

Minutes



EXECUTIVE COMMITTEE

Tuesday October 10, 2006 4:00 PM to 5:00 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); Judi Drew; Binyamin Efreom;& Ronald McMinn

Excused: John MacDonald (Vice Chair); Rosemary C. Carmody; Regina Connor; Tim Flynn; Paul Grenon; Bill Nieronowski; Orestes Monterey; Patricia Ryherd

Minutes

4:00 PM Call to Order and acceptance of minutes Paul Choquette, Chair

Discussion: Chair calls the meeting to order at 4:00 PM.

MOTION: To accept the minutes as presented RMcM/BE passed unanimously

4:05 PM Impact of Transfer of Contract Employees from DataLogic to Smart Staffing: Amending FY 07 Supplemental Budget Bob Cooper, Executive Secretary

Discussion: The Commission received the memorandum below on Thursday, Oct. 5th.

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: CHIEF FINANCIAL OFFICERS
FROM: Wayne T Hannon
Associate Controller - Operations
SUBJECT: SmartStaffing - Temporary Services
CFO 07-22

DATE: October 5, 2006

As most of you are aware, Datalogic is no longer the state temporary service provider. As a result, we have cancelled all remaining DataLogic payments in the system. We have been working with Datalogic over the past few weeks to resolve any past due and current payments

that we may owe them. Those payments have been made from our office and we will be allocating these charges to your accounts over the next few days based on the information that your office provided to us. Your current Master Blanket with DataLogic will be closed by purchasing shortly. We will be asking each agency to re-encumber that money with Smart Staffing.

We need your immediate assistance to facilitate this process. You will have to calculate a new release amount for the remainder of the fiscal year. This release total cannot exceed the calculated remaining balance of your original master blanket control approved by the Budget office at the beginning of the fiscal year. Those balances are included in attachment A. Please note that the administrative fee for Smart Staffing services is 22.5%, not the 17% charged by Datalogic. This will mean that the balances in attachment A will have to include the increase to 22.5%. Any increases to these controls balances must be submitted in writing to the budget office before they can be increased.

You will be required to enter your information into the system on **Wednesday, October 11, 2006** at One Capitol Hill - in the "bullpen". Please bring the above release total with you when you come to the Bullpen. We have 13 computers available in the Bullpen which should be enough to accommodate twelve agencies at a time.

The following agencies must report to the bullpen to enter their release between the hours of **9:00 a.m. and 12:00 p.m.:**

Executive Department	State Police
Governor's Commission on Disability	Arts Council
Commission on Human Rights	Public Defender
Atomic Energy Commission	Secretary of State
Attorney General	Department of Human Services
Transportation	Department of Health
DCYF	

The following agencies must report to the bullpen to enter their release between the hours of **1:00 p.m. and 4:00 p.m.**

Department of Business Regulation	Elementary and Secondary Education
Labor and Training	MHRH
Department of Corrections	Department of Elderly Affairs
Department of Revenue	Lottery Commission
Judicial Department	Department of Administration

Be sure to allow yourself enough time to enter all the information you will need to do the release. A follow-up memo will be sent out shortly from Purchasing regarding the information that you should bring with you on Wednesday. To help you in preparing this information I have attached a Smart Staffing spreadsheet similar to the one that each agency filled out at the beginning of the fiscal year for Datalogic; however this document will calculate the overhead of 22.5%. I have also attached a listing of all the positions that are available for smart Staffing services.

NOTE: If we do not have your staffing needs in the system in the time allotted, monies will not be encumbered and payments to Smart Staffing will not be made for your agency, which means that individuals assigned to your agency cannot be paid. Further information on the payment process for the Smart Staffing bills will be discussed at the session on Wednesday.

WTH/nas

CFO 07-22 SMART STAFFING

The Budget Office has set the Commission's upper limit for contracting services, referred to above as "controls balances" from Smart Staffing at **\$65,178.62**. To increase that value the Commission must identify a "surplus" within the Commission's FY 07 Supplemental Budget Request.

