



Governor's Commission on Disabilities Executive Committee Agenda Monday August 27, 2012

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Attendees: Timothy Flynn (Chair.); Andrew Argenbright, Casey Gartland, Ronald McMinn, Linda Ward
Absent: Kate McCarthy-Barnett (Vice Chair.); Rosemary Carmody, Judi Drew, Jon DuPre, Sarah Everhart Skeels, Bill Inlow, & Patricia Ryherd

Staff:

Bob Cooper, Alyssa Sarault, Christine Rancourt



Clock graphic

4:00 Call to Order and Acceptance of the Minutes, Tim Flynn, Chair

Chair calls the meeting to order at 4:01 PM
Introductions of Commissioners and guests



voting check off graphic

MOTION: To accept the minutes of the previous meeting as presented
RMcM/CG

Action Items:

Insert graphic

4:05 Commission Operational Plan and Budget Requests for FY 13 & 14, Bob Cooper, Executive Secretary

Purpose/Goal: To adopt a recommended FY 2013 & 2014 Budget, Resource Allocation, and Performance Management, for the Commissioners to consider at the Annual Meeting September 10th.

Discussion: [Insert all information needed by members to make decisions needed to achieve desired outcome]

The Budget Office **has** issued the FY 2014 Budget Targets. There will be 2 budget requests for FY 2014; a current service level request and a request **7** % lower than current service levels. They should be coming out later this week.
The Election Assistance and Employment Committees met last Wednesday and Thursday. On Friday morning, the Executive Secretary met with the Governor's Performance Management Team.
The combined requests are below.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
BUDGET OFFICE
One Capitol Hill
Providence, R.I. 02908-5886

To: Department Directors and Agency Heads

From: Thomas A. Mullaney
Executive Director/State Budget Officer

Subject: Budget Instructions for FY 2014

Date: July 30, 2012

Accompanying this memo (via email) are the FY 2014 Budget Instructions. Current services and target calculations and Salary-Wage Projections will be distributed to your CFO's within the next week.

Submission Date

RIGL 35-3-7 requires the submission of both the Supplemental Budget and the new-year Budget by the third Thursday in January. This year's date falls on January 17, 2013 for the FY 2014 budget. RIGL 35-3-4 requires that agency budget requests be "submitted to the governor through the budget officer" on a date determined by the Budget Officer, but not later than the first day of October in each year. This year, the Budget Office is re-establishing a tiered submission schedule for agency budget requests. Agencies with total FY 2013 enacted budgets of less than \$10.0 million (all funds) are required to submit their requests no later than September 14, 2012. Those agencies with total FY 2013 enacted budgets of greater than \$10.0 million (all funds) are required to submit their requests no later than October 1, 2012.

FY 2014 Process

The FY 2014 budget process is once again requiring a constrained budget request, in addition to a current services level budget. The intent of requesting two separate budgets is to provide the Governor an understanding of what it would cost to fully fund the various programs of state government and options for reducing spending to meet available resources.

Agencies will be provided with a current services and target funding level based on adjustments made for known statewide or agency specific items. Your FY 2014 budget

July 30, 2012

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request should be in line with these targets, including the annualization of additional costs or savings from initiatives included in the enacted FY 2013 budget.

FY 2013 Revised Budget

The FY 2013 Enacted Budget included a number of savings initiatives that agencies should be in the process of implementing. The revised budget should assume full implementation of these initiatives within expected timeframes and the associated savings. If unforeseen circumstances are affecting implementation of a savings initiative, the agency should attempt to identify other savings within its own budget to offset any lost savings from the original initiative. Requests for supplemental appropriations are not encouraged.

In order to meet the timelines for submission of the Governor's budget to the General Assembly in January, it is imperative that agencies adhere to the timetable laid out in these instructions. Action on personnel requests will be suspended for any agency whose budget is not submitted on time.

If you have any questions on the current services or target funding levels or the overall instructions, please contact your assigned Budget Analyst.

Thank you in advance for your continued cooperation.

