

# Minutes



## EXECUTIVE COMMITTEE

Thursday December 15, 2006 3:30 PM to 4:30 PM

Governor's Commission on Disabilities

**John O. Pastore Center** (Formerly the Howard Center)

**- 41 Cherry Dale Court,**

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**Secretary:**

Bob Cooper

**Attendees:**

Paul Choquette (Chair); John McDonald (Vice Chair); Rosemary Carmody; Regina Connor; Judi Drew; Ronald McMinn; & Bill Nieranowski

**Excused:**

Binyamin Efreom; Vicki Ferrara; Timothy Flynn; Scott Greco; & Paul Grenon

### Minutes

**3:30 PM Call to Order and acceptance of minutes**

**Paul Choquette, Chair.**

Discussion: Call to order at 3:32 PM

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

**3:35 PM Transfer of Handicapped Parking Permit Unit Brian Peterson, DMV**

Discussion: The Committee members ask Brian Peterson, Department of Administration, and John DiTomasso, Division of Motor Vehicles, the following questions regarding the Disability Parking Unit {their **answers** follow each question)

**Employees:**

1. The two employees who would be affected:
  - a. Are the employees in a union? **Yes, Council 94**
  - b. Their positions? **They do all of the clerical work associated with the issuance of permits, including meeting with the people.**
  - c. Pay grades? **One is a grade 14-5<sup>th</sup> step \$32,597 and one a 09-5<sup>th</sup> step \$29,336**
  - d. Job titles? **Assistant Supervisor Data Entry Operator and Senior Clerk Typist**
2. Does the unit staff approve the applications for parking privilege? **The "automatics" are approved in house and those who need review are sent to the Medical Board**
3. Are the two affected employees willing to be transferred? **Yes**

**Logistics:**

1. Average # of walk in traffic daily? **40 (6/hr)**

2. Are there peak times of the year? **High October '05 950; Low April '05 727**
3. Average # of new permit applications annually? **10,100 '05 estimate**
4. Average # of non-"automatics" applications needing to be "reviewed"? **2,100 estimate reviewed annually by the Medical Advisory Board**
5. Average # of renews annually? **5,800**
6. Average # of appeals annually? **750**

**Budget:**

1. Salaries **\$67,472**
2. Fringe Benefits **\$28,505**
3. Postal **Not separated**
4. Printing **Tags, Placards, Applications, \$16,000 annually**
5. Information technology **0**
6. Other operating expenses:
  - a. Telephone Lines ?
  - b. Supplies ?

**Equipment:**

1. What would be transferred with the employees?
  - a. **2 Computer workstations that can tie into Commission network**
  - b. **2 Desks & chairs**
2. Records Storage
  - a. How much space is needed for storage of paper records? **60 square feet**
  - b. How many file cabinets would be transferred? **4 filing cabinets**
3. What equipment generates the:
  - a. Initial parking certificates **Applicants data is entered into terminal and upon completion a certificate is generated through the Okidata Microline Dot-Matrix Printer**
  - b. Initial tags ?
  - c. Renewal (**every 3 years**) notice & envelopes? **Automatically printed and mailed from the Johnston Computer Center**
4. What computer
  - a. Hardware is used? **1 Personal Computer and 1 internal terminal**
  - b. Software is used? **Microsoft Office (Access & Northwind)**
5. Is the disability parking database
  - a. In a personal computer? **Yes**
  - b. In a mainframe? **Yes**
  - c. Would the Commission need to be connected to that mainframe? **Yes**
    - i. If so what is the annual fee for connecting to the mainframe? **\$0**

Committee members discussed the impact on existing Commission operations:

1. How will the increased foot traffic benefit or distract from the commissions current work? **No if this unit is located on the 1<sup>st</sup> floor**
2. Will moving an automobile related service away from the registry be confusing / inconvenient for people? **Some may be inconvenient, but co-located with DEA,**

