

**Executive Committee Meeting Minutes****Tab 1****Background:**

Minutes of the April 2, 2013, Executive Committee meeting are included for your review. Minutes from the February 6, 2013 Committee meeting were approved on April 2 and are available for review on the [TCDD website](#).

**Executive Committee****Agenda Item 3.****Expected Action:**

The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
APRIL 2, 2013**

**COMMITTEE MEMBERS PRESENT**

May Durham, Council Chair	Kristen Cox	Diana Kern
Gladys Cortez		

**COMMITTEE MEMBERS ABSENT**

Andrew Crim – participated by phone

**STAFF PRESENT**

Roger A. Webb, Executive Director	Sonya Hosey Wendy Jones	Koren Vogel
Martha Cantu	Melissa Loe	

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Tuesday, April 2, 2013, in the Pecan Room at the Marriott Austin South, 4414 IH-35 South, Austin, TX 78745. Council Chair Mary Durham called the meeting to order at 9:38 AM.

**1. INTRODUCTIONS**

Committee members and staff were introduced. Council Vice-Chair Andrew Crim was unable to attend but participated by listening and providing input via conference call. As per Open Meetings Act provisions, Crim was not eligible to vote on actions before the Committee.

**2. PUBLIC COMMENTS**

No public comments were offered to the Committee.

**3. CONSIDERATION OF MINUTES**

The Committee reviewed the minutes of the February 6, 2013, Committee meeting. No revisions were offered.

**MOTION:** To approve the minutes of the February 6, 2013, Executive Committee meeting as presented.

**MADE BY:** Gladys Cortez

**SECOND:** Diana Kern

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

Chair Durham discussed planned Council member travel for out-of-state events. Durham and John Morris will attend the Disability Policy Seminar in Washington, DC, April 15-17, 2013, and David Taylor has been approved to attend the APSE conference in Indianapolis, IN, June 23-27, 2013. Durham also discussed the joint AIDD Technical Assistance Institute/NACDD Annual

Conference which will be held July 8-10, 2013, at the Hyatt Regency in Washington, DC. Durham and Executive Director Roger Webb have reviewed the budget for out-of-state travel and hope to send at least 4-5 Council members and 4-5 staff members. Durham views this event as a positive learning environment for members and staff as well as a good opportunity for networking and team-building.

**5. REVIEW OF EXECUTIVE COMMITTEE RESPONSIBILITIES**

Executive Director Webb reviewed Council Policies describing responsibilities of the Executive Committee. Specific roles of members of the Committee were reviewed including responsibilities of the Council Chair, Council Vice-Chair who is also the Audit Committee Chair, and Public Policy and Project Development Committee Chairs. Webb noted that the structure was established to not allow a majority of power to one individual, including the Council Chair. It was also noted that the Council Chair is the supervisor for the agency Executive Director.

Webb discussed the process of approving grant awards including the designation of the agency Executive Director to approve grants of less than \$10,000 (typically stipend grants). The Council approves grant projects and the Executive Committee approves awards to specific organizations after reviewing recommendations from independent review panels.

Webb reviewed parliamentary procedures and the structure of Robert's Rules of Order for the Committee. Members had a further discussion of Committee structure and Webb noted that at any point if members wished to explore establishing Committees on an issue based structure, this could be further researched. Members did express an interesting in exploring ways to involve members of the Public Policy Committee in substantive discussions such as discussions about grant projects related to policy issues. Committee Chairs may choose to review Committee responsibilities during the May meetings. Members also discussed the quarterly meeting structure and materials and suggested including links in meeting materials to the grantee profiles on the TCDD website when those grantees are referenced in materials. It was also suggested that grantee pages have links to products and materials from those projects as appropriate.

**6. CONSIDERATION OF CONTINUATION GRANT AWARDS**

TCDD Grants Management Director Sonya Hosey and Grants Management Specialist Wendy Jones reviewed Executive Summaries for projects eligible for continuation grant awards. Hosey reviewed the summary for the Educational Programs Inspiring Communities Enabling Technology Project. This project looks at ways that assistive technology can improve job opportunities for people with disabilities by creating a local application to look at competitive employment options. Hosey also noted that three Council members (Andrew Crim, Scott McAvoy and John Morris) are closely following all Enabling Technology projects.

**MOTION:** To approve funding of up to \$225,000 to Educational Programs Inspiring Communities for the second year of a five-year Enabling Technology project.