TAM: sa12-54

cc: Chief Financial Officer

Attachments:

FY 2014 Budget Instructions

Budget Office's FY 2014 Current Service Level and Constrained Budget Targets:

FY 2013 Enacted General Revenue Appropriations	\$371,096
Adjustments:	
Statewide Adjustments:	
1 Medical Benefit Inflation	\$2,389
Salary Adjustment on Overtime, Holiday, Briefing Time. Grad Asst.	\$0
2 Retirement Rate Change	\$4,368
3 Election Day Holiday in FY 2012	\$0
4 Statewide Benefit Assessment, Rate Change	\$0
5 Retiree Health Rate Change	\$2,104
6 Medical Insurance Waiver Bonus	\$0
Total Statewide Adjustments	\$8,861
Entitlement Adjustments:	
1)	\$0
Total Entitlement Adjustments	\$0
Non-recurring expenditure items:	
1)	\$0
Total Non-recurring Expenditure Items	\$0
Other:	
1)	\$0
Total Other	\$0
FY 2014 Current Service Level (CSL) Target Base	\$ 379,957
Hold Harmless Items	
1)	\$0
Less Total Hold Harmless Items	\$0
Adjusted Target Base	\$379,957
Adjusted Base	\$379,957
FY 2014 - Target Adjustment	(\$26,597)
Plus: FY 2014 Hold Harmless Items	-
FY 2014 7% Constrained Budget Target	\$353,360

Executive Secretary's Recommendation's

Agency: 022	FY 10 Actual	FY 11 Audited	FY 12 Unaudited	FY 13 Enacted	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%
By Category							
Salary/Wages and Benefits	\$360,893	\$380,610	\$380,543	\$395,384	\$338,886	\$345,750	\$345,750
Contracted Professional Services	\$1,499	\$1,622	\$2,490	\$7,773	\$19,556	\$15,091	\$11,470
Operating Supplies and Expenses	\$22,077	\$29,112	\$30,368	\$40,500	\$57,337	\$24,716	\$24,012
Assistance and Grants	\$49,860	\$68,872	\$43,464	\$60,754	\$119,650	\$92,205	\$77,530
Capital Purchases and Equipment	\$142,249	\$7,042	\$174,548	\$251,881	\$252,759	\$253,881	\$253,881
Operating Transfers	\$2,250	\$27,500	\$2,500	\$0	\$217,000	\$0	\$0
	\$578,828	\$514,758	\$633,913	\$756,292	\$1,005,188	\$731,643	\$712,643
By Source							
General Revenue	\$343,443	\$352,190	\$381,213	\$371,096	\$371,095	\$379,954	\$353,352
Federal Funds	\$85,777	\$124,377	\$70,987	\$125,502	\$160,176	\$95,496	\$103,099
Restricted Receipts	\$7,931	\$5,191	\$7,567	\$9,694	\$6,039	\$6,193	\$6,193
Other Funds							
RICAP	\$141,677	\$33,000	\$139,212	\$250,000	\$467,000	\$250,000	\$250,000
General Obligation Bonds			\$34,933		\$878	\$0	\$0
	\$578,828	\$514,758	\$633,913	\$756,292	\$1,005,188	\$731,643	\$712,643
Full Time Equivalence Employees (FTE)	4.0	4.0	4.0	4.0	4.0	4.0	4.0

Overview of Changes from the FY 2013 Budget as Enacted

1. Transfer all wages and benefits from grant accounts to general revenue accounts.
2. Install Constituent Relationship Management Software to improve contact management, outreach programs, constituent relationship management, citizen self-service, case management, event management, and project management.
3. Contract communications & media services to enhance promotion of:
 - a. Disability Business Enterprise program;
 - b. ADA Technical Assistance; and
 - c. HAVA Voting Rights.
4. Expand the use of college fellowships, utilizing grant funds for:
 - a. Fall 2012 Architectural Access Fellow to survey all polling place prior to Election Day;
 - b. Fall & spring semester Employment Policy Fellowships; and
 - c. Spring Architectural Access Fellowship.

