



# Governor's Commission on Disabilities Executive Committee

**Monday February 20, 2012 4-5:30 PM**

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 meeting graphic	<p><b>Attendees:</b> Timothy Flynn (Chair); Bill Inlow (LCvc); Ronald McMinn (ACvc); Theresa Thielke (DBEc); &amp; Linda Ward (LCc)</p> <p><b>Absentees:</b> Kate McCarthy-Barnett (Vice Chair/ACc); Andrew Argenbright (DBEvc); Rosemary Carmody (EACc); Judi Drew (HBc); Casey Gartland (EACvc); Sarah Everhart Skeels (ECvc); &amp; Patricia Ryherd (ECc);</p>
Staff:	Bob Cooper

	Agenda Topics	Moderator/Leader	Time
 Clock graphic	<b>Call to Order and Acceptance of the Minutes</b>	Timothy Flynn, Chairperson	4:00
<p>Chair calls the meeting to order at 4:00 PM Introductions of Commissioners and guests</p> <p><b>MOTION:</b> To accept the minutes of the previous meeting as presented RMcM/LW passed unanimously</p>			

Action Items:			
 people graphic	<b>Appointment / Reappointment of Commissioners</b>	Tim Flynn	4:05
<p>Purpose/Goal: To decide which Commissioners whose terms' expire on April 1, 2012 would be asked to service another 3 year term and to begin recruiting for any expected vacancies.</p> <p>Discussion: Term Ending 5/1/2012</p> <ol style="list-style-type: none"> <li>1. Frederick Burke of North Scituate;</li> <li>2. Sarah Everhart Skeels of Tiverton;</li> <li>3. R. Timothy Flynn of Ashaway;</li> <li>4. Roger Harris of Woonsocket;</li> <li>5. William R. Inlow of Cranston;</li> <li>6. Monsignor Gerard O. Sabourin of Exeter; and</li> <li>7. Theresa D. Thielke of Street Newport.</li> </ol>			

 voting check off graphic	<p><b>MOTION:</b> To recommend the reappointment of the following members, subject to their acceptance of another 3 year term:</p> <ol style="list-style-type: none"> <li>1. Frederick Burke of North Scituate;</li> <li>2. Sarah Everhart Skeels of Tiverton;</li> </ol>		
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	Agenda Topics	Moderator/Leader	Time
	3. R. Timothy Flynn of Ashaway; 4. Roger Harris of Woonsocket; 5. William R. Inlow of Providence; 6. Monsignor Gerard O. Sabourin of Exeter. RMcM/LW passed unanimously		

	<b>Job Description - Public Education Aide</b>	<b>Bob Cooper, Executive Secretary</b>	<b>4:30</b>
	<b>Purpose/Goal:</b> To finalize the job description for the new position		
	Next year's Budget only provides for 1 position. The Commission's request was for 2 positions; public information and administrative assistant positions. The final job description could include a combination of some duties/qualifications from those or other positions.		

**SENIOR ADMINISTRATIVE AIDE**

**Class Code:** 00664000  
**Pay Grade:** 00821 A  
**EO:** B<sup>1</sup>  
**Work Week :**35.00 NS

Salary Range    Starting Salary    \$42,006        \$43,321        \$44,504        \$45,906        Last step    \$48,119

**GENERAL STATEMENT OF DUTIES:** To serve as a confidential assistant to the chairperson and executive secretary in their capacity to formulate, determine and effectuate management policies in the field of labor relations and to assist in the development of budget recommendations and other confidential and sensitive administrative details.

To assist in executing continuous informational, public relations, education and outreach programs for the Commission; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general supervision from the chairperson and executive secretary with considerable latitude for the exercise of initiative and independent judgment; work is subject to review for conformity to policies, rules, practices and instructions.

**SUPERVISION EXERCISED:** May supervise the work of college fellows and other subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the chairperson and executive secretary by relieving such them of routine and reoccurring administrative duties and responsibilities that are directly related to the primary function of the Commission:

    To gather information required for use as a basis for important administrative decisions;

    To handle routine correspondence;

    To assist in the preparation of the annual budget and its execution;

    To participate in the processing and maintenance of financial, personnel or other important records; and

    To requisition office supplies and equipment.

