

## BARNSTABLE DISABILITY COMMISSION

Mailing address - 230 South Street  
Hyannis, MA 02601



### Officers

Raye Kaddy, Chair  
Linda Cook, Vice Chair  
William Cole, ADA  
Tammy Cunningham, Secretary/Treasurer

Office: 508-862-4914

FAX: 508-862-4960

E mail: [bdc@town.barnstable.ma.us](mailto:bdc@town.barnstable.ma.us)

### Members and Advisors

Patricia Andres  
Jim Berks  
Jean Boyle  
Merrill Blum  
Marc Grenier  
Anne Mazzola  
Al Melcher  
Sheila Mulcahy  
Ann Canedy, Council Liaison

## BARNSTABLE DISABILITY COMMISSION MINUTES

August 15, 2012

11:30 a.m.

Barnstable Senior Center, Route 28 Hyannis, MA 02601

ATTENDEES: Raye Kaddy, Chair, Linda Cook, Vice Chair, Sheila Mulcahy, Tammy Cunningham, Treasurer/Secretary, Pat Andres, Merrill Blum, Ann Mazzola, Marc Grenier, Jean Boyle, and Jim Berks. Also Present: Dick Andres, resident.

Meeting called to order at 11:32 A.M.

### *Minutes:*

Approval of the minutes of Finance Committee meeting July 16, 2012: Sheila Mulcahy moved to approve, Pat Andres seconded.

### *Slate of Officers for 2012 – 2013:*

Linda Cook distributed voting ballots listing slate of officers for the upcoming meeting year. Members were asked to fill out their ballots and return for tallying. The voting results were as follows:

Merrill Blum, Chair  
Jim Berks, Vice Chair  
Tammy Cunningham, Secretary/Treasurer

### *Reference Documents:*

Linda Cook handed out a packet of information to use as a member resources handbook for 2012-2013 fiscal year. (information included contact list, Robert's rules, procedures for email, resignations, etc.)

***Finance Report:***

Tammy Cunningham distributed a packet of financial information which included up to date net income statement, expenditure report, final income statement from 2012, and a financial overview document.

Tammy Cunningham also provided an overview of the finance committee meeting held on July 16, 2012. A discussion on proposed expenditures was held. Members were encouraged to bring forth additional suggestions for expenditures.

Jim Berks commented he was told by Patti Machado, Leisure Director, that Mobi mat was donating a mat to Barnstable within the next two weeks.

***Self Evaluation:***

A discussion on the results of the self evaluation was held with positive feedback being given on the results.

***Calendar:***

A discussion was held on the calendar for the upcoming year. Calendar items added were the following:

September agenda – to include item of 3 complaints

November – Invitation to Joe Izzo, HYCC General Manager, and Tom Perry, Building Inspector, to attend meeting.

***Minutes:***

Approval of the minutes of June 20, 2012 Merrill Blum moved to approve, Pat Andres seconded.

***Office Report:***

A discussion was held on the Barnstable letterhead. It was suggested to add the mission statement to the bottom of the letterhead. Linda Cook to revise.

Linda Cook read a thank you letter from scholarship recipient, Mary Alice Machado.

***Goal setting:***

Marc Grenier commented his suggested goals for the year would be to restore handicap parking patrol and file of life. He also commented a very good friends Daughter, Hayley

Mitchell, passed away and they have been trying to have a bench placed at Veteran's Beach in her honor. To date this has not been completed and he would like to continue to pursue this in her honor.

Pat and Sheila will bring forward recommendations at the next meeting concerning access.

Merrill Blum suggested a goal of increasing the number of handicap accessible housing units available. It was suggested Merrill contact Kathleen Girouard, who administers the CDBG funding for the Town.

Goal setting priorities were the following:

Access plan

Special projects subset with sub committee being assigned a project

Scholarships

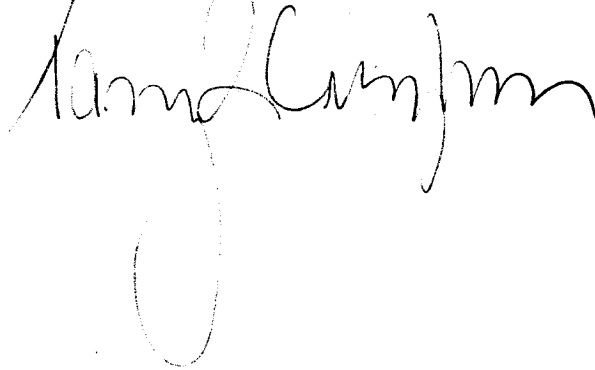
Other suggestions:

Communications with emphasis on reports given periodically to Town Council

Collaboration with other communities with potential for a joint meeting

Meeting adjourned at 1:31 p.m.