Overview of FY 2014 Current Service Level Budget

1. Pay all wages and benefits from general revenue accounts.
2. Continue Constituent Relationship Management Software.
3. Contract communications & media services to enhance promotion of:
 - a. Disability Business Enterprise program;
 - b. ADA Technical Assistance; and
 - c. HAVA Voting Rights; and
 - d. Extend to include other Commission activities.
4. Continue the use of college fellowships, utilizing grant funds for:
 - a. Summer, fall, & spring semester Employment Policy Fellowships; and
 - b. Summer, fall, & spring Architectural Access Fellowships.
 - c. Increase stipend by 2.8% or \$97.20/semester to \$3,547, the first increase since 2007. The change in the CPI was 7.7%.
5. Replacement of oldest desktop computer(s).

Overview of FY 2014 7% Constrained Budget

1. Transfer some wages and benefits back to grant accounts.
2. Eliminate communications & media services promoting:
 - a. Disability Business Enterprise program;
 - b. ADA Technical Assistance; and
 - c. Commission's other activities.
3. Retain communications & media services promoting HAVA Voting Rights.
4. Reduce operating supplies and expenses in:
 - a. Printing; and
 - b. Staff training.
5. Reduce college fellowships, by:
 - a. Eliminating the three Employment Policy Fellowships; and
 - b. Eliminate one of the three Architectural Access Fellowships, and share one with HAVA.
 - c. Not increase stipend by 2.8% or \$97.20/semester.
6. Pray the oldest computer(s) do not expire.

FY 2013 Details

FY 2013 General Operations	Enacted	Request	Difference	Explanation of Changes
Wages and Benefits				
	\$215,487	\$223,572	\$8,082	Transfer all wages & benefits from grants to general revenue
	\$113,678	\$100,750	(\$12,931)	Enacted based on 2 family health insurance coverage. One employee waived health & vision; another waived spouse's coverage.
	\$329,165	\$324,322	(\$4,849)	
Contracted Professional Services				
	\$3,449	\$3,496	\$47	CPI adjustment for interpreters for the deaf
Operating Supplies and Expenses				
	\$31	\$300	\$269	Building Maintenance and Repairs
	\$0	\$355	\$355	Repair wheelchair lift
	\$0	\$1,245	\$1,245	Constituent Relationship Management Software
	\$70	\$261	\$191	Janitorial Supplies
	\$2,389	\$2,219	(\$170)	Postage
	\$497	\$876	\$379	Printing - business cards & outreach material
	\$259	\$0	(\$259)	Staff Training
	\$829	\$605	(\$224)	Mileage, tolls & parking
	\$450	\$854	\$404	Telephone
			(\$32)	Several small adjustments
	\$10,683	\$12,841	\$2,158	
Capital Purchases and Equipment				
	\$1,881	\$1,881	\$0	
FY 2013 General Operations	\$345,178	\$342,539	(\$2,640)	

FY 2013 Mary Brennan Fellowship	Enacted	Request	Difference	Explanation of Changes
Assistance and Grants	\$10,350	\$10,350	\$0	No change, 3 fellowships

FY 2013 Disability Business Enterprise	Enacted	Request	Difference	Explanation of Changes
Wages and Benefits				
	\$10,442	\$10,440	(\$3)	Recalibration of wages
	\$4,125	\$4,126	\$1	Recalibration of benefits
	\$14,567	\$14,565	(\$2)	
Contracted Professional Services				
	\$214	\$531	\$317	CPI adjustment for interpreters for the deaf
	\$214	\$2,311	\$2,311	Communications & media services

FY 2013 Disability Business Enterprise	Enacted	Request	Difference	Explanation of Changes
	\$214	\$2,842	\$2,628	
Operating Supplies and Expenses				
	\$0	\$47	\$47	Constituent Relationship Management Software
	\$0	\$60	\$60	Society of Human Resource Managers Membership
	\$207	\$350	\$143	Printing - outreach material
	\$130	\$132	\$2	Mileage, tolls & parking
	\$450	\$211	(\$239)	Telephone
	\$787	\$800	\$13	
FY 2013 Disability Business Enterprise	\$15,568	\$18,207	\$2,639	

