

Agenda



Executive Committee

Wednesday August 2, 2006 4:30 PM to 5:30 PM

Governor's Commission on Disabilities

John O. Pastore Center (Formerly the Howard Center)

41 Cherry Dale Court

Cranston, RI 02920

(voice) 401-462-0100 (tty) 462-0101 (fax) 462-0106

(e-mail) disabilities@gcd.ri.gov

(website) www.disabilities.ri.gov

Revised Agenda topics

4:30 PM	Call to Order	Paul Choquette, Chair.
4:35 PM	Recruitment of Project Services Coordinator's (event planner)	John MacDonald, Vice Chair
4:45 PM	Report from the 50 th Anniversary Planning Subcommittee	Paul Choquette
5:00 PM	Report from the Strategic Retreat Planning Subcommittee	Paul Choquette
5:15 PM	Commission Management and Internal Communication & Commissioners Insurance	Paul Choquette
5:25 PM	Announcements and Scheduling of Meetings	Paul Choquette

In case of meeting cancellation due to inclement weather, an announcement will be made on Radio Station WPRO 63 AM and on local TV stations, time permitting.

We ask that you use unscented personal care products - that you not wear perfumes or scents to an environmental illness accessible event. Please realize that what may seem to you to be a mild fragrance can constitute a toxic exposure for a person with environmental illness.

The public is welcome to any meeting of the Commission or its committees. If communication assistance (readers/interpreters/captioners) is needed, or any other accommodation to ensure equal participation, please contact the Commission at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it.

DIRECTIONS TO THE GOVERNOR'S COMMISSION ON DISABILITIES

From Interstate 95 take Route 37 West to Exit 2 A (onto New London Avenue).

At the first stoplight (Howard Avenue) turn left into the grounds of the John O. Pastore Center

The State has started to construct the new Traffic Tribunal Facility in the middle of the "former" parking lot of the Amie Forand Building (corner of Howard and New London Avenues).

- Standard spaces: turn at the first left onto Slate Hill Road, park in the lot across from the office.
- Disability Parking – turn at second left onto Cherry Dale Court – parking on either side of the end of the road (we are adding more disability parking between the Commission's building and the DCYF Probation/Parole building).

Minutes



Executive Committee

Wednesday June 21, 2006 4:00 PM to 5:30 PM

Governor's Commission on Disabilities

John O. Pastore Center (Formerly the Howard Center)

41 Cherry Dale Court

Cranston, RI 02920

(voice) 401-462-0100 (tty) 462-0101 (fax) 462-0106

(e-mail) disabilities@gcd.ri.gov

(website) www.disabilities.ri.gov

Secretary: Bob Cooper
Attendees: Paul Choquette (Chair); John MacDonald (Vice Chair); Judi Drew; Bill Nieranowski; & Patricia Ryherd
Excused: Rosemary Carmody; Regina Connor; Binyamin Efreom; Timothy Flynn; Paul Grenon; & Ronald McMinn

Minutes

4:00 PM Call to Order Paul Choquette, Chair

Discussion: Chair called the meeting to order at 4:08 PM.

MOTION: To accept the minutes of the previous meeting, as mailed JMacD/BN passed unanimously

4:30 PM Commission Operations - Revisions to the FY 07 Staff Workload John MacDonald, Vice Chairperson

Discussion: Since the FY 07 Budget was submitted last September, circumstances have changed:

1. The Communications and Training Coordinator's position has become vacant; as a result the:
 - a. Senior State Building Code Official has taken over the responsibility of surveying the polling places;
 - b. State ADA Coordinator has assumed the responsibility of staffing the Election Assistance Committee; and
 - c. Communications and Training Coordinator's position has been modified to reflect the need/opportunity to create a comprehensive and coordinated training and communications strategy and permission to fill the position is underway.
2. With the passage of time since the enactment of the Americans with Disabilities Act, the overwhelming need for resources devoted to ADA technical assistance, training, and enforcement has begun to diminish.
3. The establishment of the RI Disability Vote Project and the Commission's award of \$50,000 for voter registration, education & outreach, reduces the need for HAVA funds to be used by GCD staff (state employee and/or contract employee) to undertake those tasks.
4. The Commission has begun a review of its mission, goals, objectives, operations and focus which will result in a strategic plan by the spring of 2007.

