



Governor's Commission on Disabilities' Executive Committee

Tuesday August 21, 2007 4 – 6 PM

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

----- Minutes -----

Call to Order and Acceptance of the Minutes	Paul Choquette, Chairperson	5 min.
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Chair called the meeting to order at 4 PM

MOTION: To accept the minutes of the previous meeting as presented KMcCB/PR passed unanimously

Action Items:	Discussion Leader:	Time:
1. Review of Commission Operations		50 min.
a. Department of Advocacy	Paul Choquette	

Discussion: Chair briefed the members on the response from the Governor's Office; they haven't identified anyone taking the lead on creating the department.

b. Fellowship Procedures	John MacDonald, Vice Chair.	
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Discussion: As a result of a recent exit interview with one of the fellows, procedures need revisions.

Recommendations:

1. Reinstate the policy that all fellows are assigned a mentor. That would commissioner member of the committee most relevant to the fellowship serve as the fellow's mentor.
2. Create a separate "contract" just for the fellowship that should include a listing of the Commission's obligations, not just the fellow's, potentially using language from the law:

"The Commission shall provide the above named fellow an opportunity to:

- (1) Gain perspective on the role and responsibility of the commission;
- (2) Knowledge of national/state disability programs;
- (3) Policy issues and research;
- (4) Meet with decision makers, experts and critics in disability and related policy fields; and
- (5) Develop networks with local, regional, and national based experts, and researchers who can assist in career development and future endeavors.

The following Commissioner will act as the fellow's mentor, _____ and will ensure that the fellow is introduced to disability policy issues and actions at the local, state and

federal levels.

3. The staff supervisor and Commission mentor will also sign the “contract”.
4. The fellow’s Commission mentor will initially meet with both the fellow and that fellow’s staff supervisor at the start of the fellowship and then meet separately with the fellow a couple times during the semester. The mentor shall not be responsible for any personnel issues, refer any to the Executive Secretary
5. The mid-semester evaluation will be conducted by the fellow’s staff supervisor; the listing of “duties” contained in the Fellowship Program description for the specific fellowship will be the criteria for the evaluation. The evaluation shall be written, a copy provided to the fellow and that fellow’s Commission mentor. This evaluation will be in addition to any required from the fellow’s college/university.
6. A written evaluation at the end of the fellowship shall also be conducted by the fellow’s staff supervisor, using the same criteria as the mid-semester evaluation. This evaluation will be in addition to any required from the fellow’s college/university.
7. The Commission Vice Chair and/or the fellow’s Commission mentor shall conduct an exit interview with the fellow after the fellowship has been completed.

MOTION: To not fill the fall semester fellowship this year. PR/TF passed unanimously

MOTION: To adopt the Fellowship Policy as revised PR/RC passed. BN nay.

2. Preparing FY 08 Supplemental and FY 09 Budget Requests	Bob Cooper, Executive Secretary	60 min.
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Discussion: Members reviewed and discussed the following:

