



**Governor's Commission on Disabilities**  
**Employment Committee**  
**Thursday, August 26, 2014 9:00 - 10:00 AM**

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 Cranston, RI 02920-3049  
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	<b>Attendees:</b> Arthur Plitt; Vincent Rossi; & Melanie Sbardella
	<b>Absentees:</b> Sarah Everhart Skeels (Chair.); Paul Harden(Vice Chair); Keri Rossi-D'entremont; Vicki Ferrara; Patricia Ryherd;
	<b>Guests:</b> N/A
<b>Staff:</b> Christine Rancourt Bruzzi & Bob Cooper	

	<b>9:00 Call to Order and Acceptance of the Minutes, Bob Cooper, GCD Executive Secretary</b>
	BC calls the meeting to order at 9:08 in the absence of the Chair.

	<b>MOTION:</b> To accept the minutes of the previous meeting as presented.
	Motion moved by VR, seconded by MA, passed unanimously

**Action Items:**

	<b>9:05 Review of the 2014 Activities, Bob Cooper</b>
	<b>Purpose/Goal:</b> To review the FY 2014 activities, what worked, what did not?
	In addition to providing technical assistance from employees, employers, and others below are many of the FY14 employment achievements and barriers to success. 1. FY 14 Achievements: <ul style="list-style-type: none"> <li>• Attended the Every Company Counts' "We Mean Business" expo on Sept. 10, 2013</li> <li>• Presented the ADA and You at Work training to 100 students at Brown on Sept. 25, 2013 and 20 students from URI on Dec. 5 2013</li> <li>• Presented "Equal to the Task" to CVS's Colleague Resource Group on Oct. 11, 2013</li> <li>• Exhibited at CVS's diversity event in Woonsocket on Oct. 11, 2013</li> <li>• Coordinated one College and University - Increasing Employment Opportunities meetings on June 4, 2014. Topic was transferrable accommodations to the work place.</li> <li>• NEADA meeting Oct. 16, 2013 in Boston</li> <li>• Led the A Better Bottom Line conference working group and oversaw the conference on Oct. 21, 2014</li> <li>• Presented training for the Realtor's Association on Oct. 29, 2013 and April 3, 2014</li> <li>• Presented ADA Title I to 20 participants in the Supporting Meaningful Employment Program on Nov. 15, 2013</li> <li>• Participated in the "Conversion: From Workshop to Integrated Employment" workshop on February 14, 2014 at Rhode Island College</li> </ul>

	<ul style="list-style-type: none"> <li>• Designed and delivered a sensitivity training class to instructors in a live a life-long learning program offered at URI response to a complaint on March 21, 2014.</li> <li>• Worked extensively with a complainant, the union and the court to resolve a Title I issue. Several face-to-face meetings. Complaint was resolved in June 2104.</li> <li>• Presented ADA information to staff at DLT working on the new Disability Employment Initiative grant on July 19, 2013, March 28, 2013 and June 5, 2014.</li> <li>• NE Employment Summit at RIC June 27, 2014</li> <li>• Worked extensively with a complainant, and the DOH to resolve a Title I issue. Several face to face meetings. Complaint still active.</li> </ul> <p>2. FY 14 Barriers:</p> <ul style="list-style-type: none"> <li>• Chasing down a check and authorization from purchasing to have the “A Better Bottom Line” booklets printed</li> <li>• On-going computer problems</li> <li>• Other job duties e.g. numerous polling place inspections, election committee meetings, Title II and III complaints, DBE issues.</li> </ul>
	<p><b><i>9:15 The Employment Committee's FY 2015/16 Strategic Plan, Bob Cooper</i></b></p>
	<p><b>Purpose/Goal: To set priorities, coordinate and align resources and actions with mission, vision and strategy throughout the organization and among your teams.</b></p>



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

**OFFICE of MANAGEMENT & BUDGET**  
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TO: Department Directors  
 FROM: Peter Marino, Director Office of Management and Budget  
 DATE: June 16, 2014  
 SUBJECT: Overview of Agency Submission Requirements for FY 2016 Budget Cycle

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As part of the state FY 2016 budget cycle, the Office of Management and Budget (OMB) will require six items for submission on a tiered schedule. Instructions for capital budget submissions have already been sent to the agencies. Guidance documents for each of the five remaining requirements will be provided to assist agencies in completing these tasks. This memorandum outlines each requirement and the timeline for submission to provide advance notice so that you may plan and allocate staff resources accordingly. In addition, strategic planning guidance documents are attached to this memorandum.