**MADE BY:** Gladys Cortez

**SECOND:** Diana Kern

The motion **passed** unanimously. (Attachment 1)

Hosey reviewed the Executive Summary for Strategic Education Solutions Enabling Technology project. This project will develop a web based job coach program with the primary audience of individuals with Autism Spectrum Disorders. Hosey noted that there has been interest from other organizations in this product. TCDD staff met with the grantee to discuss curriculum modules and applications and potential for future use.

**MOTION:** To approve funding of up to \$225,000 to Strategic Education Solutions for year two of a five-year Enabling Technology Project.

**MADE BY:** Kristen Cox

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (Attachment 2)

Hosey reviewed the Executive Summary for the Arc of Greater Tarrant County Inclusive Faith-Based Communities Symposium project. This project's first symposium is scheduled for May 28-30, 2013, and will include topics such as People 1<sup>st</sup> Language, Transportation, Inclusiveness, Bullying, and Respite. Hosey noted that this grantee has always done good work but information is not always submitted in a timely manner. The grantee has only requested reimbursement of \$20,000 from the first year. Staff are working with the project director to correct this situation and may ask the grantee to submit reimbursement requests on a monthly instead of quarterly basis.

**MOTION:** To approve funding of up to \$75,000 to the Arc of Greater Tarrant County for year 2 of a 3 year Inclusive Faith Based Communities Symposium Project with the understanding that staff will coordinate with the grantee to resolve reporting concerns.

**MADE BY:** Diana Kern

**SECOND:** Kristen Cox

The motion **passed** unanimously. (Attachment 3)

Jones reviewed the Executive Summary for the Arc of San Angelo Volunteer-Supported Decision-Making Project. She discussed some of the legal barriers this project has encountered with alternatives to guardianship. The project has trained volunteers to assist in decision making based on the principles of self-determination and will establish leadership academies for the third year to expand the training and work of those volunteers.

**MOTION:** To approve funding of up to \$75,000 to the Arc of San Angelo for year three of a three year Volunteer-Supported Decision-Making Project.

**MOTION BY:** Mary Durham

**SECOND:** Kristen Cox

The motion **passed** unanimously. (Attachment 4)

Jones reviewed the Executive Summary for the Texas Advocates Leadership Development and Advocacy Skills Training Project. The project trains and supports residents of State Supported Living Centers and community self advocates in the Rio Grande Valley, Austin and San Antonio areas so that self advocates' voices are engaged to create change for themselves and their communities.

**MOTION:** To approve funding of up to \$75,000 to Texas Advocates for year two of a three year Leadership Development and Advocacy Skills Training Project.

**MOTION BY:** Kristen Cox

**SECOND:** Diana Kern

The motion **passed** unanimously. (Attachment 5)

**7. OPTIONS FOR INITIATING PROJECTS**

Executive Director Webb reviewed options for initiating projects in an expedited manner developed by staff. This discussion is in response to recommendations from the TCDD Internal Auditor to develop ways to obligate and expend available funds. While these options may take some initial time to set-up, they could eventually provide a readily available source of projects when funds are available. Options include projects that could be short-term and possibly recurring in nature so that if funds are not available, the project could be inactive. Ideas that the Committee preferred included funding for information products such as webinars, podcasts and guides on various topics; language translation of materials for local disability advocacy organizations; stakeholder training on various topics; providing scholarships or internships for people with disabilities; and extending procedures to consider extensions of some grant projects to expand the scope of successful projects. Members also suggested combining the possible stakeholder training topics as possible informational products. Staff will work to develop these ideas and present for Council consideration at a later date.

**8. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECT**

An application from Paso del Norte Children's Development Center for an Outreach and Development project grant was reviewed. Members felt that the proposal did not suggest any new activities from the organization's current scope of business, and it appears that 40% of the requested funding would be applied to administrative costs. Members did not approve this application.

**9. GULF COAST OF TEXAS AFRICAN AMERICAN FAMILY SUPPORT CONFERENCE**

Executive Director Webb provided a history of the Gulf Coast of Texas African American Family Support Conference (GCTAAFSC). TCDD's intent is to replicate the Central Texas African American Family Support Conference (CTAAFSC). A grant was awarded for the first year of the project to Parents Anonymous. After considering various concerns about the project's efforts

during the first year, the Council approved re-issuing the Request for Proposals after the first year, but with slightly reduced funds for each year of the project. An award was approved for a slightly revised project to Helpful Interventions. The revised RFP authorized up to \$35,000 yearly the first two years and \$15,000 for the third year based in part on the CTAAFSC that is sponsored largely by Austin Travis County Integral Care, an established agency with administrative support capabilities that assist the event. Helpful Interventions is a local non-profit that relies heavily on volunteers. Hosey has worked closely with this project and indicates it is progressing toward its goal of hosting the conference in November 2013, but the more limited administrative support capability of Helpful Interventions is limiting the projects ability to ensure success. TCDD staff recommend increasing the amount of grant funding for this project and asked that the record reflect this recommendation was staff initiated, not a request from the grantee.