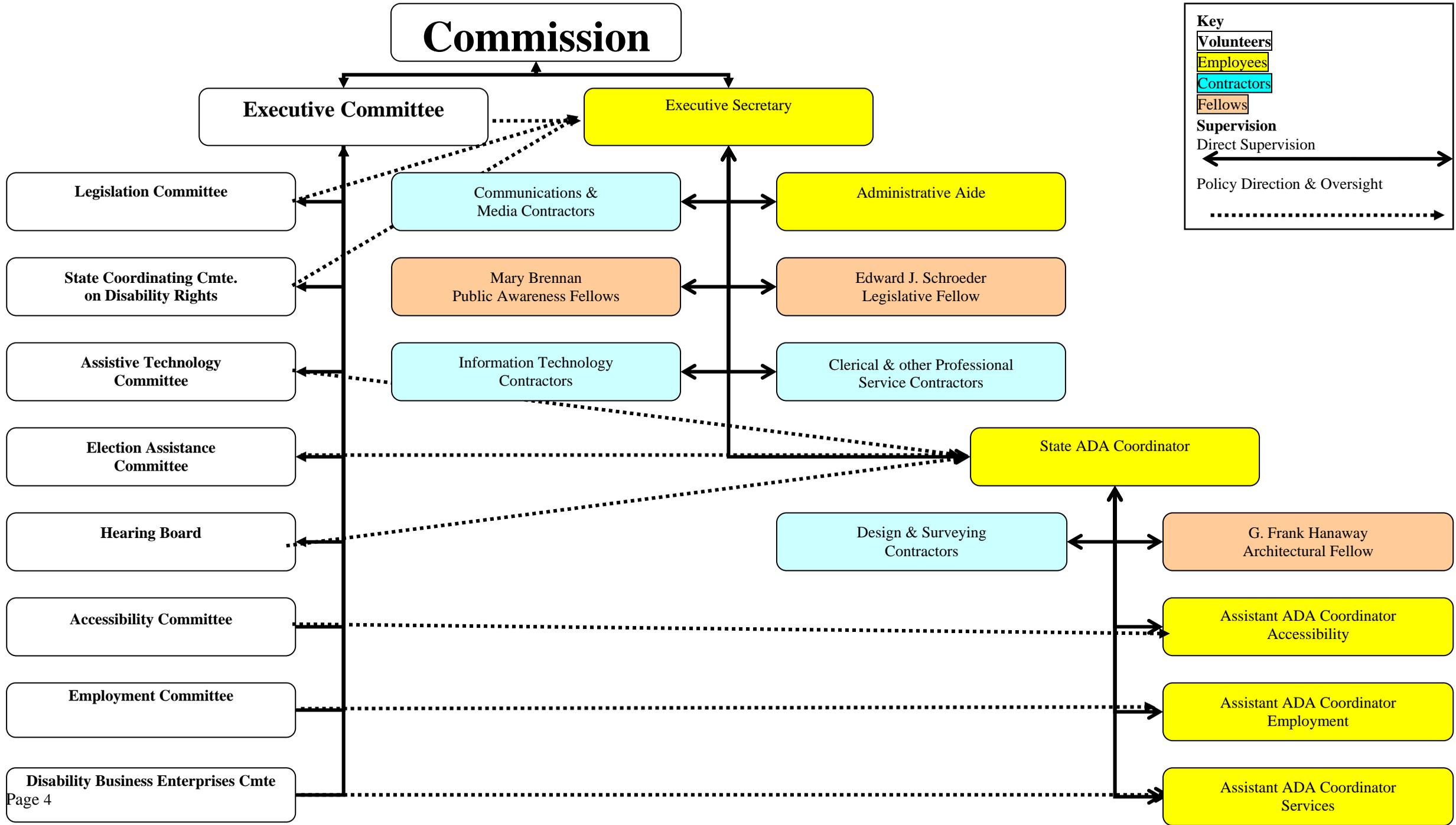
Commission Resource Allocation for Fiscal Years 2008 and 2009

1. Streamline staff supervision:
 - a. Executive Secretary will directly supervise:
 - i. Special Project (State ADA) Coordinator
 - ii. Administrative Aide
 - iii. The Mary Brennan (Public Awareness) Fellows
 - iv. The Edward J. Schroeder (Legislative) Fellow
 - v. Communications & Media Contractors
 - vi. The Information Technology Contractors and
 - vii. Clerical and other Professional Service Contractors
 - b. The Special Project (State ADA) Coordinator will directly supervise:
 - i. The 3 Assistant ADA Coordinators
 - ii. The G. Frank Hanaway (Architectural Awareness) Fellow
 - iii. Design and Surveying Contractors

1	MOTION: To recommend to the Commission the adoption of the Staff Supervision Streamlining as proposed (above # 1) PR/RC passed unanimously
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2. Committees (to keep the number of committees manageable)
 - a. Expanded the State Coordinating Committee on Disability Rights’ responsibilities to include Communication Strategies, and oversight on the ADA Titles II & III “customer service” awareness & training activities; and change membership to include 1 representative from each of the other committees (possibly the vice chairpersons).
 - b. Primary Committee Staff Support:
 - i. Assistant ADA Coordinator (Accessibility): Accessibility
 - ii. Assistant ADA Coordinator (Employment): Employment