Original DataLogic FY 07 Contract	Hours / Week	Annual Hours	Payroll Rate	Rate with Overhead	FY 07 Total
50 th Anniversary Events Project Services Coordinator	17.5	875	\$25.00	\$29.25	\$25,594
Disability Business Enterprise / Public Information Coordinator	35	1,743	\$24.86	\$29.09	\$50,697
Total		2,618			\$76,291

OPTION 1

50th Anniversary Celebration Project Services Coordinator:

Recruiting for the Project Services (50th Anniversary Event) Coordinator, was put on hold in mid September until the DataLogic problems were being resolved. The late start allows the Commission to increase the average weekly hours from 17.5 to 23, with a **November 6th** starting date. The later start, even with additional hours, leaves a free balance of **\$2,385** in FY 07. In FY 08 if the hours/week remains at 23, the termination date would need to be moved forward from Late December 2007 to November 10, 2007. The FY 08 cost would leave a deficit of **(\$1,033)** to be raised through donations. The hours / expenses assume the coordinator doesn't take any time off until November 11, 2007.

Smart Staffing 50th Anniversary	FY 07			FY 08		
	\$/Hour	Weeks	Hours	\$/Hour	Weeks	Hours
Event Coordinator's Salary	\$25.00	33	758/yr	\$25.00	20	460/yr
Smart Staffing Management Fee & FICA	\$5.63		23/wk	\$5.63		23/wk
Projected Expenditures Originally Budgeted	\$23,236			\$14,088		
	\$25,594	50	875/yr	\$12,797	25	432/yr

50th Anniversary Celebration General Revenue Projected Expenses	FY 07	FY 08
Event Coordinator (organizing events, raising non-state funds, compiling testimony & writing final report) salary & management fees	\$23,236	\$14,088
Contract employee mileage reimbursement	\$440	\$187
Subtotal Development	\$23,676	\$14,275
Monday October 23, 2006 Kick Off & Thursday October 25, 2007 Gala		
Interpreters	\$300	
Captioners	\$332	
John E. Fogarty & Joseph Vanni Awards	\$1,050	\$1,242
50th Anniversary Poster & Logo Design Contest "Prize"	\$1,200	
Breakfast Expenses: invitations, decorations, etc.	\$1,200	
Food	\$1,200	
Printing of Program Booklet	\$500	
Video Taping /Broadcasting	NA	
Video Taping - edit & caption:	\$1,256	
Subtotal Kick Off/Gala	\$7,038	\$1,242
Public Forum Expenses Interpreters/Captioners, etc.	\$1,928	\$1,124
Total General Revenue	\$32,642	\$16,640
All General Revenue Account Balance	\$2,358	(\$1,033)

Disability Business Enterprise/Public Information Coordinator

Disability Business Enterprise / Public Information Coordinator	DataLogic \$/hour	Smart Staffing \$/hour	Difference
Salary	24.86	\$24.86	\$0
Smart Staffing Management Fee & FICA	\$4.23	\$5.59	\$1.36
Difference	\$29.09	\$30.45	\$1.36

The FY 07 Supplemental Budget Request provided for the transfer of all the DBE/PI Coordinator’s duties & funding to a state employee position by December 31st. The DataLogic “Contract” earmarked funding for all of FY 07, in case the Commission lost the vacant Communication & Training Coordinator’s FTE. In September the Commission was advised that the Central Business Office (CBO) did not process any of April 2006’s DataLogic Invoices, we owed DataLogic **\$6,109**. A Request was submitted to the Budget Office to “re-appropriate” some of the \$8,655 FY 06 Free Balance to pay these invoices. If this request is not approved the \$6,109 will be charged against the FY 07 Commission’s Operations Account.

