

Consideration of Minutes**Tab 16****Background:**

The Council will review the minutes from the February 8, 2013, Council meeting and February 7, 2013, Committee of the Whole meeting.

Council**Agenda Item 3. A.****Expected Action:**

The Council will review, revise as appropriate, and approve the minutes from the October meetings.

**COUNCIL MEETING
DRAFT MINUTES
FEBRUARY 8, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair	Stephen Gersuk	Amy Sharp, A&M CDD
Hunter Adkins	Kathy Griffis-Bailey, DSHS	Cindy Swain, TEA
Kimberly Blackmon	Jeff Kaufmann, DADS	David Taylor
Kelly Chirhart, UT CDS	Sara Kendall, DARS	Lora Taylor
Gladys Cortez	Kate Leyman, HHSC	Richard Tisch
Kristen Cox	Scott McAvoy	
Mary Faithfull, DRT	John Morris	

COUNCIL MEMBERS ABSENT

Kristine Clark	Cindy Johnston	Joe Rivas
Andrew Crim	Diana Kern	Susan Vardell
Mateo Delgado	Dana Perry	

STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director	Belinda Carlton	Melissa Loe
Jeri Barnard	Joanna Cordry	Susan Mahalik
Martha Cantu	Cynthia Ellison	Jessica Ramos
	Wendy Jones	Koren Vogel

GUESTS PRESENT

Cassie Fisher, DARS	Linda Harmon
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CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, February 8, 2013, in Room 104 of the AT&T Executive Education & Conference Center, 1900 University Ave, Austin, TX 78705. Council Chair Mary Durham called the meeting to order at 10:55 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Council.

3. CONSENT ITEMS

Chair Durham reported that requests for excused absences for the meeting were received from Kristine Clark, Andrew Crim, Mateo Delgado, Cindy Johnston, Diana Kern, Dana Perry, Joe Rivas, and Susan Vardell. Durham asked for a motion to approve these absences and minutes of the October Council and Committee of the Whole meetings.

MOTION: To approve the excused absences as noted and minutes of the October 26, 2012, Council and October 25, 2012, Committee of the Whole meeting.

MADE BY: Rick Tisch

SECOND: Lora Taylor

The motion **passed** without opposition. Amy Sharp abstained from voting.

4. CHAIR'S REPORT

Chair Durham reported that the Texas Department of State Health Services designated Dr. Manda Hall as the Council representative from the agency. Dr. Hall has attended orientation and is thus eligible to vote.

Durham discussed positive reports from Council member visits with state legislators. She encouraged members to keep in contact with their representatives regarding disability issues and noted that staff will inform members of specific opportunities for input during the legislative session.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb recognized TCDD Project Development Assistant Jeri Barnard for five years of service to the agency. He noted that a decision has not yet been made regarding the vacant Public Policy Specialist position and that staff are in the process of posting the Public Policy Assistant position. TCDD has contracted for a part-time, temporary employee to assist with some of those job functions and that position is currently filled by Richard Welch.

Webb discussed the federal budget and noted that Congress has passed a Continuing Resolution funding most domestic discretionary programs at FY 2012 levels thru March 27, 2013, with a 0.612% reduction. That reduction is approximately \$30,000 for TCDD. It is unknown at this point if another Continuing Resolution will be passed for the remainder of FY13. Congress also agreed to defer "sequestration" action until March 1, 2013. If no agreement is reached, that action is expected to result in an 8.2% reduction in funds for most domestic programs, or approximately \$415,000 for TCDD. Disability Rights Texas representative Mary Faithfull noted that DRTx has received information that the sequestration reductions will be approximately 5% for DD Councils, Protection & Advocacy agencies, and University Centers for Excellence in Developmental Disabilities. Webb noted that TCDD can absorb the first year reductions through unspent funds due to staff vacancies and delaying the start of grant projects.

Webb referred members to a handout of bills before the Texas Legislature that would have administrative impact on state agencies.

Webb noted that an interim Executive Committee will be scheduled to consider continuation grant awards as well as other topics. A date will be determined following the election of a new Council Vice-Chair.