	<ul style="list-style-type: none"> iii. Assistant ADA Coordinator (Services): Disability Business Enterprises iv. Special Projects (State ADA) Coordinator: <ul style="list-style-type: none"> 1. Assistive Technology 2. Election Assistance 3. Hearing Board v. Executive Secretary: <ul style="list-style-type: none"> 1. Executive 2. Legislation 3. State Coordinating Committee on Disability Rights / Communications 		
2	MOTION: To recommend to the Commission the adoption of the Committee Reorganization as revised (above # 2) KMcCB/TF passed unanimously		
3.	<ul style="list-style-type: none"> Administrative Functions <ul style="list-style-type: none"> a. Special Projects (State ADA) Coordinator: <ul style="list-style-type: none"> i. Posting Biweekly Payroll ii. Depositing Receipt iii. Quarterly Reports: ADA Grant Activities b. Executive Secretary: <ul style="list-style-type: none"> i. Requisitions, Purchase Orders, Invoices, Journal Entries, & Expense Reports ii. Grant Financial Reports, Invoices & Electronic Draw Down of Grant Funds iii. Quarterly Reports: ADA Grant; HAVA Grant; Voter Registration, Contract Services iv. Ordering Supplies v. Filing of Regulations and Regulation Reports vi. Responding to Public Records Requests 		
3	MOTION: To recommend to the Commission the adoption of the Reorganization of Administrative Functions as revised (above # 3) TF/RC passed unanimously		
	Discussion: Members reviewed 2 alternatives for the FY 2008 Supplemental Budget Request: CSL (Current Service Level) filling both vacant positions or S Extending the Smart Staffing position and filling only one of the vacant positions. (see attaché spread sheets)		
4	MOTION: To recommend to the Commission the adoption of the FY 2008 Supplemental Budget Request Current Services Level PR/RC passed unanimously		
	Discussion: Members reviewed 4 alternatives for the FY 2009 Budget Request: CSL funding of the Assistant ADA Coordinator (Accessibility) 25% HAVA grant and the Assistant ADA Coordinator (Services) 50% ADA grant; E funding the Assistant ADA Coordinator (Services) 75% ADA grant; D requesting \$36,703 above the cap to maintain the Disability Business Enterprise program at 50% level (state funded); S Extending the Smart Staffing position through FY 2009 and filling only one of the vacant positions. (see attaché spread sheets)		
5	Potential MOTION: To recommend to the Commission the adoption of the FY 2009 Budget Request Current Services Level E PR/JMacD passed unanimously		
Announcements and Scheduling of Meetings		Paul Choquette	5 min.
Exit Interviews of former employees – Wednesday September 5, 2007 at 4 PM			
Adjournment:	Chairperson adjourned the meeting at 5:43 pm.		
Resource persons:	Bob Cooper, Secretary		



