidance from the Executive Secretary to staff with regards to the “gift baskets” for the Vanni & Fogarty Award Recipients \$535 was spent, and the gift baskets may have exceeded the Ethics Regulations limit of a “Fair Market Value” no greater than \$25 to the Fogarty Award Recipients. In addition \$132 of purchases was not related to “Promoting of the Disability Business Enterprises/Rehabilitation Facilities”.

The existing Commission Operating Rules were adopted prior to the state’s use of “Purchase Cards”.

The State’s Purchase Card Procedures

There are 3 purchase cards assigned to the Commission:

Travel – Out of State Travel requires prior written travel request, signed by 1 of the 3 Commission Authorized Agents, verbal authorization for DOA – including a travel authorization # and the use of the state’s contracted travel agent;

Advertisements – Newspaper advertisements

Other: All non-travel, non-Master Price Agreement purchases – Single purchase limit of \$250¹²

Commission’s Purchase Card Authorization as of 11/02/05

Employee Last Name	Employee First Name	Status	E-mail Address	Single Transaction Limit
ADVERTISING	GOV COMM DIS	Active	cfurtado@GCD.RI.GOV	5000
Cooper	Bob	Active		
DelSanto	Manuel	Active		
SALVAS	HARVEY	Active	BCOOPER@GCD.STATE.RI.US	2500
TRAVEL	DISABLTY COM	Active	BCOOPER@GCD.STATE.RI.US	9999999999

The closest provision in the Commission’s Operating Rules relating to purchases by the staff, external from the state’s Purchasing System (which requires both electronic and written authorization) is: V. K. 3. Method Of Operation - Commissioner, Associate Member and Staff Conduct – Reimbursement

“The Commission will reimburse the Commissioners, Associate Members and staff for any expenditure, which have received prior authorization.

Travel Expenses are reimbursed in accordance with the state government’s travel regulations.

Out-Of-Pocket Expenses – With authorization from the Chairperson, Vice Chairperson or

¹² State Purchase Card Procedures reference a *Single daily limit & Monthly limit for agencies to set.*

Executive Secretary out-of-pocket expenses shall be reimbursed. For any expenditure expected to cost more than \$100, the prior approval shall be in writing.”

MOTION: To place in the Executive Secretary’s Personnel File a written reprimand for failure to provide clear guidance to staff with regards to the “gift baskets” for the Vanni & Fogarty Award Recipients, the relevant provisions of the RI Ethic’s Code and grant restricts, and he is directed to reimburse the state \$132 for the purchases was not related to “Promoting of the Disability Business Enterprises/Rehabilitation Facilities”.RMcM/PC passed unanimously

MOTION: To direct the Executive Secretary to follow the Commission’s General Operating Rules Chapter N.V.K.3.) Method Of Operation – Commissioner, Associate Member and Staff Conduct – Reimbursement - purchase card with regards to the utilization of the Purchase Cards, requiring prior written approval for all expenditures over \$100. PC/RMcM passed unanimously

2. Central Business Office Service Charges to Grant Accounts and Authorized Agent

Discussion: The Chair and Vice Chair sent a memo to the Chief of Business Services on October 25, 2005 regarding the Commission’s concerns about the transfer of funds from the Commission’s accounts without signature of one of the 3 Authorized Agents (Chairperson, Vice Chairperson or Executive Secretary) and the excessive fees charged the HRIC account in FY 05. The memo requested the Chief of Business Service to please arrange for the repayment of the HRIC Grant Account \$5,126 and institute procedures to ensure all fiscal documents (requisitions, purchase orders, invoices, employee advance/expenses, interdepartmental transfers, journal entries, bond fund transfers, and all other fiscal documents are signed by one of the Commission’s 3 Authorized Agents.

MOTION: To schedule a meeting of the Chair, Vice Chair, Chair of Election Assistance Committee and Executive Secretary with the Chief of Business Services and To seek clarification from the Budget Office regarding their initial deletion of grant funds for financial/public relation services in amounts equal to the ADA grant in FY 06 & 07. RMcM/RC passed unanimously

3. Setting Date for the next Executive Committee Meeting

Topics: Sexual Harassment Training & New Commissioner Orientation

Executive Secretary shall poll the Executive Committee Members (and newly appointed Commissioners) to determine the best date during the week of the Nov 14th to hold the next Executive Committee meeting.

Adjournment at: 6:05 PM