

Minutes



Executive Committee Monday December 18, 2006 4 PM to 6:30 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); Binyamin Efreom; Timothy Flynn; Kate McCarthy Barnett;; Bill Nieranowski; & Patricia Ryherd
Excused: John MacDonald (Vice Chair); Rosemary Carmody; Regina Connor; Judi Drew; Paul Grenon; Ronald McMinn; & Orestes Montereyc

Minutes

3:45 PM Call to Order Paul Choquette, Chair

Discussion: Call to order at 3:50 PM.

MOTION: To accept the minutes of the previous meeting, as mailed PR/BE passed unanimously

**3:50 PM Review Questions for Public Information John MacDonald, Vice Chair
Officer interviews**

Smart Staffing Job Vacancy Listing

Public Information Officer

Date Listed: 11/21/2006

Job Type: Contract

Hourly: \$24.86

Degree Required: Associate

General Comments:

DUTIES AND RESPONSIBILITIES:

To obtain corporate sponsorships and fundraising opportunities as well as a plan, manage and coordinate multiple educational and recreational events for the Governors Commission on Disabilities 50th Anniversary celebration including the culminating gala event to be held in October 2007.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Capacities: 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.

Education: Associates Degree in fields related to fundraising and/or managing events

Experience: Such as may have been gained through: fundraising and/or events coordinating.

Or any combination of education and experience that shall be substantially equivalent to the above education and experience.

Hours: Averaging 23 hours/week varied and may include some evenings and weekends

4:00 PM Interview and Selection of the Public Information Officer – 50th Anniversary John MacDonald

The Committee interviewed George T. Donnelly of Wickford and Meghan Potter of North Kingstown

MOTION: To appoint George Donnelly the Public Information Officer - 50th Anniversary, pending reference check PR/KMcB passed unanimously

5:25 PM Review Questions for Fellowship interview John MacDonald

ELIGIBILITY

This program is designed for individuals with demonstrated leadership and expertise in policy and research affecting people with disabilities. Candidates must:

- ◆ Have completed at least 3 semesters of college-level study;
- ◆ Be enrolled as a full or part-time student in an accredited college or university in Rhode Island;
- ◆ Have leadership ability;
- ◆ Have the endorsement of a current/former supervisor;
- ◆ Have approval on the part of the college/university to receive credit for the fellowship if selected;
- ◆ Have the ability to participate in the semester-long program in Rhode Island for at least two hundred and forty (240) hours during the semester; and
- ◆ Demonstrate the ability to perform the duties of the fellowship (see list of duties on the attached pages).

APPLICATION FORMAT

- **Biographical data:** A listing of the following information on a single sheet or two:
 - * Name, home & school addresses, and day time telephone numbers;
 - * Education data (including universities or colleges attended, major fields, degree(s) granted and dates);
 - * Employment history for two most recent positions (including title and dates, name of employer, and description of duties), and
 - * Life experience(s) related to people with disabilities
- **Narrative Statement:** A one-page typewritten description (ASCII disk or audiotape) identifying:
 - * Which Fellowship(s) you are interested in;
 - * Why you are applying for that (those) Fellowship(s);
 - * What skills and experience you offer the Commission;
 - * What you expect to gain and how will you use the knowledge and skills gained after you complete your fellowship; and
 - * A description of your ability to perform the duties of the fellowship(s) [see list of duties on the attached pages]
- **Letter of Recommendation:** A letter of recommendation from a current or most recent supervisor (i.e. employer, teacher, counselor) describing your:
 - * Skills and abilities as they relate to the duties of the fellowship(s);
 - * Ability to work with groups; and
 - * Relationship to the supervisor (i.e. employer/ employee, teacher/ student, counselor/ client).
- **College Credit:** A letter from your college/university stating that if you are selected, the college will award credit for the fellowship.

EDWARD J. SCHROEDER (LEGISLATION) FELLOW
(Available Spring Semester Only)

The Fellow's duties include:

1. Reviewing each bill introduced into the Rhode Island General Assembly to identify those that might impact on the quality of life of individuals with disabilities (children or adults).

