

## **Final**

Commission for Statewide Contracts to Support Employment for Individuals with Disabilities  
Division for the Visually Impaired  
1901 N. DuPont Highway  
Biggs Bldg. Conference Room  
New Castle, DE 19720  
Meeting Minutes  
October 15, 2019

**Members Present:** Clint Walker, Chair; Cindy Farmer, member; Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR); and Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio)

**Members present by phone:** Doyle Dobbins, Vice Chair; Dean Stotler, Director, Government Support Services; Jamie Johnstone, Department of Finance; Elisha Jenkins, Director, Division for the Visually Impaired (DVI/Ex-Officio)

**Members Absent:** Carvella Jackson, member

**Others Present:** Michele Hamilton, DVI; Mickey Kelley, A.N.D.; and Natalia Magruder, A.N.D.

**Others Present by Phone:** Julie (Jo) Donoghue, Deputy Attorney General, DAG/Counsel

A quorum was determined and the meeting was called to order at 2:05 PM.

### **Approval of Minutes:**

Doyle Dobbins moved to accept the September 17, 2019 meeting minutes. Cindy Farmer seconded. Motion carried.

Cynthia Fairwell moved to accept the September 26, 2019 meeting minutes. Doyle Dobbins seconded. Motion carried.

### **Old Business:**

Thomas Cook (A.N. D.) requested an update concerning the contract adjustments being made to the minimum wage increase for the Janitorial Services Contract. Dean Stotler responded the information has been sent to the contract officer to make the necessary addendum.

### **New Business:**

1. Price adjustments for the pay range for Temporary Employment Services positions that have starting pay below the State's minimum wage. Dean Stotler commented on a need for an additional meeting with A.N.D. and GSS regarding the concerns of the analysis on the maximum adjustments. Thomas Cook agreed to place a request on hold for the salary range until the meeting occurs with GSS prior to the November Commission meeting. Clint Walker, Chair, presented a motion limited to increasing the current minimum pay rate to the state minimum wage rate and the current minimum bill rate to the proposed minimum bill rate as reflected in the document. Doyle Dobbins moved to accept the motion and Cindy Farmer seconded. Motion carried.
2. Review of recommendations made to the Joint Sunset Committee regarding the use of State Background Investigations for security badge approval. Thomas commented that the Sunset Committee did not take any action on the request.

This is a current topic with many state organizations including Task Forces, Courts and Legislative and has a lot of Public interest. A discussion developed on the Delaware Capitol Police, Facilities Management and the impact of the criminal record for a security access badge possibly being a tier level approach, and maybe having an appeal process. The Commission requested that A.N.D. develop a process to track data concerning positions affected with people with disabilities and possibly present six months of data in the January Commission meeting to present in the 2020 Annual report. Cynthia Fairwell offered to review her records for data.

**Report of the Chair:**

The Chair did not have an additional report.

**Report of the Sub-Committees:**

- **Regulations Sub-Committee:** No report.
- **Central Non-Profit Agencies Subcommittee:** No report.

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

Mickey Kelley (A.N.D.) reported that they met with APEX representative, Dominique, who educated them on what APEX does regarding the process of expungement and pardons of criminal records. A.N.D. is considering a subcommittee of their subcontractors for the development of procedures for the process of possibly developing a routine program.

Thomas Cook reported they continue to work on their measurement project and that they have completed the Carvel Building.

Thomas is still working with Chimes and how to move forward on the clarification of cleaning space.

Mickey continues to make proposals for floor care, stripping floors and sealing. Once this is completed Mickey will continue to get involved with marketing and outreach starting in areas such as marketing temporary services. A.N.D is reviewing their marketing materials for state agency staff to clearly state the process of hiring temporary employment.

**Public Comment:** None.

**Adjournment:**

Cindy Farmer made motion to adjourn.

Meeting adjourned at 3:10 PM by Clint Walker, Chair.

Next meeting date is Tuesday, November 19, 2019 at the Division for the Visually Impaired 1901 N. DuPont Highway, Biggs Bldg., Conference Room, New Castle, DE 19720

Respectfully submitted,  
Michele Hamilton  
Administrative Specialist III  
Division for the Visually Impaired