**Submission Requirements**

1. Strategic Plan: As outlined in the FY 2015 budget instructions, each agency is required to submit a strategic plan with its FY 2016 budget submission. This strategic plan should be used to inform your agency's budget and performance measures for the coming fiscal year. Agencies that submitted plans last year should update that plan in its FY 2016 budget submission. OMB staffs are available to

provide assistance to agencies in developing strategic plans. These strategic plans will also be central to transition discussions for newly elected officials.

## Strategic Planning

Strategic planning is a process to set priorities and ensure that your team is working towards common goals. Strategic planning helps teams implement course corrections in response to a changing environment and serves as an ongoing communication process to guide your team. The strategic plan is a tool to coordinate and align resources and actions with mission, vision and strategy throughout the organization and among your teams. It is critical that the strategic plan is coupled with performance measures to monitor outcomes and determine the gap between actual and targeted performance. The strategic plan is also valuable to employee orientation.

We spend a disproportionate amount of our time with daily tasks and the need to attack the crisis of the day. It is difficult to pull away from resolving our daily challenges to invest in thinking about what your organization wants to accomplish and continuously review progress. Keep in mind that the true benefit of a strategic planning process is embedded in the process itself rather than the “final product” or document. It is an ongoing, learning experience, hopefully better informing your direction as you go. There are several different ways to develop and implement strategic plans, so developing one that meets your organization’s needs depends on your organization’s structure, culture and resources.

The key to strategic planning is to begin. The following outlines one model that may suit your needs, but one should feel free to adjust as needed. An example is attached.

1. Establish a **vision statement** that describes what your organization aspires to be.
2. Develop the **mission statement** that represents the purpose of your organization, describing the core services and the stakeholders served.
3. Identify 3 – 5 **key goals** to realize your mission and your vision. These are specific, attainable, and quantifiable statements about what your organization needs to accomplish or address. The goals can be organized around the current and/or major issues facing the organization.
4. Identify **strategies and objectives** to reach your goals. These strategies recognize internal and external influences, barriers, and opportunities to effectuate the goals.
5. Develop **action plans** to implement the strategies. These are specific steps to implement your organization’s strategies. Action plans should be more precise and measurable as to whether they are achieved or not.
6. Establish **responsibilities and timelines** for each action to ensure accountability and evaluation.
7. **Monitor implementation and measure progress** towards achieving the goals of the Strategic Plan. Develop performance measures and review progress on a regular basis. Most importantly, update the plan as needed – this is an ongoing, living plan. It needs constant refinement and course corrections. If it becomes static or dated, it loses value. Strategic planning should be updated at least annually and submitted as part of the budget process.

The Commission’s FY 2014/15 Budget Request included a Program Narrative Information, below are the overall objective/mission:

The Commission’s objective/mission is to ensure “that people with disabilities are afforded the opportunities to exercise all the rights and responsibilities accorded to citizens of this state” {RIGL 42-51-6(1)} and each person with a disability is able “to accomplish the maximum potential in independence, human development, productivity and self-sufficiency” {RIGL 42-51-6(2)}.

**Program Explanation:**

The Commission has five (5) performance management “programs”:



**4) Prompting Employment and Protecting the Employment Rights of Individuals with Disabilities**

Objective: To ensure that every person with a disability has fair and

equitable access to employment opportunities.

Strategy: Provide technical assistance to public and private agencies, businesses, and citizens in complying with federal and state laws protecting the employment rights of individuals with disabilities:

- Offer training designed to encourage the voluntary compliance with laws protecting the rights of individuals with disabilities;
- Reach out to and disseminate information on the employment rights of people with disabilities to: emergency management personnel, youth (college students under age 30), older workers, veterans and people with disabilities from multi-cultural communities;
- Promote the retaining of employment through accommodations, returning to alternative suitable employment, etc. for working age adult with disabilities;
- Promote work as a goal for working age adult, including students, with disabilities
- Investigate disability employment discrimination complaints; and
- Offer mediation to assist parties who voluntarily chose to utilize that service to resolve allegations of employment discrimination on the basis of disability

Achievements: As the state affiliate to the New England ADA Center, the Commission:

- Trained 266 people about the employment rights of people with disabilities;
- Provided technical assistance to 422 businesses, persons with disabilities, and public and nonprofit agencies;
- Participated in 2 public awareness events; and
- Resolved 3 employment discrimination complaints.

