



STATE OF NEW HAMPSHIRE
GOVERNOR'S COMMISSION
ON DISABILITY

Margaret Wood Hassan, Governor
Paul Van Blarigan, Chairman
John W. Richards, MSW, MBA, Executive Director

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May 7, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Executive Council
State House
Concord, New Hampshire

REQUESTED ACTION

Pursuant to RSA 275-C:4 the Commission voted to select Charles Saia, Esq., to the position of Executive Director. In accordance with RSA 94:1-a, Salaries Established and RSA 94:6, Appointments, the Governor's Commission on Disability requests authorization to establish the unclassified entrance salary, at Salary Grade EE, Step 3 \$70,727 annually, (9U003, 01-02-02-020510-1004-011) effect on May 17, 2013. 99% General 1% Agency Income

EXPLANATION

Charles is a longtime resident of New Hampshire with an advanced degree of Juris Doctor, practicing for over 25 years, and who is currently the Legal Coordinator and Advisor with the Racing and Charitable Gaming Commission; most of which has been related to legislation, policy and budget administration. It is within his private life that he has been involved in the disability community.

In order to find the strongest match to our needs, we interviewed thirteen (13) applicants from the thirty plus we received. Some of these individuals had very impressive credentials and great strength in certain areas but not enough in others. These interviews carried on for several months in our efforts to bring this number down to a reasonable expectation of achieving our goal of finding just the right person. After many interviews and many discussions, we determined that Charles J. Saia, B.A., J.D. should be our choice for Executive Director. He brings to the Commission his many years as an Attorney and Counselor, at Law, having attained the degree of B.A., as well as the advanced degree of Juris Doctorate. Mr. Saia has maintained his own legal partnership (licensed in MA and NH) where he acted on behalf of many different types of clients, which included people with disabilities. He is very familiar with the Collective Bargaining Agreement, Budget Process, Policies and Procedures within the state (such as Contracting, Governor and Council, Human Resources, Administration, and Legislative Hearing testimony).

The criteria the person needed to present was possession of a relevant degree in rehabilitation, public admin, education, legal, special education, human services, non-profit management, or a related field. They also needed to have prior experience in administration, advocacy, policy analysis, systems change, budget, disability programs, and communication-management-leadership-community skills. As a bonus we preferred

knowledge of state policies and procedures, knowledge of the ADA Titles, and having held prior management position(s). As you can see, we were asking for a lot.

His legal background makes him a strong back up for our Client Assistance Program as well as the five Titles of the ADA, Information and Referral compliance, FMLA compliance, Worker's Compensation, and compliance with the many processes and procedures established by the State. His history, enthusiasm and personality is such that he will bring ownership to the commission and be a strong advocate for persons with disabilities and the disability community in general.

His personal background with disabilities has been a long slow process that began with a family member, who experienced a severe head trauma at a very young age, as well as other members who are aging and learning how to assist them and deal with their problems and issues. Outside of his professional activities, Mr. Saia has been involved with a local organization, wherein he assists those who are elderly and of which some are disabled. He has been researching new (to him) organizations regarding other forms of disability than those he has been dealing with. Currently he is researching and has contacted Easter Seals to gain even more knowledge of their organization and plans to continue these efforts with more state and local entities.

His concentration and knowledge are in areas such as: Administrative Law, Legislative Advocacy, ADA, ECOA, EEOC, FMLA, Policy Analysis, Public/Licensee Issues, Compliance Training, NH State Policies/Procedures, Coordination of Legal Activities, and Rule 541-A Rulemaking.

His education was obtained at J.D. Suffolk University Law School, Boston, MA, 1987 and B.A., Boston College, Chestnut Hill, MA, 1983

The Commission voted unanimously at its May 7, 2013 meeting to hire Mr. Saia as its Executive Director (see attached minutes).

With his years of state and legal experience and dedication to the disability community, we feel he should start at Step 3 rather than the minimum salary grade. Fiscally, our current Executive Director's salary of \$74,596 annually leaves the Commission's budget well placed with a difference of \$3,869.

Sincerely,

A handwritten signature in black ink, appearing to read "John Richards", written over a horizontal line.