**MOTION:** To increase funding up to \$75,000 for year one and two and up to \$50,000 for year three to Helpful Interventions for the Gulf Coast of Texas African American Family Support Conference Project.

**MOTION BY:** Kristen Cox

**SECOND:** Diana Kern

The motion **passed** unanimously. (Attachment 6)

**10. SUCCESSION PLANNING PROCEDURES**

Chair Durham reviewed with the Committee the process to draft Succession Planning documents for agency executive staff. These materials were developed with assistance from the AIDD Technical Assistance grant and established TCDD procedures to be implemented in times of vacancies in key staff positions. These procedures were initially approved in 2010 but have been updated to reflect changes in some positions. Executive Director Webb noted that “back-up” functions are determined by individual staff member’s knowledge and skills which at times is different than responsibilities of specific positions. Webb noted that the materials contain two components: plans for an emergency absence of the Executive Director, and procedures for a planned absence (either extended leave or separation from state service). The process to replace the Executive Director details actions for the Executive Committee to conduct recruitment and selection of someone for that position. Webb and Operations Director Martha Cantu reviewed the revised documents noting that plans were developed for a number of additional TCDD positions in which that person does not have a built in back-up. Materials are now in place for all director positions and the Communications Coordinator, Planning Coordinator, Web Administrator, Budget Support Specialist, and Executive Assistant. The succession planning documents were recommended for full Council approval by consensus.

**11. EXECUTIVE DIRECTOR’S REPORT**

Executive Director Webb provided an update on federal funds, noting that AIDD has provided an estimate of federal funds for FY 2013 with sequestration. TCDD funds were reduced by 4.47% or \$195,000 plus an earlier “across the board” reduction of 0.612% or \$31,115. The net reduction for TCDD is \$227,054 compared to FY 2012. Webb indicated that this reduction can be accommodated through unexpended funds from staff vacancies and other operating expenses

in addition to unobligated funds for grants. A summary document explaining these revisions was reviewed with members. As the agency moves toward Fiscal Year 2014, “unspent” funds from grants and from the staff operating expense budget should offset the current projected deficit for that year. Adjustments will be made as necessary.

Webb also provided a state policy update regarding proposed changes to state legislation that impact people with disabilities, including the status of Senate Bill 7 which would reform long-term services and supports for individuals with intellectual and developmental disabilities. TCDD has provided assistance with stakeholder education on this bill including funding of live-streaming of informational meetings. TCDD has also provided education and input based on Council Public Policy recommendations on bills related to Employment First and to non-discrimination of people with disabilities as organ donor recipients. Webb further provided information on bills that would have administrative impact on state agencies.

The Committee reviewed key discussion items for May Council and Committee meetings as well as dates and long-term plans for future meetings.

**ADJOURN**

There being no further business, Chair Durham adjourned the Executive Committee at 1:31 PM.

\_\_\_\_\_  
Roger A. Webb  
Secretary to the Council

\_\_\_\_\_ Date \_\_\_\_\_

# **Attachment 1**

# Texas Council for Developmental Disabilities

## Executive Committee

Date: 4/02/13

Review of Proposed Activities & Budget

ITEM: A

Grantee: Educational Programs Inspiring Communities

Year: 2 of 5

Project Title: Enabling Technology

Project Location: Houston, TX

### TCDD RFP Intent:

The project intent is to assist Texans with developmental disabilities in attaining competitive employment opportunities. Grantees will develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members ways in which available assistive technology can enhance job performance and increase employment options. TCDD has approved funding up to \$225,000 per year for up to five years.

### Project Goals and Accomplishments for Year 1:

**Goal:** The goal of this project is to design, develop, deploy, and evaluate an interactive customized mobile tablet solution that will increase the employability of low-income adults with developmental disabilities in the H.E.A.R.T. Program by December 31, 2012 or within a 12-month period.