Webb next discussed opportunities for Council members to attend out-of-state events. The Disability Policy Seminar will be held in Washington DC, April 15-17, 2013. The Association of People Supporting EmploymentFirst (APSE) will hold its national conference in Indianapolis, June 25-27, 2013. And the NACDD annual conference will be held in conjunction with the AIDD Technical Assistance Institute in Washington DC in July. Member Faithfull noted that the National Disability Rights Network (NDRN) will hold its annual conference in San Antonio, June 2-6, 2013. NDRN is the national organization for protection and advocacy agencies. The Disability Rights Texas Board will

meet in conjunction with this conference. Mary Faithfull encouraged members to consider attending.

6. ELECTION OF COUNCIL VICE-CHAIR

Durheim reminded members that the nominating committee this year was comprised of John Morris, David Taylor & Rick Tisch. That committee nominates members for Council Vice-Chair and Consumer Member-at-Large to the Executive Committee. The Committee met during the past quarter and selected Morris as Chair. Durheim also noted that Morris has served as Council Vice-Chair for the past two years and is therefore ineligible to be nominated for another consecutive term. She thanked Morris for his service to the Executive Committee and Council as well as his service as a board member for NACDD.

MOTION: To nominate Andrew Crim for the position of Council Vice-Chair.

MADE BY: John Morris for the Nominating Committee (motions from Committee do not need a second)

There being no nominations from the floor, Kathy Griffis-Bailey recommended electing Crim by acclamation. The motion **passed** unanimously.

7. ELECTION OF CONSUMER MEMBER-AT-LARGE TO THE EXECUTIVE COMMITTEE

Durheim thanked Hunter Adkins who has served as the Consumer Member-at-Large for the past two years for her service to the Executive Committee and Council. This position does not contain a term limit.

MOTION: To nominate Diana Kern for the position of Consumer Member-at-Large.

MADE BY: John Morris for the Nominating Committee (motions from Committee do not need a second)

No nominations were offered from the floor. The motion **passed** unanimously. Morris noted that both of the nominees were contacted and agreed to serve if elected.

Durheim then discussed individuals to serve as Chair for Public Policy and Project Development Committees. Durheim recommended Kristen Cox as Chair of Public Policy Committee and Gladys Cortez as Chair of Project Development Committee. Council members agreed with these nominations by acclamation.

8. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Acting Project Development Committee Chair Gladys Cortez discussed renewing funding approval for Outreach and Development projects. The Committee recommends continuing these projects for the next three years with no more than five projects funded at one time. The Committee recommends projects be funded for up to 18 months and recommends up to \$10,000 per project. Durheim noted that although these are small grants, they are time-intensive for staff but the benefits for the grantee and for the Council to learn from these projects are great.

MOTION: To fund Outreach and Development projects for up to \$10,000 per project for up to 18 months with no more than five awards at one time with funds available for the next three years.

MADE BY: Gladys Cortez for the Project Development Committee

The motion **passed** unanimously.

Cortez reported that no other new projects were recommended for funding. The Project Development Committee did not make revisions to the Future Funding Activities Priority List.

9. PROPOSED STATE PLAN AMENDMENTS FOR PUBLIC COMMENT

Durheim noted that amendments to the TCDD State Plan are to be submitted to AIDD no later than August 15, 2013. Any revisions must first be posted for a 30-day public comment period and those comments will need to be reviewed prior to submitting final amendments to AIDD. Therefore amendments need to be approved for posting at this meeting. Durham asked the Committee Chairs to summarize discussions on this topic from their meetings. Public Policy Committee Chair Kristen Cox reported that the Committee recommends approving all staff recommended revisions with the addition of a numbering correction on Goal 1. The Committee also recommends that Goal 5, Objective 3, Activity 4 be revised to not refer to specific regions to allow efforts in other areas of the state. Project Development Committee Chair Cortez also recommended a similar change to Goal 1, Objective 3 so those activities are not limited to the Region 17 Education Service Center area. No further revisions were recommended.