The Commission needs to realign its FY 07 Operational Plan (Budget / Staff Workload) to reflect these changes. Among the options are:

1. Modification of the FY 07 Operational Plan – making a few adjustments to reflect the vacant Communications & Training Coordinator’s position; or
2. A major shift of Budget & Staff Workload to align as much of the cost of the state employees (wages/benefits) into the general revenue account, adjust work load to reflect FY 06 experience and the shift the cost of the contract employees exclusively to grants (ADA, HAVA, & 50th Anniversary).

FY 07 Modified Operational Plan Updated

Key Elements:

Senior State Building Code Official shifts from 100% devoted to ADA Technical Assistance (as part of the state’s maintenance of effort matching funds) to:

70% ADA Technical Assistance (matching funds), 30 % HAVA polling place surveys (grant funded).

Communications and Training Coordinator shifts from 70% ADA Technical Assistance (state matching funds) and 30% HAVA polling place surveys (grant funds) to:

100% ADA Technical Assistance (state matching funds). Position would be funded 100% by general revenue.

DBE / Public Information Coordinator shifts from 35% ADA Technical Assistance (grant funded), 40% HAVA Public Awareness (grant funded), 20 % DBE & 5% general Commission public awareness to:

34% ADA Technical Assistance (grant funded), no HAVA responsibilities, 50% DBE and 16% general Commission public awareness.

Executive Secretary shifts from 100% general revenue to:

5% HAVA (grant funded).

Assistant ADA Coordinator shifts from 55% ADA Technical Assistance (grant funded), 20 %

Employment & 25% general Commission public awareness to:

58% ADA (grant funded), 20% employment & 22% general Commission public awareness.

Advantages	Disadvantages
<p>Least disruption of activities & staff routine Builds on the experience of the existing staff (both state employees and contract employees) Provides the greatest flexibility for change once the strategic plan has been adopted.</p>	<p>Leaves in place a “structural deficit” that will hit on July 1, 2007 (when all the ADA Grant’s “lag funds” have been expended. Restricts the Communications and Training Coordinator exclusively to ADA related activities. Leaves DBE program vulnerable to disruption of services, since it’s staffed by contract employee.</p>

FY 07 Staff to General Revenue Plan

Key Elements:

Consolidates all training & public awareness activities (Able Too, etc.) under the

Communications and Training Coordinator. Shifts the Communications and Training Coordinator from 70% ADA Technical Assistance (state matching funds) and 30% HAVA polling place surveys (grant funds) to:

5% ADA Technical Assistance (state matching funds), 30% Employment, & 65% general Commission public awareness. Position is **100% general revenue** funded.

Shifts state employee wages & benefits to general revenue funding to the maximum extend possible:

Senior State Building Code Official shifts from 100% devoted to ADA Technical Assistance (state matching funds) to:

65% ADA Technical Assistance (state matching funds), 30% HAVA polling place surveys (grant funded) and 5% Access Complaints. Position is **70% general revenue** funded and 25% HAVA grant funded.

Executive Secretary would represent Commission on RI Disability Vote Project’s board and charge 12% to HAVA Grant. Reduce time allocated to Compliance, employment promotion & DBE to

0.5% each reflecting FY 06 experience. The position is funded **88% by general revenue**. Assistant ADA Coordinator shifts from 55% ADA technical assistance (grant funded), 20% employment promotion, and 25% general Commission public awareness to: focus on ADA Customer Service technical assistance [**only 18%** grant funded and 32% (state matching funds)], managing the DBE program (50% general revenue funded). State ADA Coordinator would shift from 10% ADA Technical Assistance [grant funded and 30% (state matching funds)], 30% HAVA (grant funded), 40% state compliance, and 10% general Commission public awareness/management to: 60% ADA (state matching funds), **6.5% HAVA (grant funded)**, 15% state compliance and 18.5% general Commission public awareness/management. Principal State Building Code Official & Administrative Aide would remain 100% general revenue funded.

Shifts grant funding to fully support contract employees:

Upgrades DBE/Public Information Coordinator to a Project Services Coordinator position, responsible for ADA Technical Assistance/Awareness. Position is 100% ADA grant funded.

Hire part time (17.5 hours/week) as the other “Project Services Coordinator” to plan & coordinate 50th Anniversary activities. Position is funded by 50th Anniversary funds.