2. For each bill identified as impacting on the lives of individuals with disabilities, writing a summary that includes:
 - a) a brief concise description of the intent of the bill,
 - b) the names of the sponsors of the bill,
 - c) the committee the bill has been assigned to,
 - d) the date the bill was introduced,
 - e) the area the bill is most likely to impact on [appropriation, civil rights, health care, social services, education, employment, independent living, etc.],
 - f) the current laws to be amended by the bill.
3. Tracking the movement of each bill, through hearings, amendments, votes, etc.
4. Editing a weekly newsletter that includes the summaries of bills, and reports on any changes to the bills throughout the legislative session, including:
 - a) dates of hearings,
 - b) outcomes of the hearings,
 - c) a description of how any amendment to a bill, changes the original description of the bill;
 - d) dates for votes by the House or Senate,
 - e) the number of votes for and against the bill,
 - f) the committee the bill has been assigned to after passage by the House or Senate,
 - g) the action of the Governor on bills passed by both House and Senate, and
 - h) the effective date of any bills signed into law.
5. Preparing a monthly status report on bills the Legislation Committee is interested in, and reporting to the Committee at their monthly meeting on bills.
6. Observing the rules of confidentiality regarding the privacy of the parties and cases before the Commission.

Discussion: Below is the resume of the only applicant. She was the Mary Brennan (Public Awareness) Fellow this summer.

5:30 PM Interview and Selection of the Spring Semester Fellows John MacDonald

Laura Mary McCarthy, of Narragansett, University of Rhode Island majoring in Communicative Disorders

MOTION: To appoint Laura Mary McCarthy as the Spring 2007 Edward J. Schroeder Fellow BE/PR passed unanimously

6:00 PM Status of Budget and Personnel Requests Bob Cooper, Executive Secretary

The Budget Officer's memo said; "In order to provide the Budget Office with insight on the impacts that the recommended budget would have on services provided, I am asking that you call the Deputy Budget Officer, George Welly at 222-2165. Please prepare to specifically address the impact of the discrete items in programmatic terms. I am also requesting that you provide approval of edits for both the program supplement narratives and performance measures and return to our office by December 18, 2006." The chairperson requested an extra 24 hours so the Executive Committee could review her recommendations and prepare the Commission's response. Of the 14 items in the Budget Office's Recommendation only 4 are a change from the Commission's requests:

Item 4 Contract Services; Item 5: Operating Supplies and Expenses; Item 3: Unachieved Turnover/Personnel; and Item 14: Target Adjustment (the last two are interrelated).

Below for each of the Budget Office's specific recommendations; are first the Commission's Original Request followed by the Budget Office's Recommendation. Please note the Commission's Original Request items are one number lower than the Budget Office's Recommendations and the names of their Recommendations are not always identical.

Commission's Item 3: Contracted Professional Services

Amount:		FY 2007	FY 2008	
	General Revenue:	\$4,282	\$276	
Description:				

The Commission has entered into two multi-year professional services contracts. These contracts lock in the rates, with fixed annual rate increases. The net cost of these services in FY 2007 is lower than the Enacted Budget.

	ABLE TOO... Cable TV Producer	(\$578)	\$84
	Custodial Services	\$180	\$192
Interagency Impact:	By contracting custodial services from the Rehabilitation Facility, could, if duplicated by many other state agencies reduce those facilities' overhead charged to DHS/Medicaid/MHRH. A portion of the fee may be eligible for federal match. The Commission is exploring this potential with the Purchasing Agent.		
Timetable:			
FTE Change:	none		
Revenue Impact:	none		
Federal Change Impact:	See interagency impact above.		

NOTE: Only the FY 08 differs from the Commission's Request – the Budget Office does not include the contracted rate increase for the cable TV producer and the cleaning services!