MOTION: To approve revisions as recommended by Committees to proposed amendments to the TCDD State Plan to post for public comment.

MADE BY: Kristen Cox for the Public Policy Committee and Gladys Cortez for the Project Development Committee.

The motion **passed** unanimously.

10. TCDD CRIMINAL COMPETENCY POSITION STATEMENT

Public Policy Committee Vice-Chair Cox reported that the Committee recommended approval of the Criminal Competency Position Statement as presented. She also noted Beth Mitchell, an attorney with Disability Rights Texas, helped with the proposed revision to this position statement.

MOTION: To approve the Criminal Competency Position Statement as presented.

MADE BY: Kristen Cox for the Public Policy Committee

The motion **passed** unanimously

11. PUBLIC POLICY RECOMMENDATIONS

Cox presented a proposed public policy recommendation on Organ Transplants which calls for an end to discrimination against people with disabilities as organ recipients. The Committee recommends adoption of this recommendation as presented.

MOTION: To approve the Public Policy Recommendation on Organ Transplants as presented.

MADE BY: Kristen Cox for the Public Policy Committee

The motion **passed** unanimously.

Vice-Chair Chair Cox also reviewed a proposed policy recommendation on Employment First. Committee members recommend Council approval of the policy recommendation in concept and ask that a workgroup approve final revisions to emphasize the Council's priority for a goal of meaningful employment. Cox noted that four members of the Public Policy Committee volunteered for this workgroup and asked for volunteers from the Project Development Committee.

MOTION: To approve the Public Policy Recommendation on Employment First with the understanding that final revisions to the language but not overall content will be approved by a workgroup.

MADE BY: Kristen Cox for the Public Policy Committee

The motion **passed** without opposition.

12. EXECUTIVE COMMITTEE REPORT

Chair Durham reviewed the Grants Activities reports which include the Grants Monitoring Exceptions Report, the Independent Audit Status Report and the Risk Assessment for new and continuing projects. No serious concerns were noted. Grants staff are making efforts to obtain reports requested from the SER Jobs for Progress Expansion of Leadership Development and Advocacy project. SER has not submitted requested documentation but also has not asked for funding reimbursement.

Webb reviewed stipend grants approved this quarter and noted that in addition to Events stipends, Disability-Related Presentations stipends were approved for the first time. Event stipends grants were approved for the following applicants (see Executive Committee minutes):

- Texas A & M University
- The Arc of Texas
- Attention Deficit Disorders Association Southern Region
- Austin Travis County Integral Care
- Coalition of Texans with Disabilities

Disability-Related Presentations grants were approved for:

- Austin Travis County Integral Care
- Jewish Family Services

New and continuation grant awards were approved during the Executive Committee meeting for:

- New grant funding of up to \$75,000 per year for up to five years to Region 17 Education Service Center for a Family Involvement in Schools Project.
- New grant funding of up to \$125,000 per year for up four years to VSA of Texas and Imagine Enterprises for Self-Advocates as Speakers projects.
- Any Baby Can for up to \$228,610 for year two of a five year Health and Fitness Project.

- Texas SILC for up to \$250,000 for year two of a five year Health and Fitness Project.
- Jewish Family Services for up to \$75,000 for the second year of a three year Inclusive Faith-Based Communities Symposium.
- NAMI Texas for up to \$74,791 for the second year of a three year Leadership Development and Advocacy Skills Training project.
- TX SILC for up to \$75,000 for the second year of a three year new Leadership Development and Advocacy Skills Training project.
- Arc of Dallas for up to \$75,000 for the second year of a three year Leadership Development and Advocacy Skills Training project.
- Arc of Texas for up to \$75,000 for the second year of a three year Leadership Development and Advocacy Skills Training project.
- Texas Parent to Parent for up to \$58,700 for the third year of a five year Public Policy Collaboration project.