Advantages	Disadvantages
<p>Creates a comprehensive and coordinated training and communications strategy (consolidating training & communications responsibilities to 1 staff person).</p> <p>Reduces the Commission reliance on grant funds for state employees’ wages and benefits to just under 0.67 of an FTE from over 1 FTE, cutting the “structural deficit” almost in half.</p> <p>Permits greater flexibility to hire contract employees as needed and funds are available, without long term financial obligations.</p> <p>Increases flexibility for change once the strategic plan has been adopted by reducing reliance on grant funding and the accompanying obligations.</p>	<p>Lots of disruption of activities & staff routine as responsibilities and knowledge are transferred among the current staff.</p> <p>Exacerbates the 2 tiered staffing – benefits and job security for state employees, neither for contract employees.</p>

See attached tables

FY 06 Actual & Planned											FTE	
Position	ADA	ADA Match	HAVA	HAVA Match	Compliance	Employment	DBE	Core	50 th	Total	Grant Funded	
Executive Secretary		0.8%		8.4%	0.4%	0.2%	0.3%	89.8%		100%	-	
Planned		1.0%		2.0%	2.0%	2.0%	0.5%	92.5%		100%	-	
State ADA Coordinator	8.4%	55.0%		3.7%	12.5%	1.8%	0.1%	18.4%		100%	0.08	
Planned	5.0%	30.0%		7.5%	40.0%	0.0%	0.2%	17.3%		100%	0.05	
Principal State Building Official		74.2%			20.7%		1.5%	4.0%		100%	-	
Planned		40.0%			60.0%		0.0%	0.0%		100%	-	
Senior State Building Official		69.0%		30.6%						100%	-	
Planned		100.0%		0.0%						100%	-	
Communications & Training Coordinator		92.2%	7.8%							100%	0.08	
Planned		80.0%	20.0%							100%	0.20	
Assistant ADA Coordinator	40.0%				2.1%	49.1%		8.8%		100%	0.89	
Planned	32.0%				0.0%	30.0%		38.0%		100%	0.62	
Administrative Aide		65.3%						34.7%		100%	-	
Planned		0.0%						60.0%		60%	-	
Total State Employees	0.48	3.57	0.08	0.43	0.36	0.51	0.02	1.56		7.00	1.05	
DBE/Public Information Coordinator	9.8%		2.1%			1.3%	71.5%	15.3%		100%	0.85	
Planned	25.0%		0.5%			0.0%	50.0%	24.5%		100%	0.76	
State & Contract Employees	0.58	3.57	0.10	0.43	0.36	0.52	0.73	1.71		8.00	0.68	
ADA State Match Staff Hours (> 3,600)	4.15		0.53									
4,004	\$31,209		\$33,090	\$534,610							\$598,908	
Planned	0.62	2.51	0.21	0.10	1.02	0.32	0.51	2.32		7.60	0.83	

FY 07 Planned; Adopted Sept. '05											FTE
Position	ADA	ADA Match	HAVA	HAVA Match	Compliance	Employment	DBE	Core	50 th	Total	Grant Funded
Executive Secretary		1.0%		2.0%	2.0%	2.0%	0.5%	92.5%		100%	-
State ADA Coordinator	10.0%	30.0%	10.0%		40.0%		0.2%	9.8%		100%	0.20
Principal State Building Official		40.0%			60.0%					100%	-
Senior State Building Official		100.0%								100%	-
Comm. & Training Coordinator		70.0%	30.0%							100%	0.30
Assistant ADA Coordinator	55.0%					20.0%		25.0%		100%	0.55
Administrative Aide								60.0%		60%	-
Total State Employees	0.65	2.41	0.40	0.02	1.02	0.22	0.01	1.87	-	6.60	1.05
DBE/Public Information Coord.	35.0%		40.0%				20.0%	5.0%		100%	0.75
Project Services Coordinator									50.0%	50%	0.50
State & Contract Employees	1.00	2.41	0.80	0.02	1.02	0.22	0.21	1.92	0.50	8.10	2.30
ADA State Match Staff Hours (> 3,600)	3.41		0.82								
3,770	\$78,055		\$109,275					\$544,935	\$33,929	\$766,193	
Budget as Enacted	\$77,671		\$118,010					\$556,852	\$35,000	\$787,533	
Difference from Budget as Enacted	(\$384)		\$8,735					\$11,917	\$1,071	\$21,340	

