

# Minutes



## Executive Committee

Wednesday 4:00 PM to 5:30 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 MacDonald (Vice Chair); Regina Connor; Judi Drew; Timothy Flynn; Bill Nieranowski; & Patricia Ryherd

**Excused:** Rosemary Carmody; Binyamin Efreom; Paul Grenon; & Ronald McMinn

### Minutes

**4:30 PM Call to Order**

**Paul Choquette, Chair**

Discussion: Call to order at 4:44 PM.

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

**4:35 PM Recruitment of Project Services Coordinator's (event planner)** **John MacDonald, Vice Chair**

Discussion: The 50<sup>th</sup> Anniversary Planning Committee recommends the Executive Committee authorize the posting of the following job advertisement for an Event Planner/Fundraiser and to authorize the chair to develop a job description, if required based on the duties outlined in the Advertisement:

The RI Governor's Commission on Disabilities presently has a yearlong part-time (17.5 hours/week) available for an experienced fundraising/events coordinator. Candidate will obtain corporate sponsorships and fundraising opportunities as well as plan, manage, and coordinate multiple educational and recreational events for the Governor's Commission on Disabilities 50<sup>th</sup> Anniversary celebration including the culmination gala event to be held in October 2007. Candidates should have demonstrated success with staging events for several hundred guests and working with volunteer event committees. Outstanding organization, communication, and personal relationship skills are a must. Hours are flexible and may include some evenings. Send resume and cover letter to DataLogic by August 25, 2006.

MOTION: To approve the Project Services Coordinator's Job Description, as presented

PR /RCo passed unanimously

**4:45 PM Report from the 50<sup>th</sup> Anniversary Planning Subcommittee**

**Paul Choquette**

Discussion: The 50<sup>th</sup> Anniversary Planning Committee requests the Executive Committee authorize the Staff to submit a grant proposal for potential funding for 50<sup>th</sup> Anniversary to:

1. the RI Foundation for a mini-grant and
2. the Van Buren Charitable Foundation

MOTION: To authorize & direct the staff to apply for grant funding from the RI Foundation and the Van Buren Charitable Foundation that meet the foundations' funding criteria related to the 50<sup>th</sup> Anniversary Celebration activities. TF/PR passed unanimously

**5:00 PM Report from the Strategic Retreat Planning Subcommittee**

**Paul Choquette**

Discussion: Chair briefed the members on the Subcmte's activities – members guide, survey results, and orientation (in Sept) & strategic planning retreat (later in the fall).

**5:15 PM Commission Management and Internal Communication**

**Paul Choquette**

**Liability Insurance**

Discussion: See attached June 16, 2006 quotation from DeCotis Insurance Associates

MOTION: To invite a representative to explain the coverage of the Liability Insurance from Tudor Insurance Company – Directors and Officers, for \$2,369 as provided in the attached quotation, from DeCotis Insurance Associates, Inc. June 16, 2006. RCo/TF passed unanimously

**FY 2008 Budget Target** (see attached July 27, 2006 Memo from the State Budget Officer)

FY 2007 Enacted Budget	\$574,579
Statewide Adjustments (COLA, etc.)	\$44,872
FY 2008 Target Base	\$619,451
Hold Harmless Items	\$0
FY 2008 – Target Adjustment	(\$92,918)
FY 2008 Budget Target Total	\$526,533

**Management and Internal Communication**

Discussion: Chairperson spoke about the need to review of the Commission's management procedures and regulations, as part of the strategic planning. The duties of staff, levels of authority, lines of authority. The current structure was developed in an earlier time, staff size, and responsibilities.

Need to have monthly staff management meeting

Staff evaluation vs. Project evaluation

MOTION: To direct Exec. Sec. to:

- meet with Chair & Staff of each committee to prepare the FY 06 Annual Report and

FY 07 & 08 Operational Plan prior to August 23<sup>rd</sup> and

- implement a regularly scheduled monthly staff meetings starting in August. RCo/PR passed unanimously

**5:25 PM Announcements and Scheduling of Meetings Paul Choquette**

Discussion: The next scheduled meeting of the Executive Committee is August 23<sup>rd</sup> to prepare the FY 07 Supplemental Budget & FY 08 Budget Requests & FY 07 & 08 Operational Plan.

**Resource Persons:** Harvey Salvas (GCD)

**Adjournment at:** 6:09 PM