Note	FY 2008 Current Service Level (CSL) Allocation of Commission's Resources	Management	Public Awareness & Advocacy	Disability Rights Compliance	Disability Rights Technical Assistance	Election Assistance	Disability Business Enterprise	Promoting Work & Incentives	Total GCD Operations	Mary Brennan Fellowship	50th Anny	ADA Grant	HAVA Grant	Technical Assist.	Access. Projects	Grand Total
1	Executive Secretary	65%	25%	0%	5%	5%	0%	0%	100%			0%	0%			100%
2	Special Projects (State ADA) Coordinator	5%	0%	10%	80%	5%	0%	0%	100%			0%	0%			100%
3	Assistant ADA Coordinator (Employment)	0%	15%	0%	60%	0%	0%	25%	100%			0%	0%			100%
4	Assistant ADA Coordinator (Accessibility)	0%	0%	10%	65%	25%	0%	0%	100%			0%	0%			100%
5	Assistant ADA Coordinator (Services)	0%	0%	0%	50%	0%	50%	0%	100%			0%	0%			100%
	Administrative Aide	0%	30%	0%	30%	0%	0%	0%	60%			0%	0%			60%
	Full Time Equivalent Positions	1	1	0	3	0	1	0	7		0	0	0	0	0	7
	Total Annual State Employee Hours	1,072	1,114	325	4,729	569	826	413	9,048			0	0	0	0	9,048
6	Total Information Technology Service Hrs	0	143	0	126	70	37	0			0	0	0	0	0	
	Total Training and Education Service Hrs	0	0	0	0	0	3	3			0	9	0	0	0	
7	Total Design, Engineering, Surveying and Environmental Service Hours	0	0	91	0	0	0	0			0	91	350	0	0	
8	Total Temporary (Clerical) Service Hours	0	10	0	42	143	0	0			0	0	0	6	0	
	Total Building and Grounds keeping Services	twice a week														
9	Subtotal Other Professional Services (DBE Coordinator) Hrs	0	0	0	70	0	246	0			0	0	0	0	0	
10	Subtotal Interpreter/Translator/CART Reporter Hrs	0	4	4	8	12	12	12			0	0	0	18	0	
11	Subtotal Communications and Media Related Service Hrs	0	256	0	0	0	0	0			0	168	0	0	0	
	Total Annual Contracted Service Hours	0	413	95	246	225	298	15	1,240	0	0	268	350	24	0	1,864
12	Mary Brennan Fellowship hours		480				120	120	720	720				120		1,560
	Edward Schroeder Fellowship hours		240						240	240						480
	G. Paul Hanaway Fellowship hours								0	0	240					240
	Total Annual Fellows Hours	0	720	0	0	0	120	120	960	960	0	240	0	120	0	2,280
	All "Personnel" hours	1,072	2,247	420	4,975	794	1,244	548	11,248		0	508	350	144	0	13,192
	Assistance & Grants:															
	Fellowship Stipends									\$10,350		\$2,588		\$1,294		\$14,231
	Recycling Pilot Project													\$5,400		\$5,400
	Polling Place Accessibility												\$50,000			\$50,000
	Voter Education & Registration												\$40,000			\$40,000
	Salary/Wages and Other Compensation	\$52,892	\$35,450	\$10,633	\$138,786	\$15,785	\$16,702	\$12,076	\$282,323			\$0	\$0			\$282,323