John Richards, MSW, MBA

For the Governor's Commission on Disability

Attachment: Commission Meeting minutes, May 7, 2013

TITLE XXIII LABOR

CHAPTER 275-C GOVERNOR'S COMMISSION ON DISABILITY

General Provisions

Section 275-C:4

275-C:4 Executive Director; Staff. – The commission shall select an executive director of the commission by a vote of a majority of all voting commission members. The executive director shall be in the unclassified service of the state with an annual salary as shall be prescribed by RSA 94 and shall act as secretary to the commission and shall perform such other duties as the commission may require of him. The commission shall approve employment of such clerical help and other employees as are necessary, upon the recommendation of the executive director.

Source. 1977, 545:1. 1979, 434:33, I. 1985, 207:4, eff. May 31, 1985.

**Governor's Commission on Disability
Meeting
57 Regional Drive, Concord, NH
May 7, 2013**

Minutes

Members Present: Dee Clanton, Ann Dillon, Bonnie Dunham, Carol Holmes, Ellen Keith, Edmund Meskys, Karen Prive, Michael Racette, Frederick Roberge, Katherine (Trinka) Russell, Don Shumway, Clyde Terry, and Sandra Teti

Ex-Officios: William Finn, Joan Marcoux

Members Absent: Paul Van Blarigan-Chair, Marie-Helene Bailinson, Barry Conway, Dr. Carl Cooley, George Copadis, Lisa DiMartino, Lisa Hatz, Jim Hinson, Thomas Manning, Mary Morin, Nicholas Toumpas, and Guy Woodland

Staff Present - John Richards, Paula Ninivaggi, Gayle Baird, Jillian Shedd, Carol Conforti-Adams, and Bill Hagy

Teleconference: Dr. Melvin Prostkoff

Guests – 1 interpreter student trainee (Christina)

Interpreters Present – Aimee Stevens, Jodi Lefort

Commission meeting called to order at 10:00 am

Welcome/Chairman's Remarks, brief greeting by John Richards as Paul was on vacation.

Introductions and brief bio from each member, staff and guest.

Attendance/quorum – Gayle **Current count = 21 / 2 = 10.5 (10). 10+1 = 11 13=Quorum**

John explained his reason for submitting his resignation and the need to replace him. He thanked the Commission for their association and efforts on behalf of the Commission as well as their own reasons.

Approval of Minutes – March 5, 2013

Motion to approve Minutes as corrected.

MOTION: Ellen Keith

Second: Sandy Teti

Discussion: None

Result: **MOTION CARRIED** Bonnie Dunham, Clyde Terry, Trinka Russell, and Ann Dillon abstaining as they were not at the meeting.

Presentation of Candidate for Executive Director (Questions and Answers / Discussion / Vote
Bill Finn introduced Charles Saia (Chuck) as proposed nominee for the position of Executive Director at the Governor's Commission on Disability (GCD or Commission). He began with

the process as well as the series of interviews with references. He offered to share the anonymous comments made by the references with any interested member. He then opened the floor to Chuck to give a presentation and history.

Chuck explained the process he has undergone since he made the decision to apply for the position. At this time he also wanted to express his thanks to John Richards for the wonderful mentoring he was given over the past three weeks regarding the tasks involved at the Commission.

His history as given in his resume (included in today's package) was actually more involved with the disability community than it looks like on paper. He has discovered, in hindsight, through reviewing his career, how involved he has been in his "discovery" of all his connections with disabilities. He began in criminal law, moved to corporate law, and then accepted a position as legal counsel to the Racing and Charitable Gaming Commission. At Racing he has worked with several organizations directly related to the Commission through games of chance such as Easter Seals and other GCD related non-profit organizations. In addition he indicated that he learned how a lot of agencies and entities leaned on each other and were interrelated, all circling back into each other. Once he became a state employee he learned that state government does not work the same as private entities and feels he has a great background and can help make sure that the statutory mission of the Commission is accomplished. He asked that the Commission Members vote in the affirmative regarding his candidacy and he looks forward to the challenge.

Questions for Chuck were varied and included questions from most of those present. Chuck responded honestly and thoughtfully as to his background, beliefs, future plans, collaborations, strategic plans, human resource issues, collective bargaining, legislation, and focus or re-definition of the capabilities of the Commission. He also believes that life, and work, is an "Open Book Exam" – if he does not know the answer, he will find it one way or another. If he were to look ahead a few years, he would like to be able to say that he had no regrets and that he was able to move the Commission ahead a few more steps in its evolution but that he has much to learn.