FY 2013 NE ADA Grant	Enacted	Request	Difference	Explanation of Changes
Wages and Benefits				
	\$18,902	\$0	(\$18,902)	Transfer all wages & benefits from grants to general revenue
	\$18,902	\$0	(\$18,902)	
Contracted Professional Services				
	\$1,036	\$1,038	\$2	CPI adjustment for interpreters for the deaf
	\$0	\$6,000	\$6,000	Communications and Media Related Services
	\$1,036	\$7,038	\$6,002	
Operating Supplies and Expenses				
	\$0	\$186	\$186	Constituent Relationship Management Software
	\$0	\$60	\$60	Society of Human Resource Managers Membership
	\$218	\$600	\$382	Printing
	\$1,758	\$0	(\$1,758)	Statewide Savings Offset
	\$1,791	\$1,675	(\$116)	Mileage & Parking
	\$1,554	\$2,384	\$830	Out-of-State Travel
	\$223	\$204	(\$19)	Telephone
	\$5,563	\$5,129	(\$435)	
Assistance and Grants				
	\$0	\$3,450	\$6,900	2 (Employment Policy) Fellowships
	\$10,350	\$0	\$3,450	1 G. Paul Hanaway (Architectural Access) Fellowship
	\$0	\$10,350	\$10,350	
FY 2013 NE ADA Grant	\$25,501	\$22,517	(\$2,985)	

FY 2013 HAVA Grant	Enacted	Request	Difference	Explanation of Changes
Wages and Benefits				
	\$32,750	\$0	(\$32,750)	Transfer all wages & benefits from grants to General Revenue
	\$32,750	\$0	(\$32,750)	
Contracted Professional Services				
	\$518	\$531	\$13	CPI adjustment for interpreters for the deaf
	\$0	\$3,000	\$3,000	Communications and Media Related Services
	\$518	\$3,531	\$3,013	
Operating Supplies and Expenses				
	\$383	\$0	(\$383)	Consolidate office supplies and equipment in general operating account
	\$0	\$350	\$350	Constituent Relationship Management Software
	\$1,399	\$0	(\$1,399)	Consolidate postage
	\$8,200	\$20,267	\$12,067	Print Advertising
	\$1,036	\$12,598	\$11,562	Printing
	\$3,095	\$0	(\$3,095)	Statewide Savings Offset
	\$789	\$653	(\$136)	Mileage & Parking
	\$1,352	\$1,235	(\$117)	Out-of-State Travel
	\$16,329	\$35,178	\$18,849	
Assistance and Grants				
	\$3,450	\$6,900	\$3,450	1 G. Paul Hanaway (Architectural Access) Fellowship
	\$18,557	\$10,000	(\$8,557)	Voter Education & Registration
	\$20,000	\$20,000	\$0	Polling Place Access Renovations

FY 2013 HAVA Grant	Enacted	Request	Difference	Explanation of Changes
	\$2,050	\$2,050	\$0	Ride trips & Voter Outreach Mailing
	\$6,347	\$10,000	\$3,653	Election Day polling place surveyors
	\$0	\$50,000	\$50,000	Voter Outreach Mailing DMV
	\$50,404	\$98,950	\$48,546	
FY 2013 HAVA Grant	\$100,001	\$137,659	\$37,658	

FY 2013 Public Forums	Enacted	Request	Difference	Explanation of Changes
Contracted Professional Services				
	\$76	\$670	\$594	Stenographic Services for Public Hearings
	\$2,480	\$1,980	(\$500)	CART Recorders for Public Forums
	\$2,556	\$2,650	\$94	
Operating Supplies and Expenses				
	\$0	\$74	\$74	Constituent Relationship Management Software
	\$7,019	\$3,315	(\$3,704)	Print Advertising
	\$119	\$0	(\$119)	Miscellaneous Expenses
	\$7,138	\$3,389	(\$3,749)	
FY 2013 Public Forum	\$9,694	\$6,039	(\$3,655)	

FY 2013 RICAP Access Projects	Enacted	Request	Difference	Explanation of Changes
Capital Purchases and Equipment				
		\$25,000	\$25,000	Architecture and Engineering
	\$250,000	\$222,500	\$222,500	Building Renovations and Improvements
	\$250,000	\$247,500	\$247,500	
Operating Transfers				
	\$0	\$2,500	\$2,500	To General Fund {Sherlock Artwork}
	\$0	\$217,000	\$217,000	Unspent FY 2012 Groden Elevator
	\$0	\$219,500	\$219,500	
FY 2013 RICAP Access Projects	\$250,000	\$467,000	\$467,000	
General Obligation Access Bonds				
Capital Purchases and Equipment	\$0	\$878	\$878	Architecture and Engineering
Total FY 2013 Access Projects	\$250,000	\$467,878	\$467,878	