Note	FY 2008 Current Service Level (CSL) Allocation of Commission's Resources	Management	Public Awareness & Advocacy	Disability Rights Compliance	Disability Rights Technical Assistance	Election Assistance	Disability Business Enterprise	Promoting Work & Incentives	Total GCD Operations	Mary Brennan Fellowship	50th Anny	ADA Grant	HAVA Grant	Technical Assist.	Access. Projects	Grand Total
	Employee Benefit Programs	\$28,955	\$19,178	\$6,743	\$86,279	\$10,368	\$13,470	\$5,618	\$170,611			\$0	\$0			\$170,611
	Contracted Professional Services	\$5,052	\$17,273	\$5,730	\$10,679	\$6,081	\$10,656	\$1,745	\$57,216		\$0	\$17,004	\$11,900	\$4,334		\$90,454
	Operating Supplies and Expenses	\$6,659	\$2,965	\$2,534	\$0	\$0	\$136	\$165	\$12,459			\$3,768	\$1,972	\$4,672		\$22,871
	Assistance and Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,350		\$2,588	\$90,000	\$6,694		\$109,631
	Capital Purchases and Equipment	\$1,881	\$0	\$0	\$0	\$0	\$0	\$0	\$1,881			\$0	\$0		\$200,000	\$201,881
	Operating Transfers															\$0
	Total	\$95,439	\$74,866	\$25,639	\$235,743	\$32,234	\$40,964	\$19,604	\$524,490	\$10,350	\$0	\$23,359	\$103,872	\$15,700	\$200,000	\$877,771
	Budget as Enacted								\$510,075	\$10,350	\$15,350	\$58,482	\$123,210	\$50,612	\$200,000	\$968,079
	Shifting 50th Anniversary to Commission Operations								\$15,350		(\$15,350)					\$0
	Revised Target								\$525,425	\$10,350	\$0	\$58,482	\$123,210	\$50,612	\$200,000	\$968,079
	Projected Balance:								\$935	\$0	\$0	\$35,123	\$19,338	\$34,912	\$0	\$90,308
	Projected Grant Funding Available											\$76,484	\$319,576	\$19,815		
	Grand Total General Revenue Accounts								\$535,775			\$53,125	\$215,704	\$6,361		Balance Forward to FY09
Notes: Adjustments to Commission Approved FY 08 Allocation																
1	Executive Secretary: Shift staffing of State Coordinating Committee on Disability Rights from State ADA Coordinator, reduce Management by 10% and increase Disability Rights Tech. Asst. and Election Asst. by 5% each															
2	Special Projects (State ADA) Coordinator: adjusted to closer match to FY 07, also see note 7 = reduce Management by 5% & Disability Rights Compliance by 10%; increase Disability Rights Tech. Asst. by 10% and Election Asst. by 5%															
3	Assistant ADA Coordinator (Employment): adjusted to closer match to FY 07, reduce Promoting Work & Work Incentives by 5%, reduce Public Awareness & Advocacy as ABLE TOO finishes in Dec. by 5%, increase Disability Rights Technical Assistance by 10%															
4	Assistant ADA Coordinators (Accessibility): adjust for 1 month delay in filling vacancy and to closer match combined FY 07 by decrease Disability Rights Compliance by 15% and increase Disability Rights Tech. Asst. by 15%															
5	Assistant ADA Coordinators (Services) adjusted for 1 month delay in filling vacancies															
6	Information Technology Services: Web developer & database designer services. Change; shifted FY 08 expenditures from grants to general revenue, added \$3,500 for delay in Bryant Un. Completion of Web based ADA training															
7	Design, Engineering, Surveying and Environmental Services: Architectural & construction inspection services. Change, reduce Arch. Services by 21 hours both Disability Rights Compliance and ADA grant															
8	Temporary Services: Clerical & Stenographic. Change; shifted FY 08 expenditures from grants to general revenue															
9	Other Professional Services: DBE Coordinator - adjusted for 1 month delay in filling vacancies, extending position until Sept. 30th, shifted FY 08 expenditures form grants to general revenue, Disability Rights Tech. Asst.															
10	Interpreters/Translators/CART Reporters Services: Change; included Public Forum CART expenses that will be reimbursed by ORS, shifted FY 08 expenditures form grants to general revenue, Disability Rights Tech. Asst.															
11	Communications and Media Related Services: Able Too & other media: Changes; shifted FY 08 other media expenditures from grants to general revenue															
12	Fellowships: Corrected a math error (left off 1 Mary Brennan Fellowship)															
Note	Alternative FY 2008	Management	Public Awareness & Advocacy	Disability Rights Compliance	Disability Rights Technical Assistance	Election Assistance	Disability Business Enterprise	Promoting Work & Incentives	Total GCD Operations available	Mary Brennan Fellowship	50th Anny	ADA Grant	HAVA Grant	Technical Assistance	Access. Projects	Grand Total
	FY 2008 S				(70)	(168)	(246)		\$20,601			\$59,298	\$215,704	\$6,361		Balance Forward FY 09
5S	Assistant ADA Coordinators (Services) not filled; instead position remains as a Contract Employee.															
9S	Other Professional Services: DBE Coordinator - extending Contract Employee position thru June 30th, shifted FY 08 expenditures form grants to general revenue, Disability Rights Tech. Asst.															

