



Governor's Commission on Disabilities' Executive Committee

Wednesday October 15, 2008 4 – 6:30 PM,

Continued Wednesday October 22, 2008 4 – 5:30 PM

John O. Pastore Center, 41 Cherry Dale Court,

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Attendees: 10/15/08	John MacDonald (Acting Chair); Kate McCarthy-Barnett; & Patricia Ryherd;	
Excused: 10/15/08	Judi Drew; Rosemary Carmody; Timothy Flynn; Ronald McMinn; Bill Nieranowski;& John Treat	
----- Minutes -----		
Call to Order and Acceptance of the Minutes	John J. MacDonald Jr., Chairperson	5 min.
Chair called the meeting to order at 4: 20 PM		
Action Items:	Discussion Leader:	Time:
1. Interview and Appointment of Assistant ADA Coordinator (Accessibility)	John MacDonald	110 min.
Discussion: Members review the Job Description (below).		

TITLE OF GROUP OF CLASSES: **ASSISTANT ADA COORDINATOR**

TITLE OF CLASSES IN GROUP: **ASSISTANT ADA COORDINATOR (ACCESSIBILITY)**
ASSISTANT ADA COORDINATOR (EMPLOYMENT)
ASSISTANT ADA COORDINATOR (SERVICES)

Class Code: 0725500

Pay Grade: 824A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible by providing information, referral, technical assistance and public relations in "the area of specialization" under the jurisdiction of the Commission, and to do related work as required

SUPERVISION RECEIVED: Works under the general supervision of the Executive Secretary and State ADA Coordinator from whom work assignments are received; latitude is allowed for the exercise of independent judgment in applying appropriate methods and techniques; work is reviewed usually upon completion for conformance to directions and results obtained

SUPERVISION EXERCISED: Supervises and coordinates the work of college student fellows/interns engaged in providing information and referral assistance to the public

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the area of specialization indicated in the title of class of position:

To provide technical assistance to businesses, government, and non-profit agencies on rights of persons with disabilities

- To conduct customized training on **the** rights of persons with disabilities
- To provide information to individuals with disabilities and their families on their human rights
- To coordinate a disability discrimination complaint/mediation service
- To represent the Commission on regional and state boards
- To testify on behalf of the Commission before local, state, regional, and federal agencies
- To perform responsible work in a continuous informational and public relations program for the Commission
- To select, assemble, organize and otherwise compile and prepare informational data and material for use of a departmental or agency official to publicize the effectiveness of the Commission programs
- To train and supervise college interns/fellows
- To do related work as required

The areas of specialization's responsibilities are managing the Commission's programs relating to
Accessibility: federal and state accessibility codes and standards, including but not limited to Americans with Disabilities, Department of Justice Polling Place Guidelines, RI Public Buildings – Access for People with Disabilities Act, & RI Open Meetings – Accessibility for Persons with Disabilities Act.

Employment: federal and state fair employment regulations including but not limited to Equal Employment Opportunity Commission's Americans with Disabilities Regulations and RI Fair Employment Practices Acts

Services: Federal and state public accommodations regulations including but not limited to Department of Justice's Americans with Disabilities regulations and RI Civil Rights of People With Disabilities Act, and RI Disability Business Enterprises Law, RIGL Chapter 37-2.2

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES:

A thorough knowledge of federal and state disability rights laws and regulations, etc.; the ability to interpret and apply regulations and specifications; the ability to instruct and train; the ability to mediate problems related to consumer complaint and investigations; the ability to maintain documentation of on-site reviews and compose written reports; and related capacities and abilities and the ability to apply such knowledge as it relates to the area of specialization indicated by the title of the class of position

The ability to conduct on-site reviews for all activities/projects under the jurisdiction of the Commission in order to determine compliance and to make recommendations to effect compliance

The ability to effectively make oral and written presentation to civic, business or other groups

The ability to utilize information technology

Knowledge, skills and capacities in the area of specialization indicated in the title of class of position:

Accessibility: Knowledge of the principles and practices of state building code regulations, laws, etc., in addition to a thorough knowledge of federal and state accessibility codes, regulations, and specifications; the ability to interpret construction plans and specifications

Employment: Knowledge of the principles and policies of non-discriminatory personnel and fair employment practices

Services: Knowledge of the principles and policies of non-discriminatory customer services; small / minority business, non-profit and government agency services and practices

EDUCATION AND EXPERIENCE:

Education and experience in the area of specialization indicated in the title of class of position:

Accessibility:

Education: Such as may have been gained through: graduation from high school or a technical vocational school and

Experience: Such as may have been gained through: employment as a building code inspection official or in a position involving the inspection of building construction, materials, accessibility or compliance

Employment:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree or certification in human services; human resource, rehabilitation counseling, or related field

Experience: Such as may have been gained through: employment in a position, which involved responsibility for organization and development of civil rights and/or human resource training program

Services:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor’s Degree or certification in human services; business administration; finance; customer services or related field

Experience: Such as may have been gained through: employment in a position, which involved responsibility for organization and development of civil rights and/or customer services training program and/or business development

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

Class Created: Commission Adopted 07/16/07

Interviews: There were 54 applicants, ranging from a former mayor to several attorneys, etc. Only 7 had any building code/accessibility inspection experience. Of those 4 were selected for interviews by the Chairperson after input from the staff.

The members interviewed the following applicants: Linda Bradley of Wakefield, Christopher DeGrave of North Smithfield, Alexander Gomes of Pawtucket and Alfred DeCorte of Chepachet. The interviews included a “mock” access inspection and plan review.

MOTION: To instruct the Executive Secretary to contact Albert DeCorte & Linda Bradley to determine if either would accept the appointment of Assistant ADA Coordinator (Accessibility), pending ratification by the Full Commission on Nov. 17, 2008, unanimously moved, seconded and passed.

Adjournment: Chairperson recessed the meeting at 6:40 PM.

Reconvening the Meeting on Wednesday October 22, 2008

Attendees: 10/22/08	John MacDonald (Acting Chair); Ronald McMinn; & Patricia Ryherd;
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Absent: 10/22/08	Rosemary Carmody; Judi Drew; Timothy Flynn; Kate McCarthy-Barnett; Bill Nieranowski; & John Treat
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Call to Order and Acceptance of the Minutes	John MacDonald	5 min.
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The Chair called the meeting back into session at 4:20 pm and announced that both offers had been refused.

1. Interview and Appointment of Assistant ADA Coordinator (Accessibility)	John MacDonald	80 min.
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Members reinterviewed: Christopher P. DeGrave and Alexander Gomes. The interview consisted of a “mock” construction plan review with an “architect”.

MOTION: To appoint Christopher P. DeGrave Assistant ADA Coordinator (Accessibility), pending ratification by the Full Commission on Nov. 17, 2008 RMcM/PR passed unanimously

MOTION: In the event Mr. DeGrave declines the offer, the Executive Secretary is directed to make an offer to Alexander Gomes. RMcM/PR passed unanimously

Announcements & Scheduling of Meetings	John MacDonald, Chairperson	5 min.
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Members were reminded of the John E. Fogarty Memorial Awards ceremony at 3 PM Wednesday, Oct. 23rd in the State Room of the State House and
The Commission's meeting on Monday November 17th at 5 PM

Resource persons:	Bob Cooper, Secretary, Harvey Salvas, State ADA Coordinator
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