FY 2013 Grand Total	Enacted	Request	Difference	Explanation of Changes
Wages and Benefits	\$395,384	\$338,887	(\$56,498)	
Contracted Professional Services	\$7,773	\$19,557	\$11,784	
Operating Supplies and Expenses	\$40,500	\$57,337	\$16,836	
Assistance and Grants	\$60,754	\$119,650	\$58,896	
Capital Purchases and Equipment	\$251,881	\$250,259	\$248,378	
Operating Transfers	\$0	\$219,500	\$219,500	
FY 2013 Grand Total	\$756,292	\$1,005,190	\$498,896	

FY 2014 Details

FY 2014 General Operations Account	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Wages and Benefits					
	\$324,322	\$330,898	\$306,884	(\$23,765)	Transfer some wages & benefits back to grants and adjustments for step increases
Contracted Professional Services					
	\$2,434	\$2,468	\$2,468	\$0	
	\$1,062	\$1,076	\$1,076	\$0	CPI adjustment for interpreters for the deaf
	\$0	\$534	\$0	(\$534)	Communications & media services, eliminated in CSL - 7%

FY 2014 General Operations Account	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
	\$3,496	\$4,078	\$3,544	(\$534)	
Operating Supplies and Expenses					
	\$300	\$309	\$309	\$0	Building Maintenance and Repairs
	\$384	\$395	\$395	\$0	Shredding/Recycling
	\$576	\$593	\$593	\$0	Copier/Printer Maintenance
	\$355	\$360	\$360	\$0	Wwheelchair lift maintenance
	\$688	\$698	\$698	\$0	Office Supplies and Equipment
	\$1,245	\$1,226	\$1,200	\$0	Constituent Relationship Management Software
	\$261	\$269	\$302	\$33	CPI adjustment for janitorial Supplies
	\$1,444	\$1,465	\$1,465	\$0	Lexis/Nexis RI Primary Law CD Rom (bi-monthly updates)
	\$2,219	\$2,250	\$2,250	\$0	CPI adjustment for Postage
	\$876	\$888	\$755	(\$133)	CPI adjustment for printing - outreach material
	\$63	\$64	\$64	\$0	Miscellaneous Expenses
	\$0	\$260	\$57	(\$203)	Staff Training reduced
	\$2,802	\$2,840	\$2,840	\$0	Directors and Officers Liability Insurance
	\$61	\$62	\$62	\$0	Portable water
	\$605	\$643	\$643	\$0	CPI adjustment for mileage, tolls & parking
	\$854	\$866	\$866	\$0	CPI adjustment for telephone
	\$80	\$0	\$0	\$0	Notary Public's fee
	\$12,841	\$13,188	\$12,859	(\$303)	
Capital Purchases and Equipment					
	\$0	\$2,000	\$2,000	\$0	Replacement of old computers
	\$1,881	\$1,881	\$1,881	\$0	Rental Copier/Printer
	\$1,881	\$3,881	\$3,881	\$0	
FY 2014 General Operations Account	\$342,539	\$352,044	\$327,166	(\$24,601)	

FY 2014 Mary Brennan Fellowship	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Assistance and Grants	\$10,350	\$10,642	\$10,350	(\$292)	CPI adjustment for 3 fellowship stipends by 2.8% or \$97.20/semester to \$3,54. It was last adjusted in FY 2007. No adjustment if 7% Constrained.