*Accomplishments per goal:* PAC was formed and tablets were acquired. Recruited 12 program participants to test the application. Administered survey to program participants to gauge technology proficiency. Signed contract between software developer and H.E.A.R.T. program. Defined and designed modules including scheduling, requisitions, shopping, inventory management, and vending runs. Completed one module (coded and deployed). The completed module was installed and staff and participants have been trained on this module. Prepared an evaluation to solicit feedback from program participants.

### Proposed Goals and Objectives for Year 2:

**Goal 1:** The goal of the HEART Inventory Tracking System (HITS) project is to design, develop, deploy, and evaluate an interactive customized iPad app that will increase the employability of low-income adults with developmental disabilities in the H.E.A.R.T. Program by March 31, 2013.

**Objective:** Develop, deploy, and test the "shopping" and "requisition" flow of HITS by 8/31/13. Develop, deploy, and test the "vending run" and "return from run" flow by 12/31/13. Complete the report management phase of HITS and perform testing by 3/31/2014. Evaluate the customized application within H.E.A.R.T and provide evaluation to TCDD by 5/31/14.

**Council Considerations:** Public Policy Considerations: Qualitative data from the technology developers regarding the benefits, the future opportunities, considerations and/or challenges associated with including people with developmental disabilities in the design, testing, and evaluation phases of the project could be used to promote inclusive technology development policies beyond this project. Specific quantitative information about how the development of the app improved wages or provided employment opportunities for persons with more significant disabilities than might otherwise have been considered for the position would also support the tenets of the state's Employment First initiative. No staff concerns; Council to consider continuation of funding for this project.

<b>Continuation Budget Detail Summary</b>			
	<b>Federal</b>	<b>Match</b>	<b>Totals</b>
Amount expended in year 1 (Based on 10 months) (\$175,000 consultants) Award amount - \$225,000	\$133,100	\$40,708	\$173,808
<b>Amount requested for next year budget:</b>			
<b>I. Personnel Services</b>	39,224	0	39,224
<b>II. Travel</b>	0	0	0
<b>III. Purchased Services</b> (\$175,000 consultants)	177,000	85,000	262,000
<b>IV. Equipment/Supplies</b>	845	0	845
<b>V. Rental/Leasing</b>	660	0	660
<b>VI. Utilities</b>	7271	0	7271
<b>VII. Other</b>	0	0	0
<b>Budget period totals</b>	<b>\$225,000</b>	<b>\$85,000</b>	<b>\$310,000</b>

# **Attachment 2**

# Texas Council for Developmental Disabilities

## Executive Committee

Date: 4/02/13

Review of Proposed Activities & Budget

ITEM: B

Grantee: Strategic Education Solutions

Year: 2 of 5

Project Title: Enabling Technology

Project Location: Austin, TX

**TCDD RFP Intent:**

The project intent is to assist Texans with developmental disabilities in attaining competitive employment opportunities. Grantees will develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members ways in which available assistive technology can enhance job performance and increase employment options. TCDD has approved funding up to \$225,000 per year for up to five years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** To provide adults with Cognitive Disabilities and their caretakers a comprehensive, accessible, and low-cost instructional resource that supports them through their career planning, job search, and employment journey.

*Accomplishments per goal:* Recruited 9 PAC members from diverse stakeholder groups. Developed 5 needs assessment surveys including client, parent, and service provider in English and Spanish. Planned and implemented outreach campaign to over 60 organizations. Developed comprehensive content manual synthesizing best practice research and Needs Assessment data. Developed year 1 scope & sequence and content for 30 modules in the area of jobs search skills. Launched website in month 9. Recruited 15 participants of diverse autism diagnosis, gender, ethnic, and socioeconomic backgrounds. Deployed 10 modules for participant testing. Collected post-pilot user/parent survey data in month 11 to inform product enhancement plan.

**Proposed Goals and Objectives for Year 2:**

**Goal 1: Same as above**

**Objective:** Develop 20 additional instructional modules based on the most pressing needs of the target population. Identify, select, and train 10 additional pilot test participants and continue training and monitoring of existing participants (25 total). Develop product enhancement plan for year 3 to ensure that user need dictates content/functionality. Evaluate project activities and effectiveness. Recruit, convene, and monitor PAC.

**Council Considerations:** Public Policy Considerations: Focused on people with autism, the project states it will demonstrate how innovative, technology-based approaches can provide critical employment support services to facilitate both school-to-work transition and employment success for people with disabilities. If the project launches careers for students with developmental disabilities, the virtual job coach modules appear to be a highly cost-effective tool for providers of public services and could be highlighted as a model during the implementation of Texas' employment first policy. No staff concerns; Council to consider continuation of funding for this project.

### Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (Based on 10 months) Consultant \$ 15,000 Award amount - \$224,967	\$181,923	\$22,333	\$204,256
<b>Amount requested for next year budget:</b>			
<b>I. Personnel Services</b>	66,500	28,587	95,087
<b>II. Travel</b>	0	1262	1262
<b>III. Purchased Services</b> (\$15,000 consultants)	156,820	17,061	173,881
<b>IV. Equipment/Supplies</b>	1680	588	2268
<b>V. Rental/Leasing</b>	0	2040	2040
<b>VI. Utilities</b>	0	504	504
<b>VII. Other</b>	0	0	0
Budget period totals	\$225,000	\$50,042	\$275,042

# **Attachment 3**

**Texas Council for Developmental Disabilities  
Executive Committee**

Date: 4/02/13

Review of Proposed Activities & Budget

ITEM: C

Grantee: The Arc of Greater Tarrant County

Year: 2 of 3

Project Title: Inclusive Faith-Based Communities Symposium

Project Location: Fort Worth

**TCDD RFP Intent:**

The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased. TCDD has approved funding up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** The faith-based and IDD Communities will collaborate to increase inclusive opportunities for individuals and their families with IDD to worship in a location and manner of their choosing.

*Accomplishments per goal:* Secured venue and speakers for the 1<sup>st</sup> Inclusive Faith-Based Communities Symposium scheduled for May 28, 30, 2013. Arranged accessible complimentary transportation for event attendees. Identified key topics for symposium, including transportation, People First Language (PFL), inclusiveness, bullying and respite. Educated planning leaders on PFL and helped staff develop PFL materials for distribution at symposium and beyond. Faith leaders in planning and advisory roles are committed to leading their communities in creating more welcoming, inclusive atmospheres in places of worship. A toolkit for faith organizations is being developed to serve as a resource manual for including and ministering to individuals with developmental disabilities. The toolkit will include information on PFL, communication/sensory differences, a guide to navigating services and local resources.

**Proposed Goals and Objectives for Year 2:**

**Goal: Same as above**

**Objective:** Build a partnership between the faith-based and IDD communities. Hold a minimum of two symposia dedicated to educating and developing inclusion practices in the faith community. A minimum of ten faith-based community groups will initiate work plans with the goal to become inclusive to individuals and their families with IDD through the initiation of an activity. Increase number of area faith-based communities involved in project during year two. Conduct a 3-year research project measuring the success of this project through iCAP grant.

**Council Considerations:** Public Policy Considerations: The project has identified goals of providing opportunity for religious leaders to understand and support their community of people with disabilities and eliminate physical and communication barriers. There also is a goal specific to individuals with cognitive disabilities having faith teaching in a manner that is understandable to them. A universal policy implication is awareness and policy change – as faith communities involved in the project learn the barriers to inclusion they will then need to plan for and implement physical, program and policy changes. Taking it a step further, setting the expectation that project participants will plant the seeds of change in additional houses of worship beyond those that participated will extend the project's reach to more persons with disabilities. No staff concerns; Council to consider continued funding for this project.

**Continuation Budget Detail Summary**

	Federal	Match	Totals
Amount expended in year 1 (\$19,530 consultants) (based on 8 months) Award amount \$75,000	\$20,000	\$6,667	\$26,667
<b>Amount requested for next year budget:</b>			
<b>I. Personnel Services</b>	52,617	5475	58,092
<b>II. Travel</b>	0	0	0
<b>III. Purchased Services</b> (\$22,000 consultants)	18,000	31,000	49,000
<b>IV. Equipment/Supplies</b>	4383	0	4383
<b>V. Rental/Leasing</b>	0	0	0
<b>VI. Utilities</b>	0	0	0
<b>VII. Other</b>	0	0	0
Budget period totals	\$75,000	\$36,475	\$111,475