FY 07 DataLogic Expenditures to 09-15-06¹	State \$ Awareness²	State \$ DBE	ADA Grant	Total
DBE/PI Hours for DataLogic	105	148	102	355
DBE/ PI Coordinator Salary	\$2,610	\$3,679	\$2,536	\$8,825
DataLogic Management Fee	\$444	\$625	\$431	\$1,500
Total Spent	\$ 3,054	\$ 4,304	\$2,967	\$10,325
FY 06 DataLogic Invoices not processed by the CBO	\$6,109			\$6,109
DataLogic Grand Total	\$9,163	\$4,304	\$2,967	\$16,434
Total Budgeted ³	\$1,268	\$12,676	\$11,408	\$25,352
Free Balance	(\$7,895)	\$8,372	\$8,441	\$8,918

If the vacant Communications and Training Coordinator’s position is filled by November 13th; the transfer of the DBE/PI Coordinator’s responsibilities are transferred to state employee by January 8, 2007 (8 weeks to gain approval to fill the 2nd vacancy, recruit and fill the position); and the \$6,109 is charged against the Commission’s FY 07 Supplemental Budget Request the deficit would be over **(\$2,000)**. Making a one time transfer of 69 hours (from State \$ Awareness) to the 50th Anniversary Fund would result in a FY 07 50th Anniversary Account free balance of **\$78** and an Operations free balance of **\$100**.

DBE/PI Coordinator	50th Anniversary	State \$ Awareness	State \$ DBE⁴	ADA Grant	Total
Weeks	28	28	28	28	28
Hours/wk	2.80	0.95	15.50	15.75	35.00
Total Hours/year	78	27	434	441	980.00
% Time	8.0%	2.7%	44.3 %	45%	100%
DBE/PIC Salary	\$1,949	\$661	\$10,789	\$10,963	\$22,414
DataLogic Fees	\$331	\$112	\$625	\$431	\$1,169
Smart Staffing Fees			\$1,600	\$1,896	\$3,496
Total Expense	\$2,280	\$774	\$13,014	\$13,291	\$33,188

In FY 08 the 50th Anniversary Fund would still have a deficit of **(\$1,033)**.

IMPACT: The table above keeps the staff hours devoted to the Disability Business Enterprise program as close to the Operational Plan’s 50% allocation as possible. But that means there are **no** additional staff

¹ Preliminary calculations; will provide up-to-date figures at the Executive Committee meeting.

² Hours spent on 50th & Awareness in the first quarter exceeded the entire year’s total allocation in the Operational Plan.

³ Budget based on absorbing DBE/PI Coordinator’s responsibilities into State Employees by January 1, 2007.

⁴ DBE % of DBE/PI Coordinator’s workload should be 50%, as allocated in the Operational Plan.

hours this fiscal year allocated to either the 50th Anniversary or other public information (awareness) activities. With the delay in hiring the 50th Anniversary Event Coordinator, more DBE/PI staff hours need to be devoted to the 50th Anniversary events, at least through the middle of November to the 50th and to general awareness activities until those responsibilities are transferred to a state employee. On the other hand any reduction in the DBE program's staffing undercuts the Commission's justification for state funding of the DBE program (at .5 FTE).

OPTION 2

To ensure proper staff time to the 50th Anniversary Celebration in FY 07, reduce the DBE/PI Coordinator's staff hours charged to the ADA Grant, and increase by an equal amount of staff hours charged to the 50th Anniversary Fund, with a 1 to 1 off set of the 50th Event Coordinator's staff hours. The table below is based on a 5.5% offset. The table below still assumes no non-50th Awareness activities preformed by the DBE/PI Coordinator. Once the Communications and Training Coordinator's position is filled all public information/awareness activities will be transferred to that position anyway.