Note	FY 2009 Current Service Level (CSL) Allocation of Commission's Resources	Management	Public Awareness & Advocacy	Disability Rights Compliance	Disability Rights Technical Assistance	Election Assistance	Disability Business Enterprise	Promoting Work & Incentives	Total GCD Operations	Mary Brennan Fellowship	ADA Grant	HAVA Grant	Technical Assistance	Access. Projects	Grand Total
1	Executive Secretary	60.0%	30.0%	0.0%	5.0%	5.0%	0.0%	0.0%	100.0%		0.0%	0.0%			100.0%
	Special Projects (State ADA) Coordinator	5.0%	0.0%	10.0%	80.0%	5.0%	0.0%	0.0%	100.0%		0.0%	0.0%			100.0%
2	Assistant ADA Coordinator (Employment)	0.0%	0.0%	0.0%	70.0%	0.0%	0.0%	30.0%	100.0%		0.0%	0.0%			100.0%
	Assistant ADA Coordinator (Accessibility)	0.0%	0.0%	10.0%	65.0%	0.0%	0.0%	0.0%	75.0%		0.0%	25.0%			100.0%
3	Assistant ADA Coordinator (Service)	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	50.0%		50.0%	0.0%			100.0%
	Administrative Aide	0.0%	30.0%	0.0%	30.0%	0.0%	0.0%	0.0%	60.0%		0.0%	0.0%			60.0%
	Full Time Equivalent Staffing	0.65	0.60	0.20	2.50	0.10	0.50	0.30	4.85		0.50	0.25			5.60
	Total Annual State Employee Hours	991	939	323	4,051	155	823	494	7,775		823	411			9,009
4	Total Information Technology Service Hours	0	89	0	0	0	23	0	112	0	42	42	0	0	196
	Total Training and Education Service Hours	0	0	0	0	0	3	3	6	0	9	0	0	0	15
5	Total Design, Engineering, Surveying and Environmental Service Hours	0	0	63	0	0	0	0	63	0	98	350	0	0	511
	Total Temporary (Clerical) Service Hours	0	0	0	0	0	0	0	0	0	42	140	6	0	188
6	Total Building and Grounds keeping Services	twice a week													
7	Subtotal Other Professional Services (DBE Coordinator) Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Subtotal Interpreter/Translator/CART Reporter Hours	0	4	4	0	0	12	12	32	0	8	12	18	0	64
8	Subtotal Communications and Media Related Service Hours	0	300	0	0	0	0	0	300	0	0	0	0	0	300
	Total Annual Contracted Service Hours	0	393	67	0	0	38	15	513	0	199	544	24	0	1,274
9	Mary Brennan Fellowship hours		480				120	120	720	720			0		1,440
	Edward Schroeder Fellowship hours		240						240	240					480
	G. Paul Hanaway Fellowship hours								0	0	240				240
	Total Annual Fellows Hours	0	720	0	0	0	120	120		960	240	0	0		2,160
	All "Personnel" hours	991	2,052	390	4,051	155	980	629	8,288	960	1,262	955	24	0	12,443
	Assistance & Grants:														
	Fellowship Stipends									\$10,350	\$2,588				\$12,938
	Polling Place Accessibility											\$50,000			\$50,000
	Voter Education & Registration											\$40,000			\$40,000
	Salary/Wages and Other Compensation	\$49,134	\$34,394	\$11,795	\$136,137	\$7,465	\$22,209	\$14,970	\$276,105		\$22,209	\$11,105			\$309,418