John asked if the members wanted to move into non-public session or hold discussion and vote in public. He explained that one of the reasons for going into non-public is the hiring of staff. Chuck was asked if he had a preference and he replied that he did not but preferred a public session as he did not want to hide anything but he deferred to the members. Members noted that they were OK with public session for discussion and vote.

Discussion: Clarification was asked about what the expectation was regarding how many candidates were to be brought to the Commission for review. It was explained that the Executive Steering Committee was tasked with bringing the best candidate forth. The difficulty in bringing many candidates would have been confidentiality issues. Thanks were expressed to the members who urged friends and colleagues to place their letter of interest in the process.

Motion to accept Charles Saia as the New Executive Director of the Governor's Commission on Disability.

MOTION: Ed Meskys
Second: Trinka Russell
Discussion: (See above)
Result: **MOTION CARRIED UNANIMOUSLY**

Nominating Committee Request-Ellen Keith

Motion to accept John Richards as a Member on the Governor's Commission on Disability board.

MOTION: Sandi Teti
Second: Bonnie Dunham
Discussion: None
Result: **MOTION CARRIED**

Motion to accept John Richards' resignation with deep appreciation for his hard work and passion for the people that the Commission serves and the Commission itself.

(Note: John actually tendered his resignation on January 8th pending a successful search for a replacement. He offered to stay with the commission until the new person started.)

MOTION: Sandy Teti
Second: Bonnie Dunham
Discussion: None
Result: **MOTION CARRIED**

John's last day with the Commission will be May 16th and the following week he will be in North Carolina on vacation but we can still get hold of him if necessary.

Final Adoption of Approved Rules: Jillian explained process for Rules. John read each rule and changes put forth by JLCAR. The floor was then open for discussion and the resulting motions and vote are listed below:

Motion to accept 100 Rules (quorum and rule) accept rules as amended by JLCAR

MOTION: Ed Meskys
Second: Ellen Keith
Discussion: None
Result: **MOTION CARRIED**

Motion to accept 200 Rules (media rule) accept rules as amended by JLCAR

MOTION: Ed Meskys
Second: Ellen Keith
Discussion: None
Result: **MOTION CARRIED**

Motion to accept 300 Rules (TEDP) as currently updated/written
Intake form/application compliance: Change y-n boxes

MOTION: Ed Meskys
Second: Dee Clanton
Discussion: None
Result: **MOTION CARRIED**

Motion to accept 400 Rules (Service Animals) in its entirety.

MOTION: Ed Meskys
Second: Ellen Keith
Discussion: None
Result: **MOTION CARRIED**

NEADA Update: There will be an Accessible Review at the Nashua Public Library. They received a grant of \$1,000 to have this review done and everyone is invited to attend.

Committee Updates

Nominating Committee Report-Ellen Keith: New member training handbooks will be available soon but Bill Finn especially invited Ann Dillon and Trinkia Russell to attend when a date has been set.

Legislative Committee-Ellen Keith spoke regarding upcoming legislative items and Bonnie Dunham spoke regarding an exhibit that was held on May 1st that had an attendance of approx. 120 people.

ADA Coalition-Carol Conforti-Adams Described her the Committees efforts over the past few months.

Architectural Barriers-Jillian Shedd A lot of re-renewals.

Parking Committee-Jillian Shedd This committee is struggling. Alabama is the only state that allows interpreters to attend testing for persons with hearing loss.

TEDP Committee-Gayle Baird The Extension of the current contract is over at the Attorney General's office and we expect to hear from them soon. There is still time to get this on a G&C Agenda before the end of the year.

SILC – Paula Ninivaggi The mini-seminar on transportation will be June 3rd. A brochure should be out by May 23rd and the newsletter should be out by the end of this week.

Governor's Accessibility Awards Criteria and Nominating Guidelines They are actively seeking nominations. Awards take place July 26, 2013 (Anniversary of the signing). On what basis do we decide? Reviewed draft, send via email? Please go to the website for nomination forms.

Motion to Adjourn at 12:00 pm

MOTION: Ed Meskys
Second: Karen Prive
Result: **MOTION CARRIED**

Next GCD Meeting
Tuesday, September 3, 2013