FY 2014 Disability Business Enterprise	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Wages and Benefits					
	\$14,565	\$14,853	\$14,853	\$0	Adjustments for step increases
Contracted Professional Services					
	\$531	\$538	\$538	\$0	CPI adjustment for interpreters for the deaf
	\$2,311	\$1,059	\$0	\$0	Communications & media services eliminated
	\$2,842	\$1,597	\$538	\$0	
Operating Supplies and Expenses					
	\$47	\$46	\$32	\$0	Constituent Relationship Management Software
	\$60	\$62	\$62	\$0	Society of Human Resource Managers Membership
	\$350	\$360	\$0	(\$360)	Printing - outreach material eliminated
	\$132	\$134	\$134	\$0	CPI adjustment for mileage, tolls & parking
	\$211	\$217	\$217	\$0	CPI adjustment for telephone
	\$800	\$819	\$445	(\$360)	
FY 2014 Disability Business Enterprise	\$18,207	\$17,269	\$15,835	(\$360)	

FY 2014 Federal NE ADA Grant	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Wages and Benefits					

FY 2014 Federal NE ADA Grant	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
	\$0	\$0	\$15,830	\$15,830	In 7% constrained, transfer some wages & benefits back to grants, and adjustments for step increases
Contracted Professional Services					
	\$1,038	\$1,047	\$1,047	\$0	CPI adjustment for interpreters for the deaf
	\$6,000	\$2,028	\$0	\$0	Communications & media services eliminated
	\$7,038	\$3,075	\$1,047	\$0	
Operating Supplies and Expenses					
	\$186	\$196	\$196	\$0	Constituent Relationship Management Software
	\$60	\$62	\$62	\$0	CPI adjustment for Society of Human Resource Managers Membership
	\$600	\$618	\$618	\$0	CPI adjustment for Printing
	\$1,675	\$1,699	\$1,699	\$0	CPI adjustment for mileage & Parking
	\$2,384	\$2,416	\$2,416	\$0	CPI adjustment for out-of-state travel
	\$204	\$207	\$207	\$0	CPI adjustment for telephone
	\$20	\$21	\$21	\$0	Auditor General Fee
	\$5,129	\$5,219	\$5,219	(\$0)	
Assistance and Grants					
	\$6,900	\$10,642	\$0	(\$10,642)	Three Mary Brennan (Employment Policy) Fellowships, in CSL - 7% all eliminated
	\$3,450	\$8,868	\$5,175	(\$3,693)	Three G. Paul Hanaway (Architectural Access) Fellowship, in CSL - 7% one eliminated and one shared with HAVA
	\$10,350	\$19,510	\$5,175	(\$14,335)	
FY 2014 NE ADA Grant	\$22,517	\$27,804	\$27,271	\$1,495	

FY 2014 Federal HAVA Grant	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Wages and Benefits					
	\$0	\$0	\$8,185	\$8,185	Transfer some wages & benefits back to grants
Contracted Professional Services					
	\$531	\$538	\$538	\$0	CPI adjustment for interpreters for the deaf
	\$3,000	\$3,084	\$3,084	\$0	CPI adjustment for communications & media services
	\$3,531	\$3,622	\$3,622	\$0	
Operating Supplies and Expenses					
	\$350	\$350	\$350	\$0	Constituent Relationship Management Software
	\$20,267	\$0	\$0	\$0	No statewide elections - no print advertising needed
	\$12,598	\$300	\$300	\$0	No statewide elections - reduced printing
	\$653	\$40	\$40	\$0	No statewide elections - reduced mileage & parking
	\$1,235	\$1,252	\$1,252	\$0	CPI adjustment for out-of-state travel
	\$75	\$75	\$75	\$0	
	\$35,178	\$2,017	\$2,017	\$0	
Assistance and Grants					
	\$6,900	\$1,774	\$1,725	\$0	1 G. Paul Hanaway (Architectural Access) Fellowship
	\$10,000	\$10,280	\$10,280	\$0	Voter Education & Registration
	\$20,000	\$20,000	\$20,000	\$0	Polling Place Access Renovations
	\$2,050	\$0	\$0	\$0	Ride trips & Voter Outreach Mailing
	\$10,000	\$0	\$0	\$0	Election Day polling place surveyors
	\$50,000	\$10,000	\$10,000	\$0	Voter Outreach Mailing DMV
	\$0	\$20,000	\$20,000	\$0	Voter ID training mini-grants
	\$98,950	\$62,054	\$62,005	\$57,544	
FY 2014 Federal	\$137,659	\$67,693	\$75,829	\$65,729	

FY 2014 Federal HAVA Grant	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
HAVA Grant					