**Medicaid, & MHRH, may be more convenient for others**

3. Can the Commission accommodate additional staff in your current space and volume of people making parking request? **Yes, by relocating some 1<sup>st</sup> floor services, that are not “walk-in” related to the 2<sup>nd</sup> floor**
4. Parking and access to the building is not the easiest, also access to bathroom facilities. What happens if a meeting is occurring in the conference room? **Most walk in traffic came be served in few minutes, the 2<sup>nd</sup> floor bathroom needs to be made accessible**
5. If it is determined to be a good idea to move the service to the GCD, what resources will be available to educate the community? **Outreach to disability community through DEA, Medicaid, ORS & MHRH**
6. If the staff does move it will increase the custodial & landscape services. The internal and external property needs to be clean and attractive. Will funding be added to the budget? **Corrections is responsible for all landscaping services, additional traffic could increase the frequency of custodial services.**

**Estimated One-Time Transfer Costs:**

2 computers @ \$900	\$1,800
2 telephones Lucent model 2408D+ @ ~\$300	\$600
Corrections Industries – Moving Charges	~\$150
Public Notices for Issuing Regulations	~\$600
2 column x 5 inches Display Ad of Change of Telephone # and Address in 37 local & statewide newspapers	\$3,000
Printing/mailing of §31-28-7(i) Pamphlet to 10,100 placard holders @ \$.50	\$5, 500
<b>Total One-Time Transfer Costs:</b>	<b>\$11,650</b>
Construction of Parking Lot and renovation of 2 <sup>nd</sup> floor bathroom { Available Access Bond Funds ~ \$40,000 }	TBD

MOTION: To agree to support the transfer of the responsibilities, staff and operational budget to the Commission as of the start of FY 2007, if the transfer is

1. acceptable to the current employees; and
2. can be accomplished as part of the Budget Act and

directs the Executive Secretary to prepare with the assistance of the Division of Motor Vehicles a modification to the Commission FY 07 Budget Request and the Budget Article transferring the disability parking unit (initial draft below). JMCD/RMcM passed unanimously

**AN ARTICLE RELATING TO**

**MOTOR VEHICLE PLATES FOR PERSONS WITH DISABILITIES**

It is enacted by the General Assembly as follows:

- 1 SECTION 1. Section 31-28-7 of the General Laws entitled “Motor vehicle plates for
- 2 persons with disabilities - Entitlement - Designated parking spaces - Violations.” is hereby
- 3 amended to read as follows:

1 **31-28-7. Motor vehicle plates for persons with disabilities - Entitlement - Designated**  
2 **parking spaces - Violations.**

3 (a) Persons, as defined in subsection (h) of this section, upon application and proof of  
4 permanent or long-term disability to the ~~division of motor vehicles~~ [governor's commission](#)  
5 [on disabilities](#), shall be issued one motor vehicle disability parking privilege placard or in  
6 the case of a motorcycle, one motor vehicle sticker, of blue which shall be imprinted with  
7 the white international symbol of access, certificate number, the words "Rhode Island  
8 Disability Parking Permit" and shall bear the expiration date upon its face. A placard or  
9 motorcycle sticker issued to a person whose disability is temporary shall be substantially  
10 similar to that issued to a person with a permanent or long term disability. The temporary  
11 placard, however, shall be a red placard with a white international symbol of access,  
12 certificate number, the words "Rhode Island Disability Parking Permit" and shall bear the  
13 expiration dates upon its face. Persons issued a placard or motorcycle sticker pursuant to  
14 this section shall be entitled to the immunities of §§ 31-28-4 and 31-28-6. The placard  
15 shall conform to the Uniform Parking System for Disabled Drivers standard issued by the  
16 United States Department of Transportation. If an application for a placard or motorcycle  
17 sticker is denied, the ~~division of motor vehicles~~ [governor's commission on disabilities](#)  
18 shall promptly notify the applicant in writing, stating the specific reason(s) for the denial,  
19 and advising the applicant of the procedures for requesting a hearing to appeal the denial.  
20 Prior to the appeal hearing, the applicant shall be provided with any and all documents  
21 relied upon by the ~~division~~ [commission](#) in denying the application. If an application  
22 contains a physician certification that the applicant is sufficiently disabled to require a  
23 placard or motorcycle sticker, and the ~~division~~ [commission](#) has not provided specific  
24 reasons in its denial letter to the applicant, the hearing ~~board officer~~ shall summarily order  
25 that a placard or motorcycle sticker be provided to the applicant. At all other hearings of  
26 application denials where a physician certification has been provided, the ~~division~~  
27 [commission](#) shall bear the burden of proof that the individual is not entitled to a placard or  
28 motorcycle sticker pursuant to this chapter.