# **Attachment 4**

**Texas Council for Developmental Disabilities`  
Executive Committee**

**Date:** 4/02/13

**Review of Proposed Activities & Budget**

**ITEM: D**

**Grantee:** The Arc of San Angelo

**Year: 3 of 3**

**Project Title:** Alternatives to Guardianship: Volunteer-Supported Decision-Making

**Project Location:** Tom Green County

**TCDD RFP Intent:**

The project intent is to demonstrate how volunteers can provide appropriate supports to help individuals with intellectual and other developmental disabilities to make decisions concerning their own lives. In 2009, the Texas Legislature passed HB 1454 directing the Health and Human Services Commission (HHSC) to develop and evaluate two Volunteer-Supported Decision-Making Advocate pilot programs that will provide supported decision-making services to persons with intellectual and developmental disabilities and other cognitive disabilities. The Department of Aging and Disability Services (DADS) was directed by HHSC to develop and implement the pilot program and to provide the legislature with a report and recommendations. TCDD has partnered with DADS to implement the pilot. TCDD has approved funding of up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year(s) 1=2:**

**Goal:** To provide supported decision-making services to individuals with intellectual and developmental disabilities and other cognitive disabilities to increase their self-determination, power, and control of their own lives through recruiting, training, monitoring, and supporting volunteers.

*Accomplishments per goal:*

Diversion was established as the priority with education and execution of advanced directives identified as secondary activities. The project successfully diverted Court-initiated guardianships for 4 individuals. As of December 2012, 17 volunteers received training and participated in presentations. Barriers to the role of volunteers were identified and possible solutions explored, but the conclusion was volunteers are not adequate and effective for those needing substantial decision-making support. A Leadership Academy, consisting of a model similar to Partners in Policymaking (including People First Language, History of People with Disabilities, and the Self-Determination Movement) and involving problem-solving scenarios was held for 12 individuals.

**Proposed Goals and Objectives for Year 3:**

**Goal:** Same as above.

**Objectives:** Leadership will be held across 5 consecutive days, 3 hours each day for 15 individuals. Groups will be formed to address problem-solving with real-life, complex scenarios. Participants will be trained on what constitutes Informed Consent, Best Interest, and Supported Decision Making. Training will include information on the risks of establishing a guardianship.

**Council Considerations:** Public Policy Considerations: In trying to implement supported decision-making, the project identified legal, procedural and cultural barriers preventing volunteers from supporting decision-making of individuals with developmental disabilities. In Texas, the individual with disabilities must have capacity to consent to the surrogate or support. The project found other states that promote alternatives to guardianship, not available in Texas policy and practice. Changes in practice and education on the project advisory committee from court and attorney fields inform future policy change to advance alternatives to guardianship and self-determination. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Amount expended in Year 2</b> (\$0 consultants) (based on 7 months) Award amount \$73,941	\$35,304	\$13,844	\$49,148
<b>Amount requested for Year 3 budget:</b>			
<b>I. Personnel Services</b>	70,854	12,219	83,073
<b>II. Travel</b>	0	0	0
<b>III. Purchased Services</b> (\$0 consultants)	1527	3890	5417
<b>IV. Property/Materials</b>	0	950	950
<b>V. Rental/Leasing</b>	0	14,550	14,550
<b>VI. Utilities</b>	2619	1821	4440
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$75,000	\$33,430	\$108,430

# **Attachment 5**

**Texas Council for Developmental Disabilities`**  
**Executive Committee**  
**Review of Proposed Activities & Budget**

Date: 4/02/13

ITEM: E  
Year: 2 of 3

Grantee: Texas Advocates

Project Title: New Leadership Development and Advocacy Skills Training

Project Location: Travis, Bexar, Atacosa, Guadalupe, Cameron, Willacy, Hidalgo, and Starr Counties

**TCDD RFP Intent:**

The intent of the new Leadership Development and Advocacy Skills Training Projects RFP is to create programs that provide leadership development and advocacy skills training for people with developmental disabilities, their families, and their allies. TCDD has approved funding up to \$75,000 for up to three years.

**Project Goals and Accomplishments for Year 1:**

**Goal:** Project SAVE (Self, Advocate Voices Engaged) will train and support State Supported Living Centers (SSLC) residents and community organizations so that **self advocate voices** are **engaged** to create change for themselves and their community.

*Accomplishments per goal:*

In Austin, Texas Advocates completed 2 community recruitment events, 7 presentations for local community groups, 4 trainings, and 2 train-the-trainer sessions. In San Antonio, the grantee conducted 3 presentations for local community groups, 2 trainings and 1 community event. In the Rio Grande Valley, 6 presentations for local community groups, 2 trainings and 1 community event were held. A community event on Healthy Relationships was conducted in Richmond. As of December 2012, a total of 4 trainings for 34 Austin SSLC participants and 1 training for 12 San Antonio SSLC participants had been conducted.