Budget Office's Item 4: Contract Services

Amount:		FY 2007	FY 2008
	General Revenue:	\$30,610	\$744
	All Funds:		
Timetable:	June 30, 2006		

Description: The Governor's Commission on Disabilities requested an addition of \$31,718 for contracted professional services in their revised FY 2007 budget request. The majority of this request reflects the agency obtaining temporary services to perform the responsibilities of the Communications and Training Coordinator, an FTE position that became vacant in July 2006. Also, the financing for the temporary employee from this was transferred from grants and benefits, which was budgeted for Agency's 50th Anniversary fund's grants and benefits function. The remaining increase reflects slight increases throughout other services provided to the agency through other contract positions based on increases in overhead costs for contract positions. The Budget Office recommends an addition of \$30, 610 for this purpose. The variance between the Budget Office recommendation and agency request reflects historical spending.
For FY 2008, the agency requested an addition of \$744 in general revenue financing above the target base level for contracted professional services. This increase reflects a consistency with historical spending. The Budget Office concurs with this request.

Potential Commission response regarding the impact of the discrete items in programmatic terms.

The additional \$276 requested is required to pay the contracted increase contained within the Division of Purchasing's: Janitorial Services Contract Award 22A00340006 – Natural Account Line 638100 = \$5,052 (\$192 increase) and
Production – ABLE TOO Program Contract Award 22A00332748 Natural Account Line 631100 = \$2,806 (\$84 increase)

Commission's Item 4: Operating Supplies and Expenses

Amount:		FY 2007	FY 2008
	General Revenue:	\$2,528	\$3,468
Description:			

A. On the advice of the Attorney General's Office and the State's Risk Manager the Commission

purchased board member liability insurance. Last winter the Commission learned, through conversations with the Department of Administration’s Legal Services and Attorney General’s Civil Division, that its volunteer members are not entitled to legal representation or indemnification under RIGL Chapter 9-31 Governmental Tort Liability, state employees and former employees of the Commission (or any other board) are provided with legal representation and indemnification. The volunteer Commissioners are not covered under RIGL 42-9-6. Legal adviser - Representation of state officers and agencies. Only “commissioners appointed by the general assembly” are entitled to representation by the Attorney General. This language seems to be in conflict with the separation of powers provision of the state Constitution. The Commission recommends amendments to the General Laws.

Faced with the prospect of losing homes and savings, the Commissioners, especially small business owners need to the standard coverage all non-profit board members receive. As a board with “employer” responsibility, quasi-judicial authority and responsibility for construction contracts to remove accessibility barriers at state owned facilities, colleges and schools; small business owners, and others, may be unwilling to expose themselves to potential tort action as a volunteer Commissioner.

Liability Insurance for Volunteer Commissioners	\$2,339	\$2,413	Budget = (\$2,285)
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B. Adjustments to the appropriate RIFANS Natural Account as well as changes to reflect recent historical spending trends.

Non-Building Related (copier/printer) Maintenance & Repairs	\$383	\$421	
The Volunteer Commissioners will pay for food consumed during Commission meetings	(\$249)	(\$249)	
Office Supplies and Equipment (less than \$5000)	\$128	\$148	Budget =(\$1,907)
Computer Supplies and Software and Equipment (less than \$5000)	(\$786)	(\$786)	
Postal, Freight and Delivery Services	\$172	\$178	
Advertising	(\$1)	\$19	
Printing - Outside Vendors	(\$307)	(\$115)	
Staff Training	\$71	\$74	
Fees: Notary Public (biennial)		\$85	

C. Adjustments to reflect recent historical spending trends in the FY 2007 Supplemental and FY 2008 Current Services Level request. In the FY 2008 103% of Current Services Level request, reducing reliance on the ADA and HAVA Grants for general operating expenses; specifically:

Subscriptions	(\$20)	\$3	
Mileage Allowance - Personally Owned Vehicles	\$317	\$784	
Other Travel-related Costs	\$12	\$13	
Central Telephone Services (CENTREX)	\$469	\$481	

Interagency Impact: The need for liability insurance to protect volunteer board and commission members will have a significant impact throughout state government.