FY 2014 Public Forums	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Contracted Professional Services					
	\$670	\$680	\$680	\$0	CPI adjustment for stenographic services for public hearings
	\$1,980	\$2,040	\$2,040	\$0	CPI adjustment for CART recorders for Public Forums
	\$2,650	\$2,720	\$2,720	\$0	
Operating Supplies and Expenses					
	\$74	\$65	\$65	\$0	Constituent Relationship Management Software
	\$3,315	\$3,408	\$3,408	\$0	CPI adjustment for print advertising
	\$3,389	\$3,473	\$3,473	\$0	
FY 2014 Public Forum	\$6,039	\$6,193	\$6,193	\$0	

FY 2014 RICAP Access Renovations	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Capital Purchases and Equipment					
	\$25,000	\$25,000	\$25,000	\$0	Architecture and Engineering - Capital Improvements
	\$222,500	\$222,500	\$222,500	\$0	Building Renovations and Improvements
	\$247,500	\$247,500	\$247,500	\$0	
Operating Transfers					
	\$2,500	\$2,500	\$2,500	\$0	To-General Fund {Sherlock Artwork}
	\$217,000	\$0	\$0	\$0	Groden Elevator completed in FY 2013
	\$219,500	\$2,500	\$2,500	\$0	
FY 2014 RICAP Access Renovations	\$467,000	\$250,000	\$250,000	\$0	
General Obligation Access Bonds					
Capital Purchases and Equipment	\$878	\$0	\$0	\$0	Architecture And Engineering
Total FY 2014 Access Renovations	\$467,878	\$250,000	\$250,000	\$0	

FY 2014 Grand Total	FY 2013 Revised	FY 2014 CSL	FY 2014 CSL - 7%	FY 2014 Difference	Explanation of FY 2014 Differences
Wages and Benefits	\$338,887	\$345,751	\$345,752	\$250	
Contracted Professional Services	\$19,557	\$15,092	\$11,471	(\$534)	
Operating Supplies and Expenses	\$57,337	\$24,716	\$24,013	(\$663)	
Assistance and Grants	\$119,650	\$92,205	\$77,530	\$42,917	
Capital Purchases and Equipment	\$250,259	\$251,381	\$251,381	\$0	
Operating Transfers	\$219,500	\$2,500	\$2,500	\$0	
FY 2014 Grand Total	\$1,005,190	\$731,645	\$712,647	\$41,970	



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Potential MOTION: To recommend the Commission adopt the FY 2013 & FY 2014 Budget Requests, as *presented /revised*

The FY 2013 & FY 2014 Operational Plan and Performance Measures

Overview of the proposed changes¹:

Program 1 Advocacy: & Information

1) Shift to the Public Education Aide the responsibilities to manage the Commission's general information and referral services, including:

- a) Maintenance of the website and other social media;
- b) Quarterly newsletter;
- c) Outreach to under-served communities and
- d) Information dissemination

OPTIONS

2) Track information/referral requested:

- a) Types of contact -
 - i) Phone calls
 - ii) E-mail
 - iii) In-person and
- b) Topics of inquires -
 - i) Benefits/Income Support
 - ii) Disability Awareness
 - iii) Disability Prevention
 - iv) Disability Rights
 - v) Education
 - vi) Employment
 - vii) Health Care
 - viii) Housing
 - ix) Transportation

3) Track information dissemination by:

- a) Type of information
 - i) Bulk mailing
 - ii) Community involvement (Serving on advisory boards, task forces, community boards, organizations)
 - iii) Written articles (published, newspapers, magazines)
 - iv) Displays (materials only)
 - v) Exhibits (staffed)
 - vi) Media (newspaper, magazine, newsletter, TV and social media)
 - vii) Networking (Meeting with someone, Introducing your organization)
- b) Topic of information (see list above)
 - i) Should current advocates listserv to broken apart into topics (see above) and offer the reader choices of topics

4) Track Advocacy by:

- a) Type of advocacy:
 - i) Legislative
 - ii) Regulatory
 - iii) Policy
 - iv) Outreach & partnering with other entities

¹ Detailed charts on the Operational Plan and Performance Measurements are attached, following page 14.

b) Topics of advocacy (see list above)

Program 2 Protecting Right:

- 1) Shift to the Public Education Aide the responsibilities to manage the Commission's ADA Title II (government services), Title II (public accommodations and commercial facilities), and Transportation provisions; including
 - a) Training;
 - b) Information dissemination;
 - c) Outreach (Public Awareness); and
 - d) Capacity Building
- 2) Tracking NE ADA Grant related activities are spelled out in detail as contained in the grant contract.
- 3) The Assistant ADA Coordinator (access) will focus on providing site-specific technical assistance.