Executive Director Webb reviewed the quarterly financial reports and noted that approximately \$7,120 was not obligated from FY 2011 funds because TCDD staff were not notified of the unexpended funds in time to reobligate this amount to other projects. Webb further reviewed the status for FY 2012 and FY 2013 funds. He explained that savings from the FY 2012 Operating Expense budget were due to staff vacancies, decreased cost of computer and office supply contracts, etc. Funds not expended from the Operating Expense budget become available for grant projects. Webb and Durham reminded members that they are welcome to individually contact staff if they have questions or want additional information on Council finances.

The Executive Committee reviewed the Conflict of Interest disclosure reports and had no concerns. Durham reminded members to review their information and provide updates as necessary. Members were encouraged to review all TCDD grants projects as well as stipends to determine any potential conflicts.

Durham noted that the Executive Committee had a preliminary discussion on options to initiate projects, particularly when funds need to be obligated in a timely manner. This is in response to recommendations from the past internal audit. Staff will further explore options such as providing funds for informational projects, extending funding for current grantees to increase the impact of those projects, language translations of disability materials and internships for people with developmental disabilities. These activities may take initial time to set up but once established would ideally provide quick routes to obligate funds when necessary.

13. PROJECT DEVELOPMENT & PUBLIC POLICY COMMITTEE REPORTS

The Committee Chairs did not have further reports from their committees. Public Policy Director Jessica Ramos discussed advocacy opportunities for Council members specifically related to Senate Bill 7. Council member Amy Sharp discussed a list of online resources related to legislative activity on disability issues. DADS representative Jeff Kaufmann informed members of the 2013 Texas Autism Research to take place July 12-13, 2013 in San Marcos, TX. This conference is sponsored by the Texas Autism Research and Resource Center and will provide education about current research on Autism Spectrum disorders from state and national experts.

14. ANNOUNCEMENTS AND UPDATES

Council members discussed the dates of the upcoming meetings which include May 1-3, 2013, August 7-9, 2013 & October 23-25, 2013.

ADJOURN

Chair Durham adjourned the Council meeting at 12:07 PM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1

Funding Proposal Executive Summary Grants for Outreach and Basic Development

Background

Over the last two and a half years, the Texas Council for Developmental Disabilities (TCDD) has offered \$10,000 Grants for Outreach and Basic Development designed to develop a better understanding of how culture influences the effectiveness of service systems. Recognizing that it would be necessary to develop relationships with “cultural brokers” to provide guidance, TCDD offered these grants only to groups of people who strongly identify with a specific ethnic culture and are working to promote culturally competent disability-related supports for people who also identify with that same ethnic group. Some of these grantees have presented at Council meetings, and many Council members expressed appreciation for the accomplishments achieved by these small, mostly-volunteer organizations. Council members have also acknowledged that much has been learned through the relationships created through these grants.

Prior to offering these small grants, TCDD had initiated multiple efforts to develop connections with diverse cultural groups with the goals of increasing input received from people who are ethnic minorities and broadening the diversity of the people who are reached by and benefit from TCDD grants. However, the Grants for Outreach and Basic Development effort was the first TCDD strategy to be successful. The relationships developed through these grants have had a significant positive impact for both the communities reached by the grant and on TCDD’s ability to work towards its mission statement, “so that **all** people with disabilities are fully included in their communities...” Additionally, through these grants, these mostly volunteer-run groups had the opportunity to learn how to manage grants - many for the first time.

At the Council meeting October 26, 2012, the Council approved funding for up to five “Culturally Competent Family Supports” projects to build on the successes achieved through the Council’s outreach efforts. Grants will be awarded up to \$75,000 per year for up to four years to assist five of these small groups to establish or further develop their infrastructure and to expand the availability of culturally-competent supports for families of people with developmental disabilities. Additionally, the grantees will support families and individuals to become active advocates or self-advocates. TCDD developed the proposed projects based on input received from the former Outreach and Basic Development grantees; this most likely would not have been possible without the original \$10,000 grants serving as an early and important step toward building capacity.

