



STATE OF DELAWARE

COMMISSION FOR STATEWIDE CONTRACTS TO SUPPORT EMPLOYMENT FOR  
INDIVIDUALS WITH DISABILITIES

Meeting Minutes November 21, 2017

**A QUORUM WAS DETERMINED AND THE MEETING WAS CALLED TO ORDER AT 2:05 PM**

**Members Present:** Doyle Dobbins, Vice Chair, Thomas Cook, Ability Network of Delaware (A.N.D.), Kristi Trudel, Ability Network of Delaware (A. N. D.), Jill Morrison, Division for the Visually Impaired (DVI), Michele Hamilton, Division for the Visually Impaired (DVI)

**Present by phone:** Dean Stotler, Government Support Services (GSS), Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR), Jo Donoghue, Counsel, Delaware Attorney General's Office (DAG), Elisha Jenkins, Director, Division for the Visually Impaired (DVI)

**Members Absent:** Carvella Jackson (member), Deloris-Hayes-Arrington (Department of Finance), Michele Mirabella (Chimes), member

**I. Approval of Minutes**

Dean Stotler moved to accept the September 26, October 12, and the October 17, 2017 minutes as presented. Cynthia Fairwell second the motion. The motion carried.

**II. Old Business**

A discussion occurred regarding the timeline for items to be placed on the Agenda that is posted to the Public Meeting Calendar. Members agreed all items for the Agenda need to be presented to the Chair of the Commission at least eight (8) days prior to the scheduled meeting. Any item presented after this time would require a legal reason for the delay in posting. Jo Donoghue (DAG) will obtain clarification on the deadline of posting items to the public meeting calendar and if documents to be discussed at the meeting need to be posted as well.

To date there has not been any additional communication from the Boards and Commission office regarding the vacancies on the Commission.

**III. New Business**

Dean Stotler inquired if the Commission should develop or establish a subcommittee for the drafting of the Request for Proposal (RFP) process? Doyle Dobbins agreed that we should proceed with creating the subcommittee, Dean Stotler suggested following the established solicitation public announcement process outlined in Title 29, Chapter 69 for competitive awards for either professional or nonprofessional services. The Subcommittee is charged with developing the scope of work, the evaluation criteria, evaluating of proposals, and develop a separate evaluation committee if warranted. A Contract Resource from

Government Support Service (GSS) is available for this activity. Doyle Dobbins requested a request for volunteers for the Central Non-Profit Agency (CAN) Subcommittee be included with the December Agenda and draft minutes sent to the Commission.

**IV. Committee Reports**

N/A

**V. Report – Delaware Industries for the Blind (DIB)**

Elisha Jenkins stated that DIB will be surrendering the set-aside contract.

**VI. Report-Ability Network of Delaware (A.N.D.)**

Thomas Cook, (A. N. D.), reported that September data indicates an upward trend and also reported October data indicates A.N.D. agencies have recovered from the State hiring freeze.

A.N. D. Temporary Service Employment Numbers					
May	June	July	August	September	October
175	169	168	159	165	176

**VII. Public Comments**

No Public present for comment

**VIII. Adjournment**

The meeting was adjourned at 3:00 PM

The next scheduled meeting December 19, 2017

Respectfully submitted by  
Michele Hamilton  
Administrative Specialist