Timetable:

FTE Change: none

Revenue Impact: none

Federal Change Impact:

Budget Office’s Item 5: Operating Supplies and Expenses

Amount:		FY 2007	FY 2008
	General Revenue:	(\$2,756)	(\$5,005)
	All Funds:		

Timetable: June 30, 2006

Description: The Governor’s Commission on Disabilities requested an increase of \$2,399 above the enacted level for operating expenses throughout the agency. The Budget Office

	<p>recommends a decrease of \$2,756 based on historical expenses. The variance between the agency request and Budget Office request also reflects a difference in projected insurance rates.</p> <p>For FY 2008, the Commission requested an addition of \$1,005 in general revenue funds above the target base level. The Budget Office recommends a decrease of \$5,005 in general revenue for the same reasons stated above for FY 2007.</p>
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Potential Commission response regarding the impact of the discrete items in programmatic terms.

1. The Budget Office’s explanation for eliminating all funds for Liability Insurance for Volunteer Commissioners, “The variance between the agency request and Budget Office request also reflects a difference in projected insurance rates.” is a misunderstanding of the Commission’s request. The requested increase in Natural Account Line 643810 = \$2,679 (in FY07, a \$2,339 increase) and \$2,753 (in FY 08, a \$2,413 increase) was to purchase liability insurance for the volunteer Commissioners, at the recommendation of the Department of Administration’s Legal Services & Risk Manager and the Chief of the Civil Division of the Attorney General’s Office. The FY 07 Policy has already been purchased. Faced with the prospect of losing homes and savings, the Commissioners, especially small business owners need to the standard coverage all non-profit board members receive or they will quit. The Commission also submitted as part of its Budget Request legislation to amend RIGL 42-9-6. Legal adviser - Representation of state officers and agencies, to cover Commissioners appointed by the Governor, rather than as the current law reads “commissioners appointed by the general assembly”.

2. The conversion of the Budget Process from the Legacy system to RIFANS appears to have masked the Commission’s historical expenditures for office supplies Natural Account Line 643110. The Budget Office’s recommendation of \$786 for both FY 07 and 08, is only 24% of the FY 05 expenditure of \$3,244 (the 3 year high) and 44% of the FY 04 expenditure of \$1,777 (the 3 year low). The Commission only requested \$2,693 for FY 07 (\$128 increase) and \$2,713 in FY 08 (\$148 increase).

Commission’s Item 2: Salary/Wages and Employee Benefits

Amount:		<u>FY 2007</u>	<u>FY 2008</u>	
	General Revenue:	\$24,313	\$ 4,345	
Description:				
A. Correction of the SWP Data concerning the Commission’s Administrative Aide. Data provided incorrectly listed the Administrative Aide at 0.5 FTE rather than the Enacted 0.6 FTE level, which the Administrative Aide as worked since 2000.				
	Salary/Wages	\$2,982	\$3,072	Budget Office agreed to correct
	Employee Benefits	\$988	\$1,273	
B. Revised Wage turnover savings from 5.1% to 2.9% to reflect filling the vacant Communications & Training Coordinator's position in the Fall of 2006. The Commission’s Communications and Training Coordinator retired in July, the loss of 15% of the staff, even on a temporary basis has caused the Commission to stop processing disability discrimination complaints (RIGL 42-87-5b) and open meeting accessibility surveys (RIGL 38-42-46-13) while the remaining staff complete the Help America Vote Act State Grants for Election Assistance for Individuals with Disabilities, polling place accessibility inspections and process grant applications from local boards of canvassers for HAVA funding to renovate polling places to make them accessible.				
	Salary/Wages	\$7,207		
	Employee Benefits	\$10,957		
C. Correction of the SWP Data concerning the 5.1% turnover savings related to Medical Insurance. Data provided incorrectly listed the savings at 8.5% not 5.1%.				
		\$2,179		Budget Office agreed to correct
Interagency Impact:	none			

