

**Background:**

Minutes of the February 8, 2013, Project Development Committee meeting are included for your review.

**Project Development  
Committee**

**Agenda Item 3.**

**Expected Action:**

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

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES**  
**PROJECT DEVELOPMENT COMMITTEE**  
**FRIDAY, FEBRUARY 8, 2013**  
**DRAFT MINUTES**

**COMMITTEE MEMBERS PRESENT**

Gladys Cortez, Acting Committee Chair	Kathy Griffis-Bailey, DSHS Scott McAvoy John C. Morris	Cindy Swain, TEA David Taylor
Kimberly Blackmon		
Mary Durham		

**COMMITTEE MEMBERS ABSENT**

Susan Vardell, Chair	Kristine Clark	Diana Kern
Dana Perry, Vice Chair	Andrew Crim	

**STAFF PRESENT**

Jeri Barnard	Cynthia Ellison	Susan Mihalik
Martha Cantu	Wendy Jones	
Joanna Cordry	Melissa Loe	

**CALL TO ORDER**

The Project Development Committee met on Friday, February 8, 2013 at the AT& T Executive Education & Conference Center, Room 107, at 1900 University Avenue, Austin, Texas 78705. Acting Committee Chair Gladys Cortez called the meeting to order at 8:43 a.m. A quorum was present.

**1. INTRODUCTION OF COMMITTEE MEMBERS, STAFF AND VISITORS**

Committee members, staff and guests were introduced.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. APPROVAL OF MINUTES**

The Committee reviewed minutes of the October 25, 2012, Committee meeting.

**MOTION:** To approve the minutes of the October 25, 2012, Project Development Committee meeting minutes as presented.

**MADE BY:** Scott McAvoy

**SECOND:** John Morris

The motion **passed** unanimously.

**4. CHAIR'S REPORT**

No chair's report was given at this time.

**5. STAFF REPORTS**

**A. Public Information Report**

Communication Coordinator Melissa Loe discussed the launch of the new website, the

annual report that will be available by the end of February, and TCDD's use of social media.

**B. Status of New/Approved Projects**

Senior Grants Management Specialist Cynthia Ellison reported on the status of projects approved by the Council in October that have started or are starting. Ellison noted that negotiations are in process with Texas Legal Services regarding a planning grant for a transportation process. Ellison also reported that the Executive Committee approved funding for a grant award to Region 17 Education Service Center for the Family Involvement in Schools project and grant awards to VSA Arts and Imagine Enterprises to implement Self-Advocates as Speakers projects, pending successful negotiation of a workplan.

**C. Projected Available Funds**

Operations Director Martha Cantu gave a brief overview of FY 12 funds that will be used in FY 13 and discussed funds projected to be available in future years.

**D. Other Updates**

Planning Coordinator Joanna Cordry reported that the template for the FY 12 Annual Program Performance Report (APPR) was redesigned and was released on February 1, 2013. The report will not be due until March 15, 2013. TCDD expects to submit the PPR on time without any problems. Cordry also reported that she and Executive Director Roger Webb spoke with staff from the Massachusetts DD Council regarding the DD Suite, determined that the program does not yet have all the functionality that TCDD requires. Modules are scheduled to be added to allow for financial management and a wider range of report options. Staff will revisit the Suite as more modules are added and will discuss adopting the DD Suite after the legislative session.

**6. MEMBER AND STAFF UPDATES**

The Committee received reports from Council members Kimberly Blackmon, Scott McAvoy, David Taylor, and Gladys Cortez about their visits with state senators and representatives. The Committee discussed an issue raised by several committee members concerning training of police officers about people with disabilities. Several members noted that officers, particularly in the Valley, have a need to increase their understanding of how to interact with sensitivity when questioning someone who has disabilities. Cortez noted that one of the legislators with whom she spoke with was interested in receiving more information on the issue. Information will be provided to Public Policy Director Jessica Ramos so that she may follow up with the legislator or legislators on the matter.

**7. OUTREACH AND DEVELOPMENT PROJECTS EXECUTIVE SUMMARY**

Cordry reviewed the Executive Summary for Outreach and Development projects. The Committee discussed and recommended to continue offering Outreach and Development grants, in the amount of \$10,000 per project for up to 18 months, for up to five projects a year, for up to three years. Grants would be awarded in such a way that there would only be five projects active at any one time. Cordry noted that Diana Kern emailed her support of the Executive Summary as written.

**MOTION:** To recommend Council approval of the Executive Summary to offer Outreach and Development grants in the amount of \$10,000 per project for up to 18 months, for up to five projects per year, for up to three years.

**MADE BY:** John Morris

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

## 8. PROPOSED STATE PLAN AMENDMENTS FOR PUBLIC COMMENT

Cordry noted that any amendments to TCDD's State Plan must be posted for public comment, and comments must be reviewed prior to submission. If the Council makes a substantive change in response to public comments, draft amendments must be posted again for comment prior to final approval. Staff recommends approving proposed amendments for posting at this meeting so that the Council has the option of making changes in response to comments received. The document in the meeting materials proposes deletion of between one and three objectives, addition of three objectives, several minor language changes, and the addition of a few activities that will add specificity and detail to the plan.

**MOTION:** The Committee recommended one edit be made to the proposed amendments: the phrase "in Region 17" should be deleted from Goal 1, Objective 3, and the final half of the sentence should read "and the outcomes of TCDD PBIS projects and other efforts and determine next steps by February 28, 2014".

**MADE BY:** John Morris

**SECOND:** Scott McAvoy

The Committee discussed the motion and noted that the number of Goal 1, Objective 3 would be Objective 2 if Objective 1 is deleted. Morris and McAvoy both accepted a friendly amendment to change Goal 1, Objective 3 to Goal 1, Objective 2. The motion **passed** unanimously.

## 9. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed and agreed to make no changes to future funding priorities. Staff is currently working on the majority of the activities on the priority list.

**MOTION:** The Committee recommended accepting the Future Funding Priorities as presented.

**MADE BY:** John Morris

**SECOND:** Scott McAvoy

The motion **passed** unanimously.

## 10. OTHER DISCUSSION ITEMS

Cordry shared briefly that staff are working on Executive Summaries for May, including a summary for a project to increase the use of Advocacy U. Staff will also be bringing the Committee additional information to discuss regarding Advanced Leadership projects.

Staff expects to be posting RFP's for Culturally Competent Family Supports and the Accessible Parking Awareness project by May.

## ADJOURN

Acting Committee Chair Gladys Cortez adjourned the meeting at 10:14 a.m.

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Roger A. Webb, Secretary to the Council

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Date