Program 3 Protecting Voting Rights

- 1) Shift to the Public Education Aide the responsibility to manage the Help America Vote Act:
 - a) Recruiting of individuals with disabilities to become poll workers;
 - b) Encouraging voting age adults with disabilities to register and vote;
 - c) Training of Election Officials and Poll Workers; and
 - c) Disseminating Information on the voting rights of individuals with disabilities.
- 2) The Assistant ADA Coordinator (access) will focus on ensuring all polling places are accessible and providing site-specific technical assistance.
- 3) Tracking HAVA Grant related activities are spelled out in detail as contained in the grant regulations.

Program 4 Prompting Employment

- 1) Shift to the Public Education Aide the responsibilities to manage the Commission's ADA Title I (employment) provisions; including
 - a) Information dissemination;
 - b) Outreach (Public Awareness) ;and
 - c) Capacity Building;
- 2) The Assistant ADA Coordinator (employment) will focus on:
 - a) Title I training and providing job specific technical assistance;
 - b) Investigating employment discrimination complaints; and
 - c) Encouraging employment as a life-style for youth and working age adults with disabilities.
- 4) Tracking NE ADA Grant related activities are spelled out in detail as contained in the grant contract.

Program 5 Disability Business Enterprises

- 1) Shift the focus of the DBE program to business owners and potential business owners with disabilities.
- 2) Target training and technical assistance, including:
 - a) Business plan development
 - b) Marketing assistance
 - c) Customer referrals and/or leads
 - d) Other (phone, email, on-site visits and consultations, letters, faxes)
 - e) Assistance in preparing bids
 - f) Promoting purchasing from Disability Business Enterprises
- 3) Change performance measurements from the # and \$ amount of state government contracts to:
 - a) The growth of businesses after assistance;
 - b) difference from pre assistance to 6 months after assistance;
 - c) The number of Disability Businesses Enterprises owners' no longer receiving SSDI /SSI benefits;

- d) The change in the number of customers/clients;
- e) The change in the number of contracts;
- f) # of disability business enterprises - awarded purchase orders;
- g) The change in the number of employees; and
- h) The percentage growth in business.

Program 6 Administrative Support

- 1) Shift to the Public Education Aide the responsibilities of preparing:
 - a) Financial documents;
 - b) Payroll documents;
 - c) Personnel documents; and
 - d) Record keeping/reports.
- 2) The Executive Secretary will focus on:
 - a) Authorizing and
 - b) Approving all financial, payroll, personnel, and record keeping/reports, as directed by the Commission.



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MOTION: To recommend the Commission adopt the FY 2013 & FY 2014 Budget Requests, Operational Plans, and Performance Measures as *requested by the Committees and Executive Secretary RMcM/CG* passed unanimously

5:20 Fall Fellowships, Tim Flynn, Chair

Purpose/Goal: Appointing additional fellows for the fall semester.

Discussion: The Election Assistance & Employment Committees request additional fellowships be created for the 2012 fall semester.



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MOTION: To approve recruiting 2 additional fellowships for the fall 2012 semester. RMcM/LW passed unanimously
MOTION: To schedule a September 12th deadline and 3 PM Monday September 17, 2012 meeting of the Executive Committee to interview and appoint 2 fall fellows. RMcM/LW passed unanimously



calendar graphic

5:25 Agenda and Scheduling the October 15, 2012 Meeting, Tim Flynn, Chair

Items to be placed on the 10/15/12 meeting's agenda:
 none

Next meeting will be on: Monday October 15, 2012 4 - 5:30 PM



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5:30 Adjournment, Tim Flynn, Chair



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MOTION: To adjourn at 5:16 PM, RMcM/LW passed unanimously