1 (b) A placard issued pursuant to this section shall be portable and used only when the  
2 person is being transported. The placard is to be hung from the rear view mirror so as to be  
3 seen through the front or rear windshield of the motor vehicle. A placard may be issued to  
4 a person with a disability who does not own a motor vehicle, to be used only when he or  
5 she is being transported. A motorcycle sticker issued pursuant to this section shall not be  
6 portable and shall be affixed to the rear plate of the motorcycle.

7 (c) (1) The certificate of entitlement to the placard or motorcycle sticker shall be renewed  
8 every three (3) years for individuals with a long-term disability, as defined in subsection  
9 (d) of this section, and the renewal application shall require a physician's certification that  
10 the condition has not changed since the previous approval, and three (3) years for  
11 individuals with a permanent disability as defined in subsection (h) of this section, in  
12 accordance with a schedule prepared by the ~~division of motor vehicles~~ [governor's](#)  
13 [commission on disabilities](#) that uses the last name of an individual to determine the month  
14 of renewal. If an application or subsequent renewal is accompanied by a physician's  
15 certification that the applicant's condition is a chronic, permanent impairment and that  
16 application is approved, then any subsequent renewal shall be authorized upon receipt of  
17 an affidavit that his or her condition has not changed since the previous approval.

18 (2) The certificate of entitlement to the placard or motorcycle sticker shall be covered with  
19 plastic or similar material. The applicant shall, upon timely renewal, receive a sticker  
20 bearing the expiration date of the certificate of entitlement to be affixed across the  
21 expiration date of the disability parking privilege placard or in the case of a motorcycle the  
22 applicant shall receive a new motorcycle sticker. The ~~division of motor vehicles~~  
23 [governor's commission on disabilities](#) shall establish rules and regulations allowing for the  
24 renewal of the certificates of entitlement by mail.

25 (3) Whenever the ~~division of motor vehicles~~ [governor's commission on disabilities](#)  
26 proposes to suspend, revoke or fail to renew the certificate of entitlement for  
27 noncompliance with the requirements of this section or for violation of subsection (h) of  
28 this section, the individual shall first be entitled to a hearing before the division of motor

1 vehicles to contest the proposed action. At the hearing, the division of motor vehicles shall  
2 bear the burden of proof that the individual is not entitled to the placard or motorcycle  
3 sticker pursuant to this chapter. There shall be no renewal fee charged for the placards or  
4 motorcycle sticker. The ~~division of motor vehicles~~ [governor's commission on disabilities](#)  
5 shall be authorized to issue a temporary disability parking privilege placard or motorcycle  
6 sticker immediately upon receipt of an application for individuals with a temporary  
7 impairment, as defined in subsection (h) of this section. A temporary placard or  
8 motorcycle sticker shall be valid for sixty (60) days from the date of issuance. Temporary  
9 placards or motorcycle stickers may be renewed for a period of one year or less, as  
10 determined by the [commission](#) ~~medical advisory board~~ upon application if the disability  
11 persists. The ~~division of motor vehicles~~ [governor's commission on disabilities](#) shall  
12 subsequently review the applications in accordance with the procedures currently in effect  
13 as to applications from persons whose disability is long term. Any issuance which, after  
14 subsequent review, shall be found to be inappropriate shall be revoked and notice of the  
15 revocation shall be sent to the applicant.