As of January 2013, eight of the ten \$10,000 grants originally authorized have been awarded; three are currently active, and funds for two additional projects remain available. Our experience thus far is that these grantees are generally smaller organizations that benefit from active support from TCDD grants staff. Based on the experience supporting and monitoring these eight grants, TCDD grants management staff recommend limiting the number of active Outreach and Basic Development grants to five at any one time to allow grants staff to provide that extra level of support required. Staff recommend that the

Council continue to offer these grants in order to connect to diverse communities around the state, but limit the number of grants to five each grant year, and award them in such a manner that no more than five are active at any one time.

State Plan Goal and Objective

Goal 7 Each year the Council and its Committees receive staff and administrative support to effectively implement activities for at least 90% of all identified objectives noted under Goals 1-6, by September 30, 2016.

Objective 2 Each year of the State Plan, coordinate the Council's planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas.

Expected Outcome

The Council will develop and implement projects and activities that more accurately reflect the diversity that exists in Texas.

Project Description

TCDD will continue to accept proposals submitted in response to the Grants for Outreach and Basic Development RFP and initiate approved grants so that there are no more than five active projects at any one point in time.

Organizations receiving grants under this RFP would be required to:

- Hold public meetings at least once every 3 months and work with TCDD staff to develop a deeper understanding of the needs and values of their members who have disabilities.
- Allow TCDD staff to attend at least one meeting to gather information directly from members.
- Pay for one person, representing the group, to speak to the TCDD Council members at a meeting in Austin if requested.
- Give TCDD ideas for actions to increase the diversity of the people who work with TCDD.
- Work to make positive changes that will help people with disabilities and their families to have more control over their lives.

Proposed Funding Amount

Up to \$10,000 per project, for up to five projects each year, for fiscal years 2014, 2015, and 2016. Grantees will be expected to provide match as per TCDD guidelines.

Proposed Duration

Each grant may last no more than 18 months.

Other Considerations

Attachment 2

TCDD FY 2012-2016 State Plan
Goals and Objectives as approved May 2012
Proposed Amendments for FY 2014

Goal 1: Build collaborations within at least one geographic region served by an Education Service Center (ESC) to demonstrate ways to create measurable improvement in at least two identified indicators of educational success for students with developmental disabilities by 9/30/2016.

~~**Objective 1:** Evaluate achievements of Project IDEAL relative to the impact the program might have on the identified indicators of educational success and determine next steps by February 28, 2014.~~

~~**Activity 1:** Fund, monitor, and provide technical assistance for Project IDEAL.~~

~~**Activity 2:** Work with grantee to create final report for Council to include analysis of relationship between achievements and identified indicators of educational success.~~

~~**Activity 3:** Determine next steps and consider amendments to State Plan if needed.~~

Recommend deleting Objective 1. The Project Development Committee determined that other activities are higher priorities for funding.

Objective 21: Identify two indicators of educational success and key criteria to solicit interest from organizations for partnering on activities in a region, by September 30, 2012.

Activity 1: Determine process through which indicators and criteria will be identified.

Activity 2: Identify availability/accessibility of data that will be used to measure indicators.

Activity 3: Use process to identify at least four indicators and three regions.

Activity 4: Select two to three indicators and one region and record baseline data.

Objective 2: In the selected ESC region, provide training and/or intervention to support active engagement by at least one family member for every four students who have developmental disabilities, by 9/30/2016.

Activity 1: Develop relationships with partner organizations that can reach the identified populations, and members of the appropriate Texas Advanced Leadership and Advocacy Conference (TALAC) regional leadership teams, taking into account the demographics of the region and strategies suggested by the demographics.

Activity 2: Explore partnership and roles for Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) Network Partners (the State P&A and the University Centers on Excellence) in establishing project.

Activity 3: Determine what type of training, information, and/or technical assistance is to be provided and develop implementation plan.

Activity 4: Implement plan.

Activity 5: As possible, provide training, information, and technical assistance to other regions.

