

Minutes



Executive Committee

Wednesday January 17, 2007 4:00 to 5:30 PM
Governor's Commission on Disabilities

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Secretary:	Bob Cooper
Attendees:	John MacDonald (Vice Chair); Regina Connor; Binyamin Efreom; & Ronald McMinn
Excused:	Rosemary Carmody; Paul Choquette (Chair); Judi Drew; Timothy Flynn; Paul Grenon; Kate McCarthy-Barnett, PhD.; Orestes Monterey, PhD.; Bill Nieranowski; & Patricia Ryherd

Minutes

4:00 PM Call to Order John MacDonald, Vice Chair

Discussion: Call to order at 4:03 PM.

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

4: 05 PM Interviews & Selection of Fellows John MacDonald

Members interviewed Jennifer Ann Bernier of Bryant University & Sarah Dereniuk of RI College for the Mary Brennan (Public Awareness) Fellowship

Discussion: Members reviewed the qualifications of both applicants and discussed with staff the potential of using both of them. There was a concern about whether the staff would be able to adequately supervise 2 additional fellows this semester (the Edward J. Schroeder (Legislative) Fellow was selected last month and will also be at the Commission during the Spring Semester.

MOTION: To appoint as the Mary Brennan (Public Awareness) Fellowship for the Spring 2007 Semester:

1. Sarah Dereniuk of RI College,— to assist in the production and publicizing of ABLE TOO... and
2. If staff is also able to supervise Jennifer Bernier of Bryant University to assist in updating the website and publicizing access renovations and other activities

RC/RMcM unanimously

4:45 PM Improving Management of the Commission

John MacDonald

Discussion: Members discussed several ideas for improving management of the staff.

Executive Secretary's Role in Managing Staff and other Resources

From the Commission's General Operation Rules:

V. Method of Operation

A. Officers' Responsibilities

"3. The executive secretary:

As the commission's secretary, shall be a non-voting member of the commission and shall:

1. Keep the minutes of all commission and committee meetings, distribute those minutes at least one (1) week prior to the next meeting, and record the actions taken at each meeting;
2. Notify the members of their meetings;
3. Call the meetings to order and preside in the absence of the chairperson and vice-chairperson;
4. Conduct correspondence as directed by the commission or its committees; and
5. Read important correspondence, and

As the commission's executive officer, shall be responsible for, but not be limited to:

6. Arranging for support services to all committees and volunteer units;
7. Implementing the order and resolution of the commission and its committees;
8. Providing the commission and committees with options and advice on matters pending before them;
9. Supervising all staff;
10. Acting as the commission's authorized agent for all vouchers, invoices, requisitions, and other fiscal documents in accord with the budget approved by the commission (but not fiscal documents relating to the reimbursement of expenses of the executive secretary);
11. Act as its authorized agent, executing on behalf of the commission all personnel documents as directed by the commission; and
12. Serve as the Commission's Rules Coordinator and Records Custodian."

L. Personnel

2. Definitions

"The term "staff" includes:

Employee The terms "employee"¹ and "position"² shall be defined by RIGL § 36-3-3.

Intern, a student of a secondary or post secondary educational institution who is receiving credit for the work performed for the Commission

Fellow, a student appointed pursuant to RIGL 42-51-11 the Mary Brennan Fellowship Fund³,

Volunteer, an individual who is not financially compensated for his/her services, but could be compensated for expenses incurred when working for the Commission.

Work Study Student, a post secondary education student that is enrolled in the educational institution's work-study program. The student is compensated for their employment. The Commission may pay a percentage of the student's salary.

Contract or Consultant, a short-term service contracts for personal service.

The term "staff" does not include members of the Commission (Commissioners) and its committees

¹ RIGL 36-3-3 (9) "Employee" means any person holding a position subject to appointment by an appointing authority.

² RIGL 36-3-3 (14) "Position" means any office or place of employment in the state service.

³ RI GL 42-51-11 Governor's Commission On Disabilities - Mary Brennan Fellowship Fund

(Associate Members), when participating in Commission or committee meetings.”

Present procedures:

Commission and Committee Chairpersons (& Vice chairs) directly contact the staff person assigned to “staff” their committees with assignments, etc. without centralized coordination and without even informing the Executive Secretary.

Commission’s Chairperson & Vice Chairperson’s Proposal

1. The Commission and Committee Chairpersons (& Vice chairs) will submit all requests for staff support directly to the Executive Secretary;
2. The Executive Secretary shall consult all other Chairpersons whose committee operations could be affected; then
3. The Executive Secretary shall assign to the appropriate staff person:
 - a. The tasks
 - b. Set deadlines for completion of those tasks; and
 - c. Outcome measures.

MOTION: To adopt the following polices for implementing the General Operating Rules:

1. The Commission and Committee Chairpersons (& Vice chairs) will submit all requests for staff support directly to the Executive Secretary (in the absence of the Executive Secretary, the Special Projects [State ADA] Coordinator);
2. The Executive Secretary shall consult all other Chairpersons whose committee operations could be affected; then
3. The Executive Secretary shall assign to the appropriate staff person:
 - a. The tasks
 - b. Set deadlines for completion of those tasks; and
 - c. Outcome measures.

RMcM/BE passed unanimously

Attendance

From the Commission’s General Operation Rules:

V. Method of Operation

L. Personnel

“9. Recording of Hours Worked

All employees, interns, fellows or work-study students are expected to maintain a regular work schedule. Each is required to maintain a biweekly record of hours worked on electronic or other forms provided by the Commission.“

Present procedures:

1. The “honor” system; each staff person completes his/her own time card and prints out the “Exceptional Hours” portion for signature by both the employee and immediate supervisor. (see comparison of the State “Exceptional Hours Report and the Commission’s Time Card – 11 x 17 sheet)
2. In/Out of Office Board; the “white board” in the reception area contains a listing of

staff person in rows and 3 columns next to every name: Column 1 “In”; Column 2 “Out”; and Column 3 “Returning”. In “returning column both the date and time should be recorded.

3. The state’s GroupWise Email system has a multi-user calendar – staff person record all meetings and events they plan to attend.
4. Staff person call in and leave a voice message for their supervisor if not coming in (sick) on a scheduled work day.

MOTION: To adopt the following policy for implementing the General Operating Rules: Staff person call in and leave a voice message for both the Executive Secretary & the Special Projects [State ADA] Coordinator if not coming in (sick leave, personal leave, etc.) on a scheduled work day. RMcM/RC passed unanimously

MOTION: To table the remainder of the agenda for another meeting. RMcM/BE passed unanimously.

5:25 PM	Announcements and Scheduling of Meetings	John MacDonald
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The Executive Committee will meet after the Governor has announced his Budget Recommendations for FY 07 & 08.

Resource Persons:	Chris Rancourt & Harvey Salvas (GCD)
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Adjournment at:	6:00 PM
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