Note	FY 2009 Current Service Level (CSL) Allocation of Commission's Resources	Management	Public Awareness & Advocacy	Disability Rights Compliance	Disability Rights Technical Assistance	Election Assistance	Disability Business Enterprise	Promoting Work & Incentives	Total GCD Operations	Mary Brennan Fellowship	ADA Grant	HAVA Grant	Technical Assistance	Access. Projects	Grand Total
	Employee Benefit Programs	\$22,010	\$23,217	\$6,720	\$74,509	\$3,544	\$14,954	\$7,240	\$152,194		\$14,954	\$7,477			\$174,624
	Contracted Professional Services	\$5,256	\$15,475	\$4,778	\$0	\$0	\$2,338	\$1,200	\$29,047	\$0	\$11,208	\$15,937	\$4,034		\$60,225
	Operating Supplies and Expenses	\$6,530	\$2,943	\$2,513	\$0	\$0	\$84	\$93	\$12,162	\$0	\$4,656	\$1,919	\$4,536		\$23,274
	Assistance and Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,350	\$2,588	\$90,000	\$0		\$102,938
	Capital Purchases and Equipment	\$1,881	\$0	\$0	\$0	\$0	\$0	\$0	\$1,881	\$0	\$0	\$0	\$0	\$159,211	\$161,092
	Operating Transfers													\$40,789	\$40,789
	Total	\$84,811	\$76,030	\$25,806	\$210,646	\$11,009	\$39,584	\$23,503	\$471,388	\$10,350	\$55,614	\$126,437	\$8,570	\$200,000	\$872,360
	Target (available grant funds)								\$471,848	\$10,350	\$77,125	\$215,704	\$14,931	\$200,000	
	Difference:								\$460	\$0				\$0	\$460
Grand Total All General Revenue Accounts									\$481,738		\$21,511	\$89,266	\$6,361	Balance Forward to FY10	
Notes: Changes from FY 08 Revised Allocation to FY 09															
1	Executive Secretary = reduce Management by 5% and increase Public Awareness & Advocacy by 5%														
2	Assistant ADA Coordinator (Employment): reduce Public Awareness & Advocacy by 15% and increase by 10% Disability Rights Technical Assistance and 5% Promoting Work & Work Incentives														
3	The FY 09 Budget Target is below the level needed to fully fund the 2 vacant Assistant ADA Coordinator position, funds for only 1.23 FTEs. Assistant ADA Coordinators: [Accessibility] shift Election Asst. to HAVA Grant for and [Services] Disability Rights Technical Asst. by 50%														
4	Information Technology Services: shifted FY 09 expenditures to grants from general revenue														
5	Temporary Services: Clerical shifted FY 09 expenditures to grants from general revenue														
6	Buildings & Grounds keeping Services: Contractual increase in monthly rate, effective July 1, 2008														
7	Other Professional Services: DBE Coordinator abolished in FY 08 if both vacant positions are filled														
8	Contracted Professional Services: Public Information Officer decrease general revenue hours/month by 6 [72 annually] and add ADA grant hours														
9	Mary Brennan FY 08 Summer Fellowship partially paid by RI Disability Law Center for voting videotape														
Note	FY 2009 Alternatives	Management	Public Awareness & Advocacy	Disability Rights Compliance	Disability Rights Technical Assistance	Election Assistance	Disability Business Enterprise	Promoting Work & Incentives	Total GCD Operations available	Mary Brennan Fellowship	ADA Grant	HAVA Grant	Technical Assistance	Access. Projects	Grand Total
	FY 2009 E	Difference in Annual Hours			407		(407)		\$274		\$3,115	\$107,847	\$6,361		Balance Forward FY 09
3E	Assistant ADA Coordinator [Accessibility] 100% funded by general revenue and Assistant ADA Coordinator [Services] 25% general revenue funded and 75% funded by ADA Grant.														
	FY 2009 D								(\$36,703)		\$40,092	\$107,847	\$6,361		Balance Forward FY 09
3D	Assistant ADA Coordinator [Accessibility] 100% funded by general revenue and Assistant ADA Coordinator [Services] 75% general revenue funded and 25% funded by ADA Grant.														
	FY 2009 S	Difference in Annual Hours			197		(197)		\$7		\$33,790	\$107,848	\$6,361		Balance Forward FY 09
3S	Assistant ADA Coordinators (Services) not filled; instead position remains as a Contract Employee.														
7S	Other Professional Services: DBE Coordinator - extending Contract Employee position thru FY 09, shifted FY 09 38% general revenue and 62% ADA funded														