Governor's Commission on Disabilities
Employment Committee Meeting Minutes
Thursday, August 23, 2012

John O. Pastore Center, Louis Pasteur Building (#57), Room 211
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Attendees: Sarah Everhart Skeels, incoming Chair, Meryl Berstein, Linda Milner, Melanie Sbardella

Absent: Pat Ryherd (Chair.); Paul Harden (Vice Chair.); Arthur Plitt, Vin Rossi, Vicki Ferarra

Guest: Bob Cooper

Staff: Chris Rancourt Bruzzi

Clock graphic

Call to Order and Acceptance of the Minutes, Sarah Everhart Skeels

Chair calls the meeting to order at 9:00
Introductions of meeting attendees

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MOTION: To accept the minutes of the previous meeting as presented. MS and LM accepted.

Action Items:

Picture of a report

9:15 Employment Committee Plan, Sarah Everhart Skeels

Purpose/Goal: To decide approve the current year plan as presented or revise as necessary; develop a plan for FY 2013-2014

Discussion: The 2012 - 2013 Operational Plan contained the following, which the Committee can retain, revise, or replace for the FY 2013 & 2014 Ops Plan.

The Commission has a performance management "program" focusing on Employment as follows:

Prompting Employment and Protecting the Employment Rights of Individuals with Disabilities

- Making sure that every person with a disability fair and equitable (physical and programmatic) access to employment opportunities;
- Promoting the retaining of employment through accommodations, returning to alternative suitable employment, etc. for working age adult with disabilities; and
- Promote work as a goal for working age adult, including students, with disabilities.

2) Intended purpose of the program?

- To make sure that every person with a disability fair and equitable (physical and programmatic) access to employment opportunities
- To promote retaining employment through accommodations, returning to alternative suitable employment, etc. for working age adult with disabilities
- To promote work as a goal for working age adult, including students, with disabilities

The Commission is the state affiliate of the New England ADA **(A**mericans with **D**isabilities **A**ct) Center. It receives federal funds through the center from the US Department of Education's National Institute for Disability and Rehabilitation Research (NIDRR).
The Commission provides ADA training, on-site help tailored to meet the needs of business, government and individuals.
The Federal program year 2010 contract for this grant has the following requirements:

- To participate in trainings on the new Title I [employment], II [state & local government services] and III [public accommodations and commercial facilities] regulations;
- To train and explain changes in the ADA to the public;
- To provide technical assistance;
- To conduct public awareness activities;
- To disseminate materials; and
- To meet our maintenance of effort, the grant requires that the state pay for 1,643 hours of staff work providing technical assistance on accessibility and 1,155 hours of staff work providing technical assistance on employment.

Beneficiary: 67,816 working age adults with disabilities (ages 18 to 64 years living in the community)[65]

8) How is success for this program defined? What outcomes are you trying to achieve?

The NE ADA Grant requires tracking by category of recipients[1] of the number of:

- Individuals trained;
- Technical assistance provided;
- Public awareness activities conducted; and
- Materials disseminated.

The Commission also tracks:
Employment Technical Assistance:

- The number of employment concerns/inquiries
- Number of employment concerns Resolved Prior to formal complaint
- The number of complaints filed:
- The number of employment discrimination complaints successfully resolved
- The number of mediation sessions
- The number of successful mediation
- Percentage of complaints resolved
- The number of people trained
- Dissemination of ADA employment material
- The number of technical assistance calls, emails, in-person

Changing attitudes on employment of people with disabilities of:

- College and university students;
- Employers; and
- Families of people with disabilities

Do other governmental or non-governmental organizations or persons assist with program development implementation or outcome assessment (e.g., technical guidance provided by the federal government, client information received from non-profits, etc.). Please list them and their roles.

- NE ADA Center provides grant and specific tracking information requirements for training
- Governor's Commission on Disabilities Employment Committee member (from RI Department of Labor and Training, RI Department of Corrections, RI Economic Development Corporation, RI Department of Human Services' Office of Rehabilitation Services, college and university personnel, private industry, and private citizens) provide input into the:
- Title I activities of the GCD staff person;
- RI college and university career services and disability services staffs' semi-annual Increasing Employment Outcomes meetings
- Realtors, chambers of commerce, employers, etc. provide input on programs developed
- RI college and university career services and disability service staffs provide post data to the semi-annual "Increasing Employment Outcomes" meetings on standardized feedback sheets to determine the degree of learning that occurred and gather input for future meeting topics
- RI college and university faculty requesting the ADA and You at Work training provide input on their class membership and goals in order to tailor the training
- RI college and university students participating in the ADA and You at Work training sessions provide pre and post data on standardized feedback forms to determine the degree of learning that occurred
- RI state agencies e.g. Department of Corrections, Department of Administration and the Judiciary provide input on the training needs and subsequent materials
- RI Department of Human Services' Office of Rehab Services and RI College's Paul V. Sherlock Center on Disabilities' staff provide input into the content of the Supporting Meaningful Employment training
- Supporting Meaningful Employment training participants provide pre and post data on standardized feedback forms to determine the degree of learning that occurred