Respectfully submitted, Tammy Cunningham

A handwritten signature in black ink, appearing to read "Tammy Cunningham". The signature is written in a cursive style with a large, looping initial "T".

## Barnstable Disability Commission -- Annual Calendar Agenda Items 2012 - 2013

*DRAFT: Prepared for August 15, 2012 meeting of BDC*

Month	Agenda Item	Responsibility
August	Review of the BDC mission Results of commission self-evaluation <i>Strategic planning</i> for the new year – Goal setting Election of officers	Chair with members
September	Goal setting - first reading Update of contact list for members Review of By-Laws	All
October	2012-13 Goals - vote Scholarships – discussion Committee structure & membership Submit completed surveys of beaches to Town Rec. Dept. Invite heads of town dept's to future meetings of BDC	All
November	Invite Mass Office on Disability to winter meeting	
December	No meeting scheduled	
January	Review of progress to date – goals	Chair - members
February	No meeting scheduled	
March	MOD Speaker Assignment of accessibility surveys to BDC members	
April	Access Surveys – continued	
May	Preliminary annual report Report on scholarship recipients Meet with person in charge of Town beaches	
June	Administer self-evaluation (forms) Nominate slate of officers	
July	No meeting scheduled.	

### Monthly Organizational Calendar

Date	Activity	Responsibility
Monthly	Finance report	Treasurer
Monthly	Access report	Chair of Survey/Access committee
Monthly	Report on activities, projects et.al.	Individual members
Monthly	Updates from the chair/vice-chair	

## Town of Barnstable Disability Commission Self-Evaluation 2012

This evaluation form will be used by the Commission members to get an impression of how well we are doing. This exercise will help us become aware of areas where we excel and where we can improve.

Considerations	5 Very Good	4 Good	3 Ave	2 Fair	1 Poor
1. Commission has full and common understanding of the roles and responsibilities of Commission		 			
2. Commission members understand the organization's mission and its programs					
3. Structural pattern(officers,committees) is clear					
4. Commission has clear goals and actions resulting from realistic planning	)				
5. Commission receives regular reports on finances, program performance, and all other important matters	 				
6. Commission effectively represents the organization to the community					
7. Commission meetings facilitate focus and progress on important organizational matters					
8. Commission regularly monitors and evaluates progress towards strategic goals	 —				
9. Each commissioner feels involved and interested in the Commission's work	 				
10. Diversity, disability and needed skills are represented on the Commission					

Results: 9 evaluations returned  
6/20/12

## RESULTS:

### Goal-setting ideas --- 2012 - 2013

#### ACCESS:

① Libraries, town Buildings

Check Town Landings for access

Follow up on recommendations made after accessing buildings

~~Finish accessibility access (?)~~

Prepare a document for Town of Barnstable & Town Manager showing:  
What has been surveyed in town; when (dates)  
How accessible is our town?

~~Complete Restaurant Guide (III)~~

Continue with accessibilities surveys - libraries, town buildings, etc.

#### OTHER:

Come up with a "picture" of disabled in Town of Barnstable & their needs

Publicity - letting public know our accomplishments

~~Reliab handicap fish deck and extend the deck, Dowses Beach~~

~~Redesign BDC office for functionality (II)~~

Redesign BDC Calendar

Continue collaborating with town departments.....

~~Restore Handicap Parking Program~~

Apply for federal grants

~~Revise annual (?) person's (disabled) questionnaire~~

~~Look @ prescription drug abuse and nutrition~~

Look at affordable housing for disabled

~~Scholarships continue (?)~~

8/15/12

**BDC NET INCOME STATEMENT  
FISCAL YEAR FISCAL 2012**

UPDATED 07/31/2012

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Revenue:</b>													
Parking fines	825.00	400.00	925.00	525.00	50.00	300.00	600.00	700.00	460.00	450.00	200.00	250.00	5,665.00
Interest income	56.33	47.86	59.55	48.54	64.55	54.64	38.98	26.22	40.48	19.19	56.85	42.20	555.39
Other	881.33	447.86	984.55	573.54	114.55	354.64	638.98	726.22	500.48	469.19	256.85	292.20	6,240.39
<b>Total</b>													
<b>Expenses:</b>													
Postage													
Scholarships					3,000.00								5,500.00
Other grant payments		2,500.00			1,980.42	145.18		87.79	582.16		747.16		3,792.71
BDC admin expense	250.00			1,104.25									1,628.45
Other Expense		524.20											10,921.16
<b>Total</b>													
	250.00	3,024.20	-	1,104.25	4,980.42	145.18	-	87.79	582.16	582.16	747.16	-	10,921.16
<b>Net Increase/(decrease)</b>	631.33	(2,576.34)	984.55	(530.71)	(4,865.87)	209.46	638.98	638.43	500.48	(112.97)	(490.31)	292.20	(4,680.77)
Beginning Balance	48,143.57	48,774.90	46,198.56	47,183.11	46,652.40	41,786.53	41,995.99	42,634.97	43,273.40	43,773.88	43,860.91	43,170.60	48,143.57
Ending Balance	48,774.90	46,198.56	47,183.11	46,652.40	41,786.53	41,995.99	42,634.97	43,273.40	43,773.88	43,660.91	43,170.60	43,462.80	\$ 43,462.80