**Proposed Goals and Objectives for Year 2:**

**Goal:** Same as above.

**Objectives:** 1) Select at least one new community for training (Richmond); 2) Continue work in current communities; 3) Provide training in at least 4 communities for at least 56 total new participants trained

**Council Considerations:** Public Policy Considerations: This grantee is teaching state supported living center residents and others to advocate for themselves in 2 of the same communities, Austin and San Antonio, as the current leadership and advocacy project as the Arc of Texas. This collective impact strategy is regarded as a powerful and realistic paradigm for social progress affecting policy change. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
<b>Amount expended in Year 1</b> (\$51,622 consultants) (based on 9 months) Award amount \$75,000	\$42,992	\$11,882	\$54,874
<b>Amount requested for Year 2 budget:</b>			
<b>I. Personnel Services</b>	0	13,529	13,529
<b>II. Travel</b>	0	0	0
<b>III. Purchased Services</b> (\$50,822 consultants)	69,467	0	69,467
<b>IV. Property/Materials</b>	3193	0	3193
<b>V. Rental/Leasing</b>	300	1200	1500
<b>VI. Utilities</b>	2040	0	2040
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$75,000	\$14,729	\$89,729

# **Attachment 6**

# **Recommended Revision - Executive Summary**

## **Gulf Coast African American Family Support Conference**

### **Background:**

The Council initially approved an Executive Summary to fund a conference in Houston that replicates the Central Texas African American Family Support conference (CTAAFSC) hosted by Austin Travis County Integral Care (ATCIC) and sponsored by community partners from the public and private sectors. The CTAAFSC is an annual event, recently hosting the 13<sup>th</sup> conference, that has been successful in addressing myths about mental illness, treatment for mental illness, and issues related to health disparities experienced by African Americans. The CTAAFSC targets the African American community and focuses on providing culturally appropriate information for African Americans, their families, clergy and providers in a culturally appropriate forum, and also embraces all members of the community regardless of race/ethnicity. The mission of the CTAAFSC is to strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education, supports, and partnerships. It strives to increase individual and family awareness of available behavioral and physical healthcare services, reduce stigma, and eliminate health disparities. This year's event attracted over 750 registrants.

### **Initial Grant Award**

TCDD initially authorized up to \$50,000 to Parents Anonymous, Inc., for the first year of a three-year project to host the Gulf Coast of Texas African American Family Support Conference in Greater Houston. The RFP authorized up to \$35,000 for year 2; and \$15,000 for year 3. The project started Sept. 1, 2010, and hosted the first conference on August 4, 2011, in the Greater Houston area for approximately 120 people with disabilities, their families, community members and professionals focusing on available health care services (behavioral and physical) through culturally sensitive education supports and partnerships.

At the August 2011 Council meeting, the TCDD Executive Committee reviewed information provided by staff summarizing various concerns about the management of the project by Parents Anonymous and voted to not continue funding Parents Anonymous for years 2 and 3 of the project. Central to the Committee's decision was a concern that it is crucial to the long term viability and success of this effort to have an organization with a presence within the geographic region in order to effectively build capacity and sustainability for the event long-term.

### **Revised Request for Proposals**

The Council approved a new executive summary for the Gulf Coast of Texas African American Family Support Conference in November 2011, authorizing funding of up to \$35,000 for years 1 and 2 and \$15,000 for year 3, and limiting applications to organizations in the Greater Houston area that were involved in supporting the initial conference held in August 2011. The Executive Committee approved funding in May 2012 of up to \$35,000 to Helpful Interventions for the first year of the GCTAAFS Conference. Helpful Interventions is a non-profit organization located in Houston that had not generated other income prior to receiving this grant and relies heavily on volunteers. That project started September 1, 2012.

As one of its first activities, Helpful Interventions, in collaboration with diverse community stakeholders, hosted a "Family Breakfast Summit" with keynote speaker Representative Garnett Coleman, District 147, Texas House of Representatives, in December 2012. The summit attracted 80 attendees, including 20 community-based agencies, social, health and faith based organizations, advocates, consumers and families. Participants shared their ideas on mental health issues, physical and spiritual health, as well as developmental disabilities and substance use. The satisfaction survey indicated 90%+ satisfaction of the event, and measured the attendee's interests and needs for the upcoming conference scheduled for November 2013.