**Potential MOTION:** To recommend the Commission Adopt the following Employment Committee's Strategic Plan:

1. Vision Statement:

2. Mission Statement: The Commission's mission is to ensure "that people with disabilities are afforded the opportunities to exercise all the rights and responsibilities accorded to citizens of this state" {RIGL 42-51-6(1)} and each person with a disability is able "to accomplish the maximum potential in independence, human development, productivity and self-sufficiency" {RIGL 42-51-6(2)}.

3. The Employment Committee's Goal: To ensure that every person with a disability has fair and equitable access to employment opportunities.

4. The Employment Committee's Action Plans, Responsibilities and (Timelines):

- a. Provide technical assistance to public and private agencies, businesses, and citizens in complying with federal and state laws protecting the employment rights of individuals with disabilities:
- b. Offer training designed to encourage the voluntary compliance with laws protecting the rights of individuals with disabilities;
- c. Reach out to and disseminate information on the employment rights of people with disabilities to: emergency management personnel, youth (college students under age 30, Dare To Dream participants), older workers, veterans and people with disabilities from multi-cultural communities;
- d. Promote the retaining of employment through accommodations,



	<p>returning to alternative suitable employment, etc. for working age adult with disabilities;</p> <ul style="list-style-type: none"> <li>e. Promote work as a goal for working age adult, including students, with disabilities</li> <li>f. Investigate disability employment discrimination complaints; and</li> <li>g. Offer mediation to assist parties who voluntarily chose to utilize that service to resolve allegations of employment discrimination on the basis of disability.</li> </ul>																					
	<p align="center"><b>5. Monitor Implementation and Measure Progress</b></p> <p><b>Measure Number: 4 Employment Discrimination Resolution</b></p> <p><b>Measure:</b> This measure reflects the Commission’s activities to foster voluntary compliance with Federal and State disability rights laws and regulations. Education, technical assistance and conflict resolution are methods utilized with employers, employees and perspective employees to prevent legal action. The figures below reflect the percentage of employment discrimination complaints voluntarily resolved.</p> <table border="1"> <thead> <tr> <th>Performance<sup>1</sup></th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> <th>2015</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Actual</td> <td>100%</td> <td>100%</td> <td>100%</td> <td>67%</td> <td>--</td> <td>--</td> </tr> <tr> <td>Target</td> <td>100%</td> <td>100%</td> <td>100%</td> <td>50%</td> <td>50%</td> <td>??%</td> </tr> </tbody> </table> <p>Motion moved by VR, seconded by MS and AP, passed unanimously</p>	Performance <sup>1</sup>	2011	2012	2013	2014	2015	2016	Actual	100%	100%	100%	67%	--	--	Target	100%	100%	100%	50%	50%	??%
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	<p><b><i>10:05 Agenda for the Next Meeting, Bob Cooper</i></b></p> <p><b>Purpose/Goal: To set the agenda for the next meeting.</b></p> <p>Discussion: The Employment Committee meetings in 2014 will be on the 2<sup>nd</sup> Thursday 9 - 10:30 APM: 09/11<sup>th</sup>; and 12/11<sup>th</sup>.</p>																					
	<p>Potential MOTION: The September 11<sup>th</sup> agenda should include: the results from the Survey Monkey questionnaire regarding the “A Better Bottom Line” conference,</p> <p>Motion moved by AP, seconded by MS, passed unanimously</p>																					
	<p><b><i>10:00 Adjournment, Bob Cooper</i></b></p> <p>MOTION: To adjourn at [Insert time motion adopted]</p> <p>Motion moved by AP, seconded by MS, passed unanimously</p>																					

<sup>1</sup> Performance data and targets are provided by State fiscal year.