



**Governor's Commission on Disabilities
Employment Committee Meeting Minutes
Tuesday, Dec. 10, 2013 9:00AM - 10:25 AM**

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Attendees: , Sarah Everhart Skeels (Chair.); Paul Harden; Vincent Rossi; & Melanie Sbardella
Excused: Arthur Plitt; Patricia Ryherd; Vicki Ferrara
Staff: Christine Rancourt-Bruzzi, Assistant ADA Coordinator - Employment; Ellen Richardson, Employment Fellow



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

Chair calls the meeting to order at 9:00



MOTION: To accept the minutes of the previous meeting as presented/
Motion moved by SES seconded by VR, passed unanimously

Status Reports:

9:05 Review Final Post Conference Report, Sarah Everhart Skeels, Chair

Purpose/Goal: To approve content and format of the post-conference report

Discussion: SES thanked on behalf of committee CRB, AG, and ER for their work on the conference. A few content changes were suggested for the final report including adding in a brief paragraph on the 1st page explaining the conference thereby shifting the table of contents over. In addition, hard copies will have the seals and logos in color and the report will be sent electronically as well.



MOTION: To accept the report as written with the suggested edits.
Motion moved by PH seconded by MS, passed unanimously.



Compass and Protractor graphic

9:30 Lessons Learned, Sarah Everhart Skeels, Chair

Purpose/Goal: To obtain lessons learned on the conference

Discussion: What worked well? Conference was successful especially given the limited amount of time to prepare for it (five weeks); the planning meetings were very focused; the right mix of people on the planning committee; parking day of conference was very good as was the room; diversity of companies the speakers represented; the speakers were excellent; amount of time given to the speakers was perfect; name tags worked well. Areas for improvement included: the conference start time; moving the registration table to alleviate confusion and bottlenecks;

	<p>having fewer people representing at each resource table; more time to plan e.g. 6 months; posters rather than large signs; eliminating hallway noise by requiring resources to stay in the conference room and not remain in the hallway; etc. Other ideas included: obtaining SHRM credit approval for HR personnel working on HR certification; mailing invitations; doing more follow-ups including by phone; having greater diversity in types of disabilities accommodated shared by speakers; looking for a different space e.g. CCRI, NE TECH, AMICA; having a key note speaker from Cardi's or another large RI company; getting an MC. Survey to be sent out to participants for their feedback. Committee will send questions to CRB ASAP.</p>
	<p><i>10:00 Elect a new vice chair, Sarah Everhart Skeels, Chair</i></p> <p>Purpose/Goal: To elect a new Vice-Chair</p>
	<p>Discussion: Reviewed the duties of the vice chair.</p>
	<p>MOTION: Motion moved by SES to elect PH as vice chair. VR seconded motion, passed unanimously</p>
	<p><i>10:35 Agenda for the Next Meeting, Sarah Everhart Skeels</i></p> <p>Purpose/Goal: To set the agenda for the next Employment Committee meeting.</p> <p>Discussion: Next meeting date is February 6, 2014</p>
	<p><i>10:45Adjournment, Sarah Everhart Skeels</i></p>
	<p>MOTION: To adjourn at 10:25 Motion moved by SES, seconded by PH, passed/unanimously</p>