16 (d) A person, other than a person with a disability, who for his or her own purposes uses  
17 the parking privilege placard, shall be fined five hundred dollars (\$500) for each violation.  
18 A person issued a special placard who uses the placard after expiration, or who shall allow  
19 unauthorized use of the disability parking placard or sticker, may be subject to immediate  
20 revocation of the use of the placard by the ~~division of motor vehicles~~ [governor's](#)  
21 [commission on disabilities](#), and subject to a fine of five hundred dollars (\$500).

22 (e) Disability parking spaces shall be designated and identified by the posting of signs  
23 above ground level incorporating the international symbol of access of white on blue, and  
24 the words "Handicapped Parking", "Disability Parking," "Disabled Parking," or "Reserved  
25 Parking."

26 (f) A person, other than a person issued a special placard or motorcycle sticker pursuant to  
27 this section, who parks a vehicle in a parking space designated for persons with  
28 disabilities, shall be fined: (1) one hundred dollars (\$100) for a first violation, (2) one

1 hundred seventy-five dollars (\$175) for a second violation, and (3) three hundred twenty-  
2 five dollars (\$325) for a third or subsequent violation. The vehicle may be subject to  
3 towing at the owner's expense. Provided further, that it shall not be unlawful for a person  
4 to park a vehicle in a space designated for person with disabilities if that person is  
5 transporting a person who has been issued a special placard and is properly displaying the  
6 placard on the vehicle.

7 (g) Enforcement of the parking provisions of this section shall be enforced by the local or  
8 state authorities on public or private property when the location of the parking spaces is  
9 within the purview of the State Building Code, chapter 27.3 of title 23.

10 (h) Definitions. For the purpose of this section:

11 (1) "Disabled" or "disability" means a permanent or long-term impairment which prevents  
12 or impedes walking, which shall include but not be limited to: (i) an impairment which  
13 prevents walking and requires use of a wheelchair; (ii) an impairment which involuntarily  
14 causes difficulty or insecurity in walking or climbing stairs with or without the need to use  
15 braces, crutches, canes or artificial support; (iii) an impairment caused by amputation,  
16 arthritis, blindness (including legally blind), or orthopedic condition; or (iv) an impairment  
17 in respiratory, circulatory, or neurological health which limits the person's walking  
18 capability. Persons with disabilities may be capable of working or may be presently  
19 working.

20 (2) "Long-term disability" means an impairment which is potentially reversible or may  
21 improve with appropriate medical treatment. At the time of application and or renewal, the  
22 impairment should not be expected to improve prior to the expiration of the certification,  
23 to a point where the individual does not meet the provisions of subdivision (1) of this  
24 subsection.

25 (3) "Permanent disability" means an impairment which is non-reversible.

26 (4) "Temporary impairment" means an impairment which is expected to improve to a point  
27 where the individual does not meet the provisions of subdivision (1) of this subsection,  
28 within two (2) years of the application.

1 (i) The ~~department of administration~~ governor's commission on disabilities shall inform  
2 each licensed driver of the certificate procedures and parking restrictions of this section  
3 and §§ 31-28-4 and 31-28-6, and a facsimile of the portable placards and motorcycle  
4 stickers issued under this section shall be sent to the enforcing authority of each state, and  
5 each enforcing authority shall be informed of the parking restrictions of this section and §§  
6 31-28-4 and 31-28-6. Recipients of disability parking privilege placards shall also receive  
7 instructions on their use and the penalties for misuse, when the placard is initially issued.

8 (j) Any person who makes, manufactures, offers for sale or knowingly uses a counterfeit  
9 parking privilege placard shall be fined up to five hundred dollars (\$500) and/or forty (40)  
10 hours of community restitution. (j) Any person who makes, manufactures, offers for sale  
11 or knowingly uses a counterfeit parking privilege placard shall be fined up to five hundred  
12 dollars (\$500) and/or forty (40) hours of community restitution.