### **Project Status Update**

TCDD Grants Staff have maintained considerable involvement with activities of the project thus far, attending the Summit and subsequent Project Advisory Committee meetings. From this involvement, we have concerns that Helpful Interventions, while well connected in the African American community in Houston and with a strong understanding and vision around the need for the conference and related activities, does not have sufficient support via paid staff to coordinate the array of activities necessary to plan and convene the conference as planned. Helpful Interventions relies mostly on volunteers and community partners to implement activities. In comparison, the Central Texas African American Family Support Conference has been hosted since its inception by Austin Travis County Integral Care (Community Center) which has considerable administration resources and staff that can support the effort.

As a mostly volunteer organization, Helpful Interventions does not have the capacity to be involved in many “non-core” activities that are key in building community partnerships. Project staff include a 75% time Project Director position that grant funded 6 hr/wk, donated time 24 hr/wk; a 50% time Project Coordinator position that is grant funded 13.5 hr/wk, donated time 6.5 hr/wk, and a Financial Manager who is grant funded 1.5 hr/wk and donated time 1.5 hr/wk. Other Helpful Interventions volunteers and community partners are fully occupied providing direct services and assistance to families who are dependent on the organization for supports that aren’t available elsewhere. TCDD staff therefore recommend authorizing an increase in funds for Helpful Interventions for years one through three to enhance Helpful Interventions administrative support and internal controls.

We also note that these challenges limit the extent to which smaller, grassroots organizations can participate in policy or systems-change work. In comparison to other smaller projects funded by TCDD through the Outreach and Development grants, several grantees pointed out in their final report that *the impressive outcomes achieved by committed volunteers provided with these small, time-limited grants would not be sustainable over time without funding to develop and maintain some infrastructure*. One grantee noted in their final report, “... although volunteers, including parents, have made significant contributions to the growth and success of [the project], many of them have full time jobs in addition to raising a child with a developmental disability, which could be another full time job to them. Thus, a full time paid staff and other support staff is needed to coordinate and manage the daily operations of the programs and services and to develop strategies to leverage additional resources from the community and other collaborating partners.”

### **Recommendations**

TCDD staff believes that Helpful Interventions needs a full-time, paid staff and other support to coordinate and manage the Gulf Coast of Texas African American Family Support Conference. The Central Texas conference has grown to become a 2-day conference with a total budget of approximately \$150,000 (including contributions and in-kind staff support). The host agency (ATCIC) has staff and agency support to help with logistics, marketing, web/technology support, administration support and other conference-related activities.

### **Proposed Funding Amount**

Increase funds available for year 1 from \$35,000 to \$75,000; increase funding for year 2 from \$35,000 to \$75,000; and increase funding for year 3 from \$15,000 to \$50,000.

If approved, Helpful Interventions will submit a revised workplan and budget proposing activities within that increased scope including staff positions, consultants, and other project-related costs.

### **State Plan Goal(s) and Objective(s):**

**Goal 5:** Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and to have access as needed to necessary healthcare, behavior supports, and/or respite, by 9/30/2016.

**Objective 3:** As funds are available, demonstrate and evaluate other strategies to support individuals with developmental disabilities to improve and/or maintain their health and well-being.

### **Intention of RFP**

To establish a sustainable Gulf Coast of Texas African American Family Support Conference (modeled on the Central Texas African American Family Support Conference and having the goals of strengthening family and individual awareness of available behavioral and physical health care services through culturally sensitive education, supports, and partnerships; reducing stigma, and eliminating health disparities).

### **Requirements per RFP**

#### **The grantee must:**

1. Work cooperatively with ATCIC to maintain fidelity to the original model (be tailored to African Americans but welcome individuals of any ethnicity; be developed by a committee that has a majority of members who are African American and reside in the Greater Houston area and that includes representatives from local businesses, health and human service agencies, service providers, faith communities, and individuals with developmental disabilities - including mental illness - and their families; conduct expansive outreach to recruit volunteers, speakers, and participants; provide training and information to participants about evidence-based, culturally competent, supports and services; offer CEUs for professionals; secure speakers who are nationally recognized; evaluate each annual conference by surveying attendees and using the information in planning future conferences; and ensure that no individual who wants to attend is turned away because of a lack of financial resources).
2. Develop local community support that will enable the conference to sustain itself as the CTAAFSC has, without continued grant funding from TCDD.

### **Expected Outcome**

An annual, sustainable, event modeled on the Central Texas African American Family Support Conference will be held annually in Greater Houston.

### **Project Description**

The Gulf Coast of Texas African American Family Support Conference would be established as a yearly event, free to people with disabilities and their families, hosted by Helpful Interventions, Inc., and sponsored by community partners from the public and private sectors.