~~**Objective 4:** Partner with other organizations to develop and evaluate a user-friendly template for a summary report of educational outcomes of students with developmental disabilities within a school district or school that may be used by organizations to provide information to parents, by 9/30/2015.~~

~~**Activity 1:** Work with other stakeholder organizations, including the DD Act Network Partners and TALAC regional leadership teams, to determine the scope and identify the necessary components of the summary report.~~

~~**Activity 2:** Monitor and participate as possible in workgroups and/or task forces to advocate for widespread adoption of a summary report model.~~

~~**Activity 3:** Review existing data, including data available through Lonestar Reports.~~

Activity 4: Develop and pilot summary report and user instructions.

Activity 5: Evaluate and refine as necessary.

Activity 6: Determine next steps.

Recommend deleting Objective 2. Information is easily available through a searchable database called the [Academic Excellence Indicator System](#) on the TEA website. Organizations desiring such information to share with parents can access this system.

Objective 3: Review state policy initiatives related to the use of positive behavioral interventions and support (PBIS) in schools and the outcomes of TCDD PBIS projects and other related efforts and determine next steps by February 28, 2014.

Activity 1: Monitor policy initiatives related to positive behavioral supports in schools.

Activity 2: Provide information to legislative and agency staff regarding outcomes and lessons learned from TCDD PBIS projects.

Activity 3: Collaborate with others to review and evaluate potential opportunities or threats resulting from passed legislation.

Activity 4: Determine appropriate action to take to maximize the outcomes achieved by TCDD PBIS projects.

Recommend adding Objective 3 to reflect Council members' desire to build on the successes of the Council's PBIS projects.

Objective 5-4: Demonstrate how appropriate assistive technology can enable students with developmental disabilities to reach their educational goals, by 3/31/2016.

Activity 1: Collaborate with other stakeholders, review relevant policy to develop scope of work.

Activity 2: Develop Executive Summary outlining planned activities.

Activity 3: Select contractor(s), grantee(s), and/or partner(s) to implement activities.

Activity 4: Monitor implementation.

Activity 5: Evaluate success of plan and determine next steps.

Recommend that the Council discuss possible re-posting the Enabling Technology RFP (or a similar RFP) that was originally posted as a way to meet Objective 5. No responses for education-related proposals were received. If the RFP is not re-posted, staff recommend deleting Objective 5.

Goal 2: Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of 3-5 years of TCDD funding, by 9/30/2016.

Objective 1: Implement a program that provides supports and on-the-job learning opportunities to students with developmental disabilities in a post-secondary program that results in at least 80 percent of students who participate for two or more years in the program gaining jobs related to their desired careers within six months of completing their education, by 3/31/2016.

Activity 1: Continue to fund, monitor, and offer technical assistance to the selected grantee(s).

Activity 2: Track development and success of other programs that offer support for education for students with developmental disabilities learning in a post-secondary environment.

Activity 3: Develop comparison report for existing programs.

Objective 2: Develop and implement a plan to demonstrate to employers, people with developmental disabilities, and/or family members how available assistive technology can increase job performance and employment options, by 3/31/2016.

Activity 1: Collaborate with other stakeholders and review relevant policy to develop scope of work.

Activity 2: Develop Executive Summary outlining planned activities.

Activity 3: Select contractor(s), grantee(s), and/or partner(s) to implement activities.

Activity 4: Evaluate success of plan and determine next steps.

Objective 3: Partner with other organizations to expand and evaluate the impact of Project SEARCH in Texas, by 9/30/2016.

Activity 1: Collaborate with other stakeholders and review relevant policy to determine plan of action.

Activity 2: Develop Executive Summary outlining planned activities.

Activity 3: Select contractor(s), grantee(s), and/or partner(s) to implement activities.

Activity 4: Evaluate success of plan and determine next steps.

Objective 4: Each year, advocate for legislative and/or policy change to increase the assets a person receiving SSI and/or Medicaid can retain without losing benefits and to remove other policy-related barriers to full-time or part-time employment.

Activity 1: Monitor and/or participate in multiagency workgroups related to policy regarding SSI and assets.

Activity 2: Partner with other organizations to explore and evaluate the impact of other asset and/or income development models and job options other than full time work, by 9/30/2015.

Activity 3: Provide recommendations related to legislative and/or policy change as appropriate.