13 SECTION 2. Section 31-28-7.1 of the General Laws entitled "Motor vehicle placards for  
14 group care facilities, government agencies, nonprofit organizations, or companies serving  
15 people with disabilities" is hereby amended to read as follows:

16 **31-28-7.1. Motor vehicle placards for group care facilities, government agencies,  
17 nonprofit organizations, or companies serving people with disabilities.**

18 (a) Upon application to the ~~division of motor vehicles~~ governor's commission on  
19 disabilities, any group care facility, government agency, non-profit organizations, or  
20 company that provides services to persons with disabilities shall be issued one or more  
21 portable motor vehicle placards as described in § 31-28-7(a) and (b).

22 (b) The applicant shall provide to the ~~division of motor vehicles~~ governor's commission  
23 on disabilities proof that the applicant is a bona fide group care facility, government  
24 agency, non-profit organization or company providing services to persons with disabilities  
25 as defined in § 31-28-7(h).

26 (c) The ~~division of motor vehicles~~ governor's commission on disabilities shall not issue  
27 more than ten (10) placards to any one facility. The number of placards to be issued shall  
28 be determined by the ~~division of motor vehicles~~ governor's commission on disabilities

1 based upon the number of persons served by the facility and the frequency with which the  
2 staff of the facility must transport the clients or patients of the facility.

3 (d) The placards shall be used only by agents or employees of the facility and only when  
4 transporting persons with disabilities who are clients or patients of the facility. The placard  
5 is to be hung from the rear view mirror as to be seen through the front and rear windshield  
6 of the motor vehicle.

7 (e) A person other than an agent or employee of the facility to which the placard was  
8 issued, or an agent or employee of the facility not engaged in transporting clients or  
9 patients of the facility, who uses the parking privilege placards for his or her own  
10 purposes, shall be fined one hundred and twenty-five dollars (\$125) for each violation. A  
11 facility that allows the unauthorized use of the placards may be subject to revocation of the  
12 use of the placard by the ~~division of motor vehicles~~ [governor's commission on disabilities](#).

13 SECTION 3. Section 31-10-44 of the General Laws entitled "Medical advisory board" is  
14 hereby amended to read as follows:

15 **31-10-44. Medical advisory board.**

16 (a) There shall be established within the division of motor vehicles a medical advisory  
17 board to function solely as an advisory panel to the administrator of the division of motor  
18 vehicles on the subjects of physical and mental fitness standards for licensure to operate a  
19 motor vehicle and eligibility standards for disability parking privileges. When any person's  
20 eligibility or continuing eligibility for a license is questioned on the grounds of physical or  
21 mental fitness, the administrator of the division of motor vehicles may consult with  
22 relevant specialist members of the medical advisory board in determining that person's  
23 qualifications to operate a motor vehicle. The administrator of the division of motor  
24 vehicles [and the governor's commission on disabilities](#) may also consult with relevant  
25 specialist members of the medical advisory board in making determinations of eligibility  
26 for disability parking privileges.

27 (b) In accordance with chapter 35 of title 42, the administrator of the division of motor  
28 vehicles shall establish by regulations functional standards for determining physical and

1 mental fitness for motor vehicle licensure. The promulgated standards will be based on  
2 current medical knowledge and objective data regarding fitness to safely operate motor  
3 vehicles, and will conform to the requirements of the Americans With Disabilities Acts  
4 and chapter 87 of title 42. In developing those functional standards the administrator of the  
5 division of motor vehicles shall consult with knowledgeable health and rehabilitation  
6 professionals including the Medical Society of Rhode Island and the medical advisory  
7 board.