To assist in executing continuous informational, public relations, education and outreach programs for the Commission:

    To independently provide a broad spectrum of substantive, authoritative, and technical informational services through assessment of client/customer needs, research/analysis and resource evaluation;

    To access and process data through electronic networks and the Internet using word processing, the world wide web and various software programs;

    To interact with clients, customers, officials, the general public, employees in providing informational services.

    To make initial determinations of information required and provide appropriate referral and/or resources or services available;

    To collect, interpret, organize, and/or prepare data for the purpose of complying with informational requests;

<sup>1</sup> **B (Professionals):** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

	Agenda Topics	Moderator/Leader	Time
	<p>To maintain currency of relevant information and resources available, including updating and maintaining the agency web site directly related to the Commission's function and services;</p> <p>To assist in answering requests and providing information on a wide variety of services and programs;</p> <p>To answer the telephone and in-person requests for general information from other state agencies and the general public;</p> <p>As directed, to select, assemble and otherwise compile informational data and material for dissemination through such media as booklets, promotional layouts, advertising, news releases, exhibits, website, direct mail, newsletters and other related informational media;</p> <p>When authorized, to make personal contacts with representatives of state departments, labor, management or civic and other organizations, the press and the general public; and to address these and others for the purpose of promoting understanding and acceptance of the purposes and activities of the department;</p> <p>To prepare the less difficult layouts of classified and display advertisements, mail information, bulletins, etc.; and</p> <p>To plan, organize and supervise college fellows and other subordinates.</p> <p>To do related work as required.</p> <p><b>REQUIRED QUALIFICATIONS FOR APPOINTMENT:</b></p> <p><b>KNOWLEDGES, SKILLS AND CAPACITIES:</b></p> <p>A working knowledge of the principles and practices of office management; a working knowledge of requisitioning, disbursing and budgeting control functions; and a familiarity with the principles and practices of public administration.</p> <p>The ability to independently manage a wide range of confidential administrative details, the ability to understand, follow and communicate complex written and verbal instructions; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations, and the public at large; the ability to recognize and respond to organizational issues and priority setting situations; the ability to carry out, requisitioning, disbursing and budgeting control functions; the ability to interpret and apply fiscal, purchasing, and budgetary rules and regulations the ability to handle routine correspondence concerning policies and procedures; and the ability to handle important but routine personal contacts.</p> <p>A working knowledge of the methods and techniques involved in the preparation and dissemination of informational material; a working knowledge of public relations techniques.</p> <p>The ability to perform duties in the areas of information research and analysis, client/customer information assessment, referral and material distribution and resource maintenance, the ability to manage and maintain the Commission's web site, the ability to assist in the preparation of effective written material for use in pamphlets, articles, leaflets, newspaper releases, radio, television and other manuscripts for the purpose of stimulating public interest, the ability to speak effectively before civic, business or other groups interested in the programs of the Commission, and the ability to establish and maintain effective working relationships with supervisors, staff and the public.</p> <p>A working knowledge of federal and state disability rights laws and regulations, etc.; a working knowledge of disability related services and programs.</p> <p><b>EDUCATION AND EXPERIENCE:</b></p> <p>Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in liberal arts, business, or public administration; or</p> <p>Experience: Such as may have been gained through: employment in a position which involved the preparation and dissemination of informational material; engaged in performing varied routine and difficult fiscal, purchasing, accounting tasks and involving some experience in making studies and analyses of office methods and procedures.</p> <p>Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>		
 <small>voting check off graphic</small>	<p><b>MOTION: To Adopt the Senor Administrative Aide's Job Description as revised (above) LW/RMcM passed unanimously</b></p>		
 <small>Announcer graphic</small>	<p><b>Announcements</b></p>	<p><b>Tim Flynn</b></p>	<p><b>4:20</b></p>
	<p><b>Agenda and Scheduling the</b></p>	<p><b>Tim Flynn</b></p>	<p><b>4:25</b></p>

	Agenda Topics	Moderator/Leader	Time
	<b>Next Meeting</b>		
	Items to be placed on: Interviews for the Senior Administrative Aide in May - with selection before the beginning of June. The June 18 <sup>th</sup> meeting's agenda: 1. Fellowship selection		
	Next meeting will be on: Monday June 18, 2012 4 - 5:30		
 <small>alarm clock graphic</small>	<b>Adjournment</b>	Tim Flynn	<b>4:30</b>
<input checked="" type="checkbox"/> <small>voting check off graphic</small>	MOTION: To adjourn at 5:02 PM RMcM/LW passed unanimously		