Timetable:	
FTE Change:	none
Revenue Impact:	none
Federal Change Impact:	

Commission’s Item 6: Disability Business Enterprises / Promoting Work

Amount:		FY 2007	FY 2008
	General Revenue:	(\$3,174)	(\$12,828)
	All Funds:	(\$57,683)	(\$32,961)

Description:

A. When the Disability Business Enterprise (DBE) program was originally transferred from the Economic Development Corporation to the Commission, it came with only \$4,000 in operating funds. It has only been with the Human Resource Investment Council grant that we have been able to devote 50% of one staff person’s time to encouraging and assisting disability business enterprises and rehabilitation facilities to bid and win contracts. The HRIC Grant ended on June 30, 2006.

The Commission is currently staffing the DBE program with a DataLogic contract employee. We will be moving the DBE responsibilities to a state employee position, during FY 07 as we fill the vacant Communications and Training Coordinator. We feel that this gives the DBE program the greatest opportunity to fulfill its goals and maintain the staffing consistency required. Without increasing the 6.6 FTEs we will bring stability and continuity to create wins for the disability community and state government.

The Commission is no longer eligible to apply for Human Resource Investment Council grants, since those are not restricted to entities that pay into the state’s unemployment insurance / job training fund. As a self-insurer, state government agencies may not apply for HRIC grants.

Salary/Wages and Other Compensation	\$17,030	\$24,810
Employee Benefit Programs	\$10,285	\$14,394
Contracted Professional Services	\$13,304	\$632
Operating Supplies and Expenses	\$62	\$129
Disability Business Enterprise Total	\$40,681	\$39,965

B. Using a grant from the Human Resource Investment Council Grant the Commission had an opportunity to examine the need for expanding economic opportunities and creating a culture within the disability community that values work and work experience. We believe that grant showed us our future – assisting in the development throughout the disability community a spirit of entrepreneurship and the value of work especially amongst young adults with disabilities and their families. During our 50th Anniversary Year we will be laying the foundations for a multi-year culture shift, building upon the establishment of the Medicaid Buy-In and new purchasing regulations to expand opportunities for small businesses owned by people with disabilities and rehabilitation facilities to win state and local government contracts.

In addition to funding the Disability Business Enterprise program (see Item 6) the second part of the HRIC Grant was to shift the disability culture from dependency and benefit protection to promoting and valuing work. According to the Department of Health’s “Healthier Rhode Island 2010” plan, 46.1% of people with disabilities were employed in 2003-2004 compared to the 78.8% of people without disabilities who were employed. This employment gap was greatest in people who were less than 44 years of age.

The Commission through its weekly cable television show “Able Too...” produced twelve shows focused on promoting work. These shows, aired on government access cable channel C, included “stories” of successfully employed Rhode Islanders with disabilities, and their employers (many from the Supported Employment Honor Roll). In addition interviews were conducted with experts from the Office of Rehabilitation Services, netWORKri, the Youth Leadership Forum, Mentoring Day, the Medicaid Buy In program, etc.

At least 30% of the Communication and Training Coordinator's time, once the position is filled, will be devoted to promoting work and the value of work experience to high school special educators, students with disabilities and their parents, as well as service providers. This activity will be funded with general revenue.

The Commission is no longer eligible to apply for Human Resource Investment Council grants, since those are not restricted to entities that pay into the state's unemployment insurance / job training fund. As a self-insurer, state government agencies may not apply for HRIC grants.