FY 07 Staff to General Revenue Plan											FTE
Category	ADA	ADA Match	HAVA	HAVA Match	Compliance	Employment	DBE	Core	50 th	Total	Grant Funded
Executive Secretary		1.0%	12.0%	0.0%	0.5%	0.5%	0.5%	85.5%		100%	0.12
State ADA Coordinator	0.0%	60.0%	6.5%	0.0%	15.0%			18.5%		100%	0.07
Principal State Building Official		70.0%			30.0%			0.0%		100%	-
Senior State Building Official		65.0%	30.0%	0.0%	5.0%			0.0%		100%	0.30
Comm. & Training Coordinator	0.0%	5.0%	0.0%	0.0%	0.0%	30.0%	0.0%	65.0%		100%	-
Assistant ADA Coordinator	18.0%	32.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%		100%	0.18
Administrative Aide		58.3%						1.7%		60%	-
Total State Employees	0.18	2.91	0.49	-	0.51	0.31	0.51	1.71	-	6.60	0.67
Project Services Coordinator I	100.0%						0.0%	0.0%	0.0%	100%	1.00
Project Services Coordinator II	0.0%							0.0%	50.0%	50%	0.50
State & Contract Employees	1.18	2.91	0.49	-	0.51	0.31	0.51	1.71	0.50	8.10	2.17
Combined FTE	4.09		0.49								
ADA State Match Staff Hours (> 3,600)	3,618										
Personnel	\$68,502	\$252,632	\$52,871	\$0	\$52,439	\$21,946	\$33,096	\$177,037	\$29,410	\$687,932	22%
Operation Expenses	\$6,188	\$0	\$4,080	\$0	\$0	\$573	\$1,342	\$17,870	\$4,519	\$34,573	43%
Aid to Local Government	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	100%
Grants	\$2,588	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$32,588	100%
Capital Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,071	\$1,071	100%
Total	\$77,278	\$252,632	\$111,951	\$0	\$52,439	\$22,519	\$34,438	\$194,907	\$35,000	\$781,163	29%
Difference from Budget as Enacted	\$393		\$6,059		-\$82				\$0	\$6,370	
Other GCD Accounts		RICAP	\$200,000	Mary Brennan Fellows		\$10,350	Donations	\$25,444	Total	\$1,023,327	

MOTION: To recommend to the Commission that at the July 17th Meeting it adopt a revision of the FY 07 Operational Plan staff work load as presented as the FY 07 Staff to General Revenue Plan, subject to modification at the Annual Meeting. PR/BN passed JD abstained.

MOTION To recommend budget FY 07 Staff to General Revenue Plan, subject to modification at the Annual Meeting. PR/BN passed unanimously

5:00 PM 50th Anniversary Celebration:
1. Authorizing Grant Applications Paul Choquette &
2. Project Services Coordinator John J. MacDonald, Vice Chair.

Discussion: The 50th Anniversary Planning Committee will be seeking grants to fund some of the 50th Anniversary Celebration activities. The FY 07 Budget as enacted caps donations to be expended in FY 07 at \$15,900.

50th Anniversary Year Activities General Revenues	FY 07	FY 08
Development & Coordination Project Services Coordinator ~17.5 hrs/wk @ \$25/hour	\$26,490	\$13,708
Mileage Reimbursements	\$419	\$217
Kick Off Breakfast October 23, 2006	\$5,988	
Monthly Public Forums & Workshops	\$1,928	\$1,250
Total Requested:	\$34,825	\$15,175
FY 07 Budget As Enacted	\$35,000	

Project Services Coordinator's (Event Planner) Duties:

To raise the non-governmental funds as well as coordinate the 50th Anniversary Celebration Events (1 each month for 12 months).

The position is through DataLogic, the job description has to be sent to them and DataLogic will forward the applications to the Commission.

MOTION: To reconvene the Executive Committee to finalize Project Services Coordinator's (event planner) job description on the Wednesday August 2nd @ 4:30 PM. PR/JD passed unanimously.

5:25 PM Announcements and Scheduling of Meetings Paul Choquette

Discussion: see above.

Resource Persons: Chris Botts (GCD)

Adjournment at: 5:55 PM