



**Governor's Commission on Disabilities**  
**Employment Committee Meeting Minutes**  
**Tuesday Sept. 24, 2013 9:00 AM - 11:00 AM**  
 John O. Pastore Center, 41 Cherry Dale  
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Attendees: Sarah Everhart Skeels (Chair), Vincent Rossi, & Melanie Sbardella

Excused: Patricia Ryherd, Vicki Ferrara, Arthur Plitt, Paul Harden, Meryl Berstein (Vice Chair)

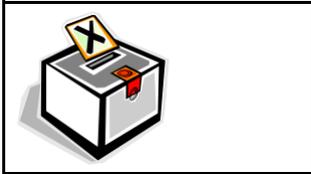
Guests: Monica Dzialo, Casey Garland

Staff: Christine Rancourt Bruzzi, Assistant ADA Coordinator; Ellen Richardson, Employment Fellow; Alyssa Gleason, Education Aide



9:00 Call to Order and Acceptance of the Minutes, Sarah Everhart Skeels - Chair

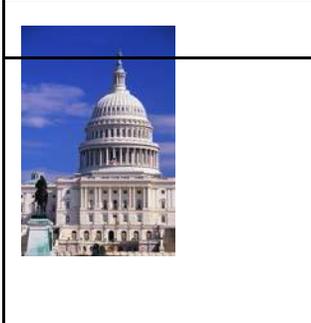
Chair calls the meeting to order at 9:00AM Introductions of



**MOTION:** To accept the minutes of the previous meeting as presented.

Motion moved by MS, seconded by VR, passed unanimously

**Action Items:**

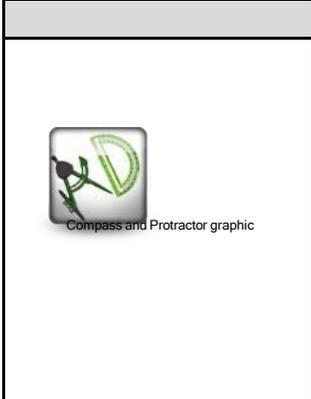


9:05 Statehouse Conference on Employing People with Disabilities, Sarah Everhart Skeels - Chair

Purpose/Goal: Update on work done to date

Discussion: Share work done to date: Availability of stateroom in the Statehouse for the entire morning of 10/23/2013, calls to potential speakers made, contact with VIP list made, contact with JAN.

Stateroom availability is still unknown. SS will follow up with BC on this. Information on the confirmed speakers as well as those who have not responded was shared as was the VIP list. The package from JAN was opened. It contained information cards and pens.



9:20 Conference Program, Ellen Richardson

Purpose/Goal: To review draft handout to be given to people attending the conference; approve the new wording of topics.

Discussion: The layout of the conference program and content were discussed. Changes were made to both. The descriptions of the three topic area were revised.

	<p>MOTION: Approve the new layout and content of the program. Motion moved by VR, seconded by CB, passed unanimously</p> <p>MOTION: Approve the revised descriptions of the three topics. Motion moved by SS, seconded by MS, passed unanimously</p>
	<p>9: 50 Finalize invitations, Sarah Everhart Skeels - Chair</p> <p>Purpose/Goal: To finalize the invitations</p> <p>Discussion: Save the date information that went out last week was reviewed. The invitations style was discussed specifically making the GCD's logo and the Governor's logo prominent on the invitations and additions such as the requests for accommodations needed to be added.</p>
	<p>MOTION: Approve the recommendations for the invitations. Motion moved by CB, seconded by SS, passed unanimously</p>
	<p>10: 05 Food, tables, decorations, etc. Sarah Everhart Skeels - Chair</p> <p>Purpose/Goal: To Identify what else needs to be prepared for conference</p> <p>Discussion: SS will talk to BC about the availability of tables and Wi-Fi at the statehouse. Where posters can be made and donated was discussed. AG and SS will investigate this further. The budget was reviewed to determine. AG will contact the West Wing for information on a Continental Breakfast for 125 people.</p>
	<p>MOTION: Approve the plan for procuring posters. Motion moved by MS, seconded by SS, passed unanimously</p> <p>MOTION: Approve to finalize plan of action for food. Motion moved by CB, seconded by VR, passed unanimously</p>
	<p>10:25 Sponsor list, Sarah Everhart Skeels - Chair</p> <p>Purpose/Goal: To update potential sponsors list</p> <p>Discussion: Sponsor activity was shared. ORS committed to providing CART reporters and interpreters. Still waiting on commitment from the other potential sponsors were sent sponsor forms.</p>
	<p>No motion.</p>

	10:35 Conference Host, Monica Dzialo
	Purpose/Goal: To confirm potential host for conference
	Discussion: Original host discussed has been contacted but has not returned e-mails or calls. Discussion of back-up host, Sarah Everhart Skeels, if needed.
	MOTION: To have SES as the host if the original host is unavailable Motion moved by CB, seconded by MS, passed unanimously
	10:55 Agenda for the Next Meeting, Sarah Everhart Skeels - Chair
	Purpose/Goal: To set time the agenda for the next meeting on 10/8/13.
	Discussion: Review completed work and identify work to be done and by whom. Date for next meeting.
	MOTION: October 8 <sup>th</sup> , 15 <sup>th</sup> , and 22 <sup>nd</sup> , 2013 from 9:00-11:00. Motion moved by SS, seconded by CB, passed unanimously
	
	11:00 Adjournment, Sarah Everhart Skeels - Chair
	MOTION: To adjourn at 11:00AM Motion moved by SS, seconded by VR, passed unanimously