Salary/Wages and Other Compensation	\$22,554	\$21,743
Employee Benefit Programs	\$9,888	\$11,195
Contracted Professional Services	\$1,558	\$1,590
Operating Supplies and Expenses	<u>\$275</u>	<u>\$285</u>
Total	<u>\$34,275</u>	<u>\$34,813</u>

C. The Commissioners are very concerned with the trend to shift more and more operating expenses onto grants. In the past 3 fiscal years the portion of non-personnel expenses covered by grants has expanded from 25% (FY 05 Expenditures) to 52% (FY 07 Enacted Budget). With operating expenses cut to the bone (only \$21,602 from all sources in the FY 07 Enacted Budget), last night we voted to have your volunteer Commissioners pay for food consumed during Commission meetings (or rely on pot luck), saving a couple hundred dollars a year.

The Commission's federal ADA Technical Assistance funding is up for Congressional Reauthorization and the regional center the Commission is affiliated with is competing with the University of Southern Maine for the next five years. The current years' funding has already been cut 26%. If funding is reauthorized and the regional center subcontracts with the Commission we don't anticipate funding to be greater than \$22,950 in future years. The FY 07 supplemental budget request will expend \$39,528.

The Commission's federal Help America Vote Act State Grants for Election Assistance for Individuals with Disabilities (HAVA) funding may not continue, Congress already authorized a one year extension last fall. The HAVA grant funds polling place accessibility inspections and renovations, poll worker training and voter registration/education for people with disabilities and their families.

Slowing the expenditure rate from federal grants as part of consolidation of DataLogic position's responsibilities within

the existing staff of 6.6 FTEs	<u>(\$59,189)</u>	<u>(\$40,264)</u>
Net General Revenue Expenditures	<u>(\$3,174)</u>	<u>(\$12,828)</u>

Interagency Impact:	none
Timetable:	
FTE Change:	none
Revenue Impact:	none

Federal Change Impact: (\$59,189) (\$40,264)

Budget Office's Item 3: Unachieved Turnover/Personnel

Amount:		FY 2007	FY 2008
	General Revenue:	<u>\$(10,418)</u>	<u>\$(64,655)</u>
	All Funds:		
Timetable:	June 30, 2006		
Description:	The Agency requested an addition of \$24,314 in their FY 2007 revised request. Part of this is due to the projected calculations for one employee's salary being less than the actual rate. Also, there was in error in the enacted budget for financing medical benefits; therefore this adjustment and all other fringe benefits have been increased to accurately finance the employees at this agency. The Budget Office recommends a decrease of \$10,418 in general revenue funds for personnel expenses. The variance between the agency's request and the Budget Office recommendation is due to differences in the expected turnover rate. The Budget Office does not recommend filling a vacant FTE.		

For FY 2008, the Governor’s Commission on Disabilities requested an addition of \$29,120 in general revenue funds for personnel and fringe benefit expenses and 6.6 FTE’s. This, again, corrects the estimate as to medical expenses and includes no expected turnover for the fiscal year. The Budget Office recommends a decrease of \$64,655 and 5.6 full time positions. The variance between the request and recommend reflects the Budget Office recommending one less FTE.

Potential Commission response regarding the impact of the discrete items in programmatic terms. The turnover recommendation reduces by **(32.6%)** annual staff hours at the Commission, from the last 3 year’s average of 10,225 to 7,710.

Budget Office’ Item 14: FY 2008- Target Adjustment

Amount:		FY 2008
	General Revenue:	(\$92,918)
	All Funds:	
FTE:	not modified in target assignments	

Description: For the process of out year budget formulation by state agencies, the Budget Officer prescribes a maximum amount for the general revenue budget request. For FY 2008, this amount is a fifteen percent reduction from FY 2007 enacted working budget levels, after adding in net additions for revised employee benefits rates, and making certain other adjustments for one-time expenditures, or periodic obligations, or unavoidable new obligations. The fifteen-percent reduction level was required to balance estimated statewide costs with estimated net available resources. The resulting target is neither a guaranteed floor nor ceiling level for FY 2008 recommendations, but represents a starting base for decision making by the administration as to the priorities for expenditure of finite resources.

The Budget Office database and tracking system for the FY 2008 Budget makes comparisons for the agency request and subsequent recommendations to the “target base” or enacted FY 2007 levels plus the net additions and adjustments noted above on confidential work papers and “tracking sheets”, in order to display the target level in the aggregate. In the actual agency request column, the reductions are recorded by discrete item.