8 (c) The medical board shall consist of a physician in general practice, a neurologist, a  
9 psychiatrist, an optometrist, and an orthopedic physician who shall be appointed by the  
10 governor; a physician from the Rhode Island department of health designated by the  
11 director of health who shall serve ex officio; and two (2) members of the general public  
12 approved by the governor, one of whom shall be representative of the elderly, and one of  
13 whom shall be representative of the people who are disabled. These members shall be  
14 appointed for a period of three (3) years.

15 (d) Any physician or optometrist who diagnoses a physical or mental condition which in  
16 the physician's or optometrist's judgment will significantly impair the person's ability to  
17 operate safely a motor vehicle may voluntarily report the person's name and other  
18 information relevant to the condition to the medical advisory board within the division of  
19 motor vehicles.

20 (e) Any physician or optometrist reporting in good faith and exercising due care shall  
21 have immunity from any liability, civil or criminal, that otherwise might result by reason  
22 of his or her actions pursuant to this section. No cause of action may be brought against  
23 any physician or optometrist for not making a report pursuant to this section.

24 (f) For the purposes of this section, a "physician" is any person practicing medicine  
25 requiring a license pursuant to chapter 37 of title 5, and an "optometrist" is any person as  
26 defined in § 5-35-1.

27 (g) Members of the medical board shall receive, as compensation for their services on the  
28 board, fifty dollars (\$50.00) per meeting, except for the ex officio members provided, that

1 no member shall receive more than seven hundred dollars (\$700) per annum pursuant to  
2 this section. They shall meet at the request of the administrator of the division of motor  
3 vehicles at a time convenient to them.

4 SECTION 4. Section 42-51-8 of Chapter 42-51 of the General Laws entitled "Governor's  
5 Commission on Disabilities" is hereby amended to read as follows:

6 **42-51-8. Transfer of personnel.**

7 (a) All of the personnel and employees of the "governor's committee on employment  
8 of the handicapped" shall be transferred to the "governor's commission on the  
9 handicapped". No person in the classified, non-classified, or unclassified service of the  
10 state on May 28, 1985 shall be discharged, separated from service, or downgraded in  
11 service by reason of the enactment of this chapter as provided by law or in the personnel  
12 rules and regulations of the state applicable to affected personnel.

13 (b) All of the personnel and employees of the state building commission who enforce  
14 § 42-87-5 on the effective date of this act [August 1, 2002] shall be transferred to the  
15 governor's commission on disabilities. No person in the classified, non-classified, or  
16 unclassified service of the state on the effective date of this act [August 1, 2002] shall be  
17 discharged, separated from service, or downgraded in service by reason of the enactment  
18 of this act as provided by law or in applicable personnel rules and regulations.

19 (c) All of the personnel and employees of the registry of motor vehicles' disability  
20 parking permit unit who administer §§ 31-28-7 and 31-28-7.1 on the effective date of this  
21 act shall be transferred to the governor's commission on disabilities. No person in the  
22 classified, non-classified, or unclassified service of the state on the effective date of this  
23 act shall be discharged, separated from service, or downgraded in service by reason of the  
24 enactment of this act as provided by law or in applicable personnel rules and regulations.

25 SECTION 5. Upon the transfer of the functions of the disability parking permit unit of  
26 the registry of motor vehicles to the governor's commission on disabilities, the governor is  
27 hereby authorized to transfer or reallocate in the appropriations and any other property of  
28 the disability parking permit unit. Any proceedings or other business or matters,

1 undertaken or commenced prior to the effective date of this act by the disability parking  
2 permit unit and pending on the effective date of this act, may be conducted and completed  
3 by the governor's commission on disabilities.

4 SECTION 6. This act shall take effect on August 1, 2006.

5 EXPLANATION

6 BY THE LEGISLATIVE COUNCIL

7 OF AN ARTICLE RELATING TO

8 MOTOR VEHICLE PLATES FOR PERSONS WITH DISABILITIES

9 This article would transfer of the functions of the disability parking unit of the  
10 registry of motor vehicles and staff to the governor's commission on disabilities.