Note that parking fines data for May and June were revised downward since the 7/12/2012 report: from \$1,000 to \$200.00 in May and from \$1,350.00 to 250.00 in June.

# BDC Detailed Expense Report FY 2012

	July	August	September	October	November	December	January	February	March	April	May	June	July	Total
<b>Expenses:</b>														
Expense summary														
Postage					3000									5500
Scholarships		2500			1980.42	145.18		87.79		582.16				3045.55
Other Grant Payments	250													1975.61
BDC Admin Expense		524.2		1104.25							347.16			
Other Expense	250	3024.2	0	1104.25	4980.42	145.18	0	87.79	0	582.16	347.16	0	0	10521.16
<b>Total</b>														

	July	August	September	October	November	December	January	February	March	April	May	June	July	Total
<b>Expense Detail</b>														
Bouse House	250	524.2		1000										1774.2
Casual Gourmet				104.25	429.45									533.7
Challenger Club		1500												1500
Barnstable Senior Center		1000												1000
Natural Access Ramp					3000									3000
BDC Rent					1127.6	145.18				582.16				1854.94
Dunn Owens					423.37			87.79						423.37
Tammy Cunningham											75			87.79
Town of Harwich											272.16			
Kenmark														
<b>Total</b>	250	3024.2	0	1104.25	4980.42	145.18	0	87.79	0	582.16	347.16	0	0	10521.16

Monthly amount of rent for BDC office = \$145.18

Encumbered amounts not entered in spreadsheet:

Scholarships \$4,000  
 Dining Guide \$4,500  
 Rent 290.36 (145.18 x 2 months)  
 Bouse House \$1,500

Total outstanding \$10,290



**BDC NET INCOME STATEMENT  
FISCAL YEAR FISCAL 2013**

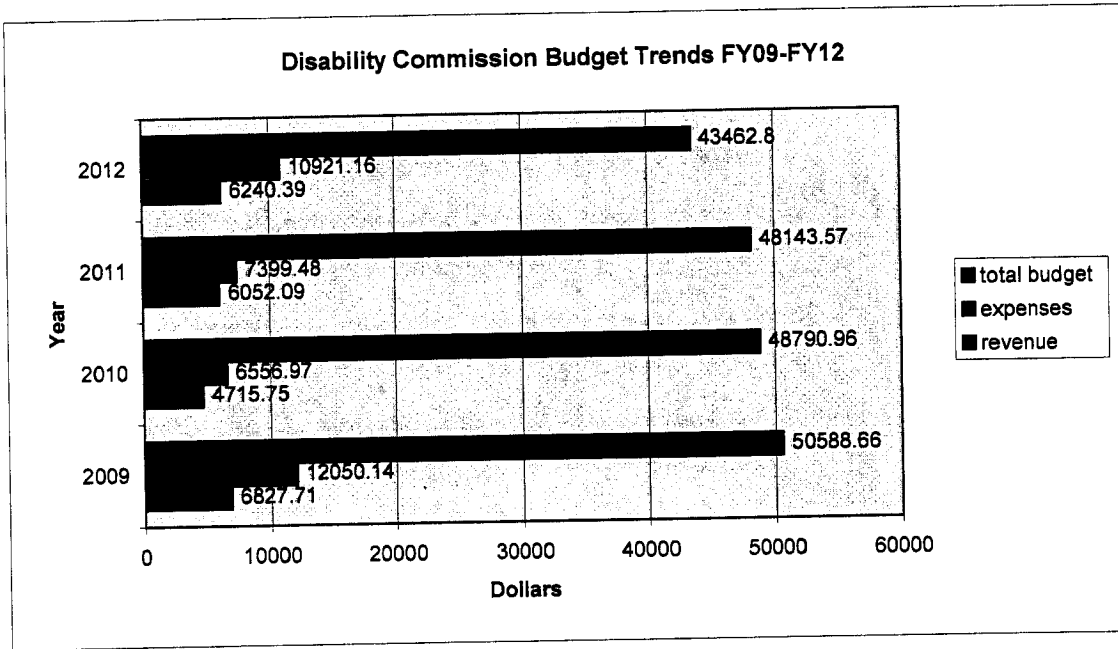
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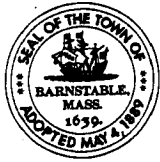
UPDATED 08/15/2012