In this year’s budget, due to time constraints, the imposition of the 15 percent target was limited to agencies with enacted all funds budgets, including statewide adjustments, of \$600,000 or more.

Federal Change Impact: Not estimated

Potential Items to include in an appeal of the Budget Recommendations

Impact of the discrete items in programmatic terms	Natural Account	FY 07	FY 08
Item 4: Contract Services			
1. The additional \$192 requested is required to pay the contracted increase contained within the Division of Purchasing’s Janitorial Services Contract Award 22A00340006	022-2585101-01-638100		\$5,052
2. The additional \$84 requested is required to pay the contracted increase contained within the Division of Purchasing’s Production – ABLE TOO Program Contract Award 22A00332748	022-2585101-01-631100		\$2,806
Item 5: Operating Supplies and Expenses			
1. The Budget Office’s explanation for eliminating all	022-2585101-01- 643810	\$2,679	\$2,753

<p>funds for Liability Insurance for Volunteer Commissioners, “The variance between the agency request and Budget Office request also reflects a difference in projected insurance rates.” is a misunderstanding of the Commission’s request. The requested increase of \$2,339 in FY 07 and \$2,413 in FY 08 is for purchasing liability insurance for the volunteer Commissioners, at the recommendation of the Department of Administration’s Legal Services & Risk Manager and the Chief of the Civil Division of the Attorney General’s Office. The FY 07 Policy has already been purchased.</p> <p>Faced with the prospect of losing homes and savings, the Commissioners, especially small business owners need to the standard coverage all non-profit board members receive or they will quit.</p> <p>The Commission submitted as part of its Budget Request legislation to amend RIGL 42-9-6. <u>Legal adviser - Representation of state officers and agencies</u>, to cover Commissioners appointed by the Governor, rather than as the current law reads “commissioners appointed by the general assembly”</p>			
<p>2. The conversion of the Budget Process from the Legacy system to RIFANS appears to have masked the Commission’s historical expenditures for office supplies Natural Account Line. The Budget Office’s recommendation of \$786 for both FY 07 and 08 is only 24% of the FY 05 expenditure of \$3,244 (the 3 year high) and 44% of the FY 04 expenditure of \$1,777 (the 3 year low). The Commission only requested for FY 07 \$128 increase from the FY 07 as Enacted and \$148 increase in FY 08.</p>	022-2585101-01-643110	\$2,693	\$2,713
<p>Item 3: Unachieved Turnover/Personnel and Item 14: FY 2008 - Target Adjustment</p>			
<p>The Executive Secretary recommends accepting the Budget Office’s FY 07 Supplemental Budget target of \$515,686, by decreasing the projected cost from last July for the former Communications and Training Coordinator (for 2 pay-periods in July): to Salary \$4,907 [saving \$6,096] and benefits \$2,813 [saving \$2,532], while restoring the Liability Insurance for Volunteer Commissioners, \$2,339 and \$2,800 for office supplies, postage, telephones, tolls, and mileage.</p> <p>Potential MOTION: To <i>appeal/accept</i> the Budget Office’s FY 07 Supplemental Budget cap of \$515,686, adjusting natural account lines (as presented above)</p>			
<p>The Executive Secretary recommends appealing the Budget Office’s FY 08 Budget Items:</p> <p>Item 4: Contract Services to reflect the signed State Contract Awards: Janitorial Services Contract Award 22A00340006 – an additional \$192</p>			

Production – ABLE TOO Program Contract Award 22A00332748 - an additional \$84

Item 5: Operating Supplies and Expenses to include the FY 08 amounts for Liability Insurance for Volunteer Commissioners, \$2,413 and \$3,650 for office supplies, postage, telephones, tolls, and mileage, and

Item 3: Unachieved Turnover/Personnel / Item 14: FY 2008- Target Adjustment The turnover recommendation reduces by **(32.6%)** annual staff hours at the Commission, from the last 3 year's average of 10,225 to 7,710.