Goal 3: Conduct ongoing educational campaigns in collaboration with community leaders, organizations, and businesses to enable them to better support, include, and/or provide services to people with developmental disabilities by 9/30/2016.

Objective 1: Develop, implement, and evaluate at least two targeted educational campaigns to increase awareness of specific issues and/or to reduce stigma that may negatively impact the life of a person who has a developmental disability, by 9/30/2014.

Activity 1: Develop process by which issues will be selected.

Activity 2: Develop and maintain data to be used to identify specific goals, define target populations, develop successful strategies, and evaluate resulting outcomes.

Activity 3: Establish and maintain partnerships with organizations that are highly motivated to create change and/or are able to have a significant impact in their community.

Objective 2: Provide increased level of support to TCDD during legislative sessions as needed to implement communication activities and to provide information requested by members of the legislature and/or the media.

Objective 3: Provide information and/or technical assistance to at least four organizations that promote general community development, so that they may better include, support, and address the needs of community members who have developmental disabilities by 9/30/2016.

Activity 1: Establish partnerships with organizations that are motivated to improve their ability to include, support, and address the needs of community members who have developmental disabilities.

Activity 2: Identify technical assistance needs, develop and implement technical assistance plans.

Objective 4: Work with others to provide information to at least 200 community organizations and/or businesses to better support inclusion of people with developmental disabilities more fully by 9/30/2016.

Activity 1: Collaborate with DD Act Network Partners and others to determine information products to be developed and/or updated.

Activity 2: Develop and/or update materials to be provided to community organizations and/or businesses to support inclusion of people with developmental disabilities in the community by 9/30/2013.

Activity 3: Implement dissemination plan and track demand of product(s).

Activity 4: Provide opportunities for groups organizing conferences to apply for stipends to support disability-related presentations.

Recommend adding Activity 4 to describe stipends made available effective 9/1/2012.

Goal 4: In at least one Health and Human Service (HHS) region, increase by 1% the percent of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by 9/30/2016.

Objective 1: Partner with disability advocacy groups, public transportation advocacy groups, and/or leadership and advocacy training programs to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning by 9/30/2015.

Activity 1: Publicize the success of past Council transportation efforts to increase interest in participation.

Activity 2: Develop and post a Request for Proposals for at least one project to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning efforts.

Activity 3: Implement, monitor, and evaluate project(s).

Objective 2: Build the capacity of at least four local organizations in the selected Region to provide transportation training to people with developmental disabilities by 9/30/2016.

Activity 1: Develop and post a Request for Proposals for at least one project to assist organizations to build the capacity to provide transportation training to people with developmental disabilities.

Activity 2: Select contractor(s), grantee(s), and/or partner(s) to implement planned activities.

Activity 3: Monitor implementation.

Activity 4: Evaluate success of plan and determine next steps.

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 1: Determine evaluation methodology and gather baseline data.

Activity 1: Explore use of National Core Indicators, data on the numbers of people entering State Supported Living Centers from various HHS regions and the reasons they are entering, information from Community Centers that serve individuals with Intellectual and Developmental Disabilities, and/or input from other stakeholders.

Activity 2: Identify 3 possible target HHS region(s) based on data.

Activity 3: Select HHS region(s) in which activities will be implemented.

Objective 2: Provide funding to enable at least 10 organizations working in the target region(s) to implement plans that will increase their capacity to provide **culturally appropriate** healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/2016.

Activity 1: Facilitate, to the extent feasible, collaboration between previous TCDD healthcare-related grantees (Project DOCC grantees, PBIS projects, Baylor College of Medicine), other interested partners, and organizations from the selected HHS region(s) to explore strategies and to develop a cohesive plan that will maximize available resources.

Activity 2: Facilitate implementation of selected strategies.

Activity 3: Provide support to non-medical community leaders (such as ministers) & service providers (such as speech pathologists) to collaborate with others to support the full inclusion of people with developmental disabilities and to support people with developmental disabilities to gain access to necessary healthcare services, behavior supports, and/or respite.