	FY 07 Disability Business Enterprise / Public Information Coordinator					50 th Event Coordinator	
	50 th Anniversary	State \$ Awareness	State \$ DBE	ADA Grant	Total	FY 07	FY 08
Weeks	28	28	28	28	28	33	20
Hours/wk	4.73	0.96	15.49	13.83	35.00	21.07	21.07
Total Hours/year	132.3	26.95	434	387	980.00	695.2	421.5
% Time	13.5%	3%	44.25%	40%	100%	60.20%	60.20%
DBE/PIC Salary	\$3,289	\$670	\$10,781	\$9,623	\$21,074	\$17,380	\$10,537
DataLogic Fee	\$559	\$114	\$625	\$431	\$1,170		
Smart Staffing Fee	\$301		\$1,598	\$1,595	\$3,192	\$3,910	\$2,371
Total Expense	\$4,150	\$784	\$13,004	\$11,649	\$31,546	\$21,290	\$12,908
50th Anniversary Celebration General Revenue Projected Expenses						FY 07	FY 08
Event Coordinator (organizing events, raising non-state funds, compiling testimony & writing final report) salary & management fees						\$21,290	\$12,908
Disability Business Enterprise / Public Information Coordinator						\$4,150	
Contract employee mileage reimbursement						\$440	\$187
Subtotal Development						\$25,880	\$13,095
Monday October 23, 2006 Kick Off & Thursday October 25, 2007 Gala							
Interpreters						\$300	
Captioners						\$332	
John E. Fogarty & Joseph Vanni Awards						\$1,050	\$1,242
50th Anniversary Poster & Logo Design Contest "Prize"						\$1,200	
Breakfast Expenses: invitations, decorations, etc.						\$1,200	
Food						\$1,200	
Printing of Program Booklet						\$500	
Video Taping /Broadcasting						NA	
Video Taping - edit & caption:						\$1,256	
Subtotal Kick Off/Gala						\$7,038	\$1,242
Public Forum Expenses Interpreters / Captioners and other expenses.						\$1,928	\$1,124
Total General Revenue						\$34,846	\$15,461
All General Revenue Account Balance						\$254	\$146

IMPACT: Minimal, as long as **no** staff hours are charged to the 50th Anniversary Fund, once the DBE/PI Coordinator’s responsibilities are absorbed by a state employee. Charging any portion of a state employee’s salary/benefits to the 50th Anniversary Account would defeat the Commission’s plan to move away from reliance on grants for staff salaries/benefits and other operating expenses. If the reduced hours of the 50th Event Coordinator are continued into FY 08 it would result in a FY 07 50th Anniversary Account free balance of **\$154** and the Operations Account free balance of **\$100**. The FY 08 General Revenue free balance would be **\$146**.

OTHER FACTORS: If the Communications and Training Coordinator’s position is filled by a person not currently employed by the Commission, there would be no second vacancy to fill and the transfer of the DBE/PI Coordinator’s responsibilities could take place within a few weeks. The new employee may also have a higher salary for longevity, etc. which would increase the deficit, requiring a quick transfer of the DBE/PI responsibilities to cover those expenses.

If the Commission is required to operate within the 5% staff turnover savings the projected deficit would grow to **(\$27,628)**. The Commission would have to leave the Communications and Training Coordinator’s position vacant for another 16 weeks, until March 4, 2007.

Smart Staffing Purchase Order	50th Anniversary Special Projects Coordinator	Disability Business Enterprise/PI Coordinator	Total
Option A			
Maximum Hours	738	1,388	
Maximum Cost	\$22,605	\$42,265	\$64,870
Option B			
Maximum Hours	695	1,388	
Maximum Cost	\$21,294	\$42,265	\$63,559
The Budget Office has set the Commission’s Control Value Cap at:			\$65,178.62

Neither option exceeds the Commission’s “Control Value”, so the Commission’s FY 07 Supplemental Budget Request would not need to be revised.

MOTION: To direct the staff to process a purchase order release with Smart Staffing for FY 07 for:

- up to 1,361 hours of a Disability Business Enterprise / Public Information Coordinator (50TH Awareness, 54 hrs; General Awareness 103 hrs; DBE 681 hrs; & ADA Grant, 523 hrs) @ \$30.45/hour = \$ 42,266 and
- a 50th Anniversary Events Project Services Coordinator @ \$30.63/hour for up to: 758 hours = \$22,973. *JD/RMcM passed unanimously*

4:55 PM Announcements and Scheduling of Meetings

Adjourned at: 6 PM