FY 2011 Achievements

- 319 people received technical assistance: personnel from state agencies and cities and towns; employers; employees; people with disabilities currently working and not working
- 202 people trained on the ADA Title I
- 3 RI college and/or university classes trained
- 4 other agencies/organizations/companies receiving ADA training
- The number of ADA materials disseminated: 556
- The average change in knowledge as a result of ADA training as measured by the end of training with a pre and post standardized feedback forms on 6 concepts: ADA definition; reasonable accommodation; disclosure ; negotiating reasonable accommodation;

employer responsibilities; employee responsibilities using a scale of 1 (none) – 5 (very high): amount of knowledge change varies with question but is generally between 1.5 and 2.5

- The degree of satisfaction with ADA training is also measured on a 1-(not satisfied_ - 5 (very satisfied): average results 4.5
- Increasing Employment Outcomes training concepts and satisfaction are also measured on a 1-5 scale. The concepts change with the speakers. Satisfaction ratings: average 4.5
- 100% of complaints resolved without mediation
- Designed and delivered 4 training sessions to court clerks in as part of the resolution to a complaint
- 9 public awareness activities (2010 ADA Celebration, Public Forums, We Mean Business Expo, Government Career Fair, SHRM meetings, chamber of commerce meeting, Employee First Summit, MS meeting, BLN)
- Participated in 5 trainings on the new Title I [employment], 3 trainings on Title II [state & local government services] and 3 trainings on Title III [public accommodations and commercial facilities] regulations
- Became PHR certified by SHRM (Society of Human Resources Management)
- The number of people receiving technical assistance: 325
- The number of people receiving ADA training: 250
- The number of RI college and/or university classes trained: 4
- The number of other agencies/organizations/companies receiving ADA training: 4
- The percentage of complaints resolved without mediation: 90%
- The percentage of complaints resolved when mediation is required: 100%
- The number of RI College and University career services and disability service staff "Increasing Employment Outcomes" meetings: 2
- The average change in knowledge as a result of ADA training as measured by the end of training with a pre and post standardized feedback forms on 6 concepts: ADA definition; reasonable accommodation; disclosure; negotiating reasonable accommodation;

employer responsibilities; employee responsibilities using a scale of 1 (none) – 5 (very high): 1.5 and 2.5

- The degree of satisfaction with ADA training measured on a 1-(not satisfied_ - 5 (very satisfied): average results 4.5
- Increasing Employment Outcomes training concepts and satisfaction measured on a 1-5 scale. Satisfaction ratings: average 4.5
- The number of public awareness activities: 10
- The number of ADA employment material disseminated: 600
- Receive the newly created ADA Coordinator certification by finishing the required 40 credits and successful completion of the exam

FY 2012/13 Goals

NE ADA Grant's employment objectives**:** The New England ADA Center's proposed objectives are:

1. Facilitate voluntary compliance of the ADA,
2. Improve understanding of stakeholders' rights and responsibilities under the ADA, and

3. Facilitate capacity building.

Committee Set-up to meet FY 2012/2013 Goals

Increasing Employment Outcomes Sub-Committee – Meryl Bernstein, Pat Ryherd
** Purpose: to assist staff in developing relevant topics, finding/suggesting speakers, finding a location for this bi-annual event

Outreach Sub-Committee – Vin Rossi, Melanie Sbardella, Sarah Everhart Skeels
** Purpose: to assist staff and the GCD to serve the needs of our greater constituency of people with disabilities (to include older adult workers who will be in the workforce into their 70s, veterans with disabilities, and those with disabilities fro multi-cultural communities)

Technical Assistance and Trainings Sub-Committee – Paul Harden, Arthur Plitt, Sarah Everhart Skeels
**Purpose: to work with staff in resolving consistent issues that come up in calls regarding employment and reasonable accommodations as well as helping with finding new training sites/populations for increasing public awareness of the GCD and its resources for ADA job accommodations, etc.

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MOTION: To approve the for FY2013-2014 operational plan as revised as follows: regarding the outcomes are you trying to achieve (see #8 above) 1. rather than putting all people trained together separate the 4 populations of people we need to address per the grant: older workers; students; veterans; and, multicultural populations. 2. Differentiate the number of complaints resolved with and without mediation 3. Add VF to the Outreach subcommittee and LM to the Technical Assistance and Training subcommittee. Approved by LM and MS.

Two people sitting opposite each other at a desk

10:05 Employment fellow

Discussion on the need for an employment fellow given the increased reporting requirements and expanded scope of the grant and if using the NEADA grant money would make sense.

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MOTION: To request using ADA grant money for a fellow to assist the employment staff each semester. Approved by SES and MS.

calendar graphic

10:10 Agenda and Scheduling the Next Meeting, Sarah Everhart Skeels

Items to be placed on the next meeting's agenda:

Next meeting will be: October 11, 2012; location to be determined.

alarm clock graphic

Adjournment, Sarah Everhart Skeels

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MOTION: To adjourn at 10:15. Accepted by LM and MS