The issue of the most effective utilization of personnel needs to be fully debated and decided. The **(32.6)** reduction in available staff hours doesn't include our need to make an additional **(\$17,492)** cuts. The entire non-personnel budget (operating supplies and expenses and capital purchases), including the 50th Anniversary Account is only \$17,827. The federal grants have only \$7,282 operating expenses.

1. Should we terminate the 50th Anniversary Celebrations on July 26, 2007 (the 17th Anniversary of the Passage of the ADA) saving \$15,343 or revamp the some of the events into fund-raisers?

2. Should we give up the ADA Technical Assistance Grant's \$24,000 if we must devote 3,600 staff hours annually to meet our Maintenance of Effort obligation at a cost of \$127,788? If we use the Budget Office's recommended expenditures from the ADA Grant on July 1, 2008 we will have a fund balance of **(\$124)**! If we follow a more conservative approach, not shifting as many staff hours to the grant we will have a fund balance on July 1, 2008 of \$3,174. Not much better!

3. Do we bring in-house the Help America Vote Act activities to "provide individuals with the full range of disabilities with information about the accessibility of polling places"? Do we have staff capable of doing this? Do we have the staff resources with the ADA Maintenance of Effort obligation? Is it more cost effective in the long term to continue partnering with the RI Disability Law Center, the Community Provider Network and the American Association of People with Disabilities? The state contract with the Community Provider Network is for \$50,000 to be expended by June 30, 2008. The Commission's HAVA Grant's allocated \$121,574 for the community outreach effort preformed by a contractor, not Commission staff. The Community Provider Network expended \$29,657 to date. Congress has not appropriated funds for the Commission's 2006 grant award so it's unclear whether any additional funds will be available in the future. Keeping grant expenditures as planned; by July 1, 2008 we will have \$86,644 remaining of HAVA awarded dollars (including the \$100,000 FY 06 award that Congress hasn't appropriated yet). The Budget Office's recommendations pretty much track the Commissions.

4. Do we reduce non-union staff's 35 hour work week; cutting the Executive Secretary's work week by 9 hours would save the \$17,492; it's about the same for the State ADA Coordinator, it would require double the hours for the Assistant ADA Coordinator. If all three of our work weeks were cut it would only require 3.6 hours/week.

5. Do we voluntarily give up the 0.6 FTE Administrative Aide. Since a contract worker could not be hired to perform the Administrative Aides duties without a union grievance

each of the remaining staff would be the receptionist/information and referral specialist one day a week. Causing an additional drain on staff hours. The additional \$7,718 savings would be scooped. We'd lose 808 hrs of the ADA Maintenance of Effort.

6. Do we convene the full Commission early in January to debate and decide which of the Commission's statutory responsibilities, the Governor would have to request the General Assembly repeal, or do we attend to continue trying to do everything, but do nothing well!

7. Don't fight for the restoration of the state job or a contract position, instead concentrate our efforts Monday in selecting a crackerjack fund-raiser / event planner for the 50th Anniversary position (who has a proven track record) ask the Governor and the Budget Officer to increase the authority of the Commission to seek foundation and corporate grants and the authority in the budget act to expend those funds without having to wait until the General Assembly reconvenes before we can spend those funds.

MOTION: To appeal the Budget Office's FY 08 Budget cap of **\$498,856** (as presented above) on the small items (unique role as volunteers are employers), unable to make a 33.6% staff reduction in hours, the **(33.62)** has a distributional impact on the Commission as an agency whose budget is under \$600,000. The Chair will request a meeting with the Governor to seek his input on what the Commission should focus on. An emergency meeting of the Commission will be schedule for early January to provide a list of legislation that will need to be repealed or amended to implement the **(33%)** cut. PR/TF passed unanimously

Resource Persons:

Adjournment at: 7:30 PM