	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>Revenue:</b>													
Parking fines	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest income	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Expenses:</b>													
Postage	-	-	-	-	-	-	-	-	-	-	-	-	-
Scholarships	-	-	-	-	-	-	-	-	-	-	-	-	-
Other grant payments	-	-	-	-	-	-	-	-	-	-	-	-	-
BDC admin expense	-	709.68	-	-	-	-	-	-	-	-	-	-	709.68
Other Expense	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	709.68	-	-	-	-	-	-	-	-	-	-	709.68
<b>Net increase/(decrease)</b>	-	(709.68)	-	-	-	-	-	-	-	-	-	-	(709.68)
<b>Beginning Balance</b>	43,462.80	43,462.80	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	43,462.80
<b>Ending Balance</b>	43,462.80	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	42,753.12	\$ 42,753.12

**Disability Commission FY 09 - FY12**

	revenue	expenses	total budget
6/30/2009	6827.71	12050.14	50588.66
6/30/2010	4715.75	6556.97	48790.96
6/30/2011	6052.09	7399.48	48143.57
6/30/2012	6240.39	10921.16	43462.8





## BARNSTABLE DISABILITY COMMISSION

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Paul Nevosh  
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### *Barnstable Disability Commission Financial account overview*

The purpose of this handout is to provide BDC members with a reference on the financial workings of the BDC. It is not intended to be comprehensive in nature, but rather a guide to answer the repetitive questions that are asked about the accounts. Specific questions should be directed to Human Resources or Finance.

#### *Handicap Parking Patrol Fund*

The Handicap parking fund is balanced and updated by the Finance Department. It is funded by handicap parking fines which occurred within the Town of Barnstable paid by the violators. Monthly income statements are provided to the BDC by the Finance Department with a fund balance. Consumer Affairs provides the total amount of tickets paid on a monthly basis to the Finance Department. All expenditures made from this account should coincide with the mission of the Town of Barnstable Disability Commission.

Questions concerning the Handicap Parking Patrol Fund should be directed to the Finance Department.

An audit was completed in 2005. No discrepancies were found.

#### *Income Statement*

Each month the Comptroller in Finance will email Human Resources an income statement. The income statement to include the handicap parking patrol funds beginning balance, ending balance, parking fines paid, administrative expenses paid, and interest income paid during the respective time frame of the date on the income statement.

Upon receipt of the income statement, the income statement is forwarded to BDC Treasurer.

Office address – J. F. Kennedy Museum, Hyannis, MA 02601

### ***Handicap Parking Fines***

As of March 15, 2011, per a Memo dated January 20, 2011 from Tom Geiler, Director of Regulatory Affairs, the BDC receives \$50 for each HP fine payment of \$50 or more. If the ticket is reduced or less, the disability commission will receive a lesser amount.

### ***Consumer Affairs***

Each month the Division Assistant in Consumer Affairs notifies the Comptroller and Human Resources of the amount of HP fines paid during the specified time frame. This information is transferred to the income statement by the Comptroller.

### ***Administrative Expense Account***

As far back as 2001, the BDC, within the Handicap Parking Fund, has designated \$3000 to cover administrative expenses of postage, office supplies, etc. The administrative account is funded by the Handicap Parking Fund and is replenished to \$3000 effective July 1<sup>st</sup> of each year.

The admin. account and HPP fund were once two separate accounts, however, were combined in 2002.

All administrative expenses are paid through the Administrative Assistant in Human Resources. Bills, receipts, correspondence should be provided to the Admin. Assistant, Angela Whelan, for payment and approval by the HR Director.

If BDC members have an expense they are concerned may not be reimbursable they should direct their question to the Finance Director prior to paying the expenditure. Please note expenses paid relevant to a "sunshine fund" are not permissible expenditures and will not be reimbursed.

### ***Ordering office supplies***

To order office supplies please contact via email, Angela.Whelan@town.barnstable.ma.us, the Administrative Assistant in Human Resources, to place your order. The order must include page number, item number, item description, and price located in the WB Mason catalog. Ordering through HR allows the BDC to take advantage of the discounted purchasing power of the Town of Barnstable.

### ***BDC Gift Account***

The BDC gift account was created by the Town Council to accept gifts of personal or real property. Per the Finance Director as of 03/11, any expenditure that coincides with the mission of the BDC could be acceptable expenditures of the funds.

This sheet was created by the Assistant Director of HR in 03/2011.