11 This act would take effect on August 1, 2006.

**4:20 PM Status of the Commission Budget Requests Bob Cooper**

Discussion: The Budget Office has indicated that the wage/benefits and operating expenses the Commission appealed have been granted (actual changes coming), but the Budget Office will not recommend the 50<sup>th</sup> Anniversary General Revenue Account be created or funded.

The Executive Secretary reported that the Purchasing Agent has indicated that the Disability Business Enterprise Law may need to be amended, adding 1 word "formulas" to allow contracts to be awarded to small disadvantaged disability businesses if their bids are not the lowest. Executive Secretary, DBE Coordinator, and Commissioners Carmody & Nieranowski have a meeting with DoA Director Friday morning.

MOTION: To appeal the Budget Office's Revised Budget decision not to recommendation General Revenue Funding for the 50<sup>th</sup> Anniversary Celebration in the FY 07 Budget. RMcM/JD passed unanimously

**4:25 PM Other Business Bob Cooper**

▪ **Adoption of Fragrant Free Policy**

Discussion: The Committee reviews the Missouri Governor's Council on Disabilities

**Fragrance-Free Policy**

Some persons employed with or visiting Governor's Council on Disability offices or events report sensitivities to various chemical-based or scented products. We ask for everyone's cooperation in our efforts to accommodate their health concerns.

The Governor's Council on Disability requests that all offices and spaces used by Council staff and by their visitors remain free of chemical-based scented products. Specifics of this request include:

- Use non-scented body products (i.e., lotion, hair spray).
- Refrain from the use of items in office areas that give off chemical-based scents (i.e., air fresheners, potpourri).

- Allow recently dry-cleaned clothing to air before wearing.
- Use least toxic cleaning products, disinfectants, and paints.

This request is not a ban on scented products, but a request to voluntarily refrain from chemical-based or scented products so that chemical barriers will not prevent access to Governor’s Council on Disability services for people reporting multiple chemical sensitivities.

All programs conducted by Governor’s Council on Disability are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, or disability.

**GCD Staff Responsibilities**

- Ensure that signage informing staff, clients, and visitors of scent-free environment are posted in office and meeting areas. See Policy Statement for suggested wording.
- Inform staff of guidelines periodically at all-staff meetings.
- Whenever an appointment or meeting is scheduled, request attendees to refrain from use of scented products on the day of the visit.
- If a visitor or client arrives wearing scented body products, staff is asked to indicate that the product may prevent people with chemical sensitivity from being in the same area. Attempts to mitigate the impact of the scented products will be made.
- When planning for meetings, assumption should be made that an attendee will need accommodation for multiple chemical sensitivities. When possible, staff will plan the meeting in a place that has good ventilation, furniture with minimal or no upholstery, and where no painting or remodeling has recently been done. In addition, the meeting place should be either uncarpeted or should have carpeting that has not recently been cleaned. The meeting place should not be near entrances where fumes from loading docks, laundry facilities, or other sources can enter.
- Staff will coordinate with Facilities Management in order to receive information regarding pesticide applications, painting, floor waxing, and other activities that will introduce chemical scents within the office environment or meeting place. Staff who are responsible for ordering office-cleaning products are advised to coordinate with Facilities Management to order the least toxic product available.
- Hotels and other facilities where meetings are held will be requested to remove or disconnect any fragrance emitting devices from the meeting rooms and restrooms, and to not schedule any carpet cleaning, painting, pesticide application or other activities which will introduce chemical scents within the meeting environment.

**MOTION:** To recommend the Commission adopt as Commission policy the Missouri Governor’s Council on Disabilities’ Fragrance-Free Policy, as revised to: Substitute Governor’s Commission on Disabilities wherever the words “Governor’s Council on Disabilities” appears BN/RCa passed unanimously

**Adjournment at:** 4:58 PM

**Guests:** Brian Peterson Department of Administration and John DiTomaso, Division of Motor Vehicles