Objective 3: Pilot at least 5 different strategies to support individuals with developmental disabilities and their families to be able to have increased control over their personal health and well-being by September 30, 2016.

Activity 1: Pilot at least one strategy to support individuals with developmental disabilities to develop and maintain meaningful relationships based on common interests.

Activity 2: Pilot at least one strategy to support individuals with developmental disabilities to choose and participate in activities to improve their health and physical fitness.

Activity 3: Support completion of the initiated Alternatives to Guardianship/Supported Decision-Making Project and evaluate the supported decision making process as a way to facilitate individuals with developmental disabilities making their own decisions about their health.

Activity 4: Work with Austin Travis County Integral Care and other partners to establish additional African American Family Support Conferences in other regions of the state that are modeled after ATCIC's Central Texas African American Family Support Conference.

Activity 5: Provide support to at least five organizations to improve the availability of culturally-competent services and supports for families of people with developmental disabilities who strongly identify with a specific ethnic community.

Recommend adding Activity 4 and 5 to specifically describe activities that are currently taking place for the purposes of clarity and transparency.

Objective 4: Each year of the plan, advocate for reallocation and/or more efficient use of existing resources, necessary policy changes, and/or increased funding to enable individuals with developmental disabilities to access necessary healthcare services, behavioral supports, and respite in the communities in which they wish to live and to prevent unnecessary institutionalization.

Objective 5: Beginning in FY 2013, develop opportunities to partner with people who have developmental disabilities, families, providers, medical schools, licensing and certification boards, agencies, and/or community-based organizations to provide or develop training and/or practice guidelines that include knowledge related to disability and incorporate components of successful TCDD projects.

Objective 6: Evaluate and share broadly the outcomes achieved and knowledge gained through the Alternatives to Guardianship/Supported Decision Making project.

Objective 7: Collaborate with DD Network Partners, local I/DD authorities, and Texas State agencies to support successful transitions for individuals living in State Supported Living Centers who choose to move to an inclusive community.

Recommend the addition of Objective 6 and Objective 7 to include current activities or which may increase the impact of the Council's current work.

Goal 6: Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

Objective 1: Each year of the plan, provide funding or technical assistance to establish and/or strengthen at least one program for the direct funding of a state self-advocacy organization led by individuals with developmental disabilities.

Activity 1: At least once every 2 years, provide funding for at least one specific public policy advocacy activity implemented by individuals who have developmental disabilities and are working with a state self-advocacy organization led by individuals with developmental disabilities.

Activity 2: At least once every 2 years, offer funding to support individuals with developmental disabilities to work with a state self-advocacy organization to implement a grassroots effort to organize and/or educate members of their community.

Activity 3: Each year, evaluate the effectiveness of Council efforts to establish and strengthen state self-advocacy organization(s) and consider alternate strategies.

Objective 2: Each year of the plan, support opportunities for individuals with developmental disabilities who are considered leaders to provide leadership training to individuals with developmental disabilities who may become leaders.

Activity 1: Each year provide opportunities for groups organizing disability-related conferences to apply for stipends to support speakers, mentors, or facilitators who have developmental disabilities and who have a philosophy consistent with that of TCDD.

Activity 2: Evaluate the feasibility and possible benefits of working with groups and/or individuals who offer training to improve presentation and/or training, to adapt their training to meet the needs of individuals with developmental disabilities.

Objective 3: Each year of the State Plan, support and expand participation of individuals with developmental disabilities in cross-disability and culturally diverse leadership coalitions.

Activity 1: As appropriate, provide direct funding to support people with developmental disabilities to serve on cross-disability and culturally diverse boards, committees, and workgroups.

Activity 2: Develop and/or provide support for at least one cross-disability and culturally diverse leadership coalition.

Objective 4: Each year of the plan, support individuals who have developmental disabilities, their family members, and their allies to improve their skills related to self-advocacy, public advocacy, and leadership.

- Activity 1:** Develop at least 5 new culturally competent leadership and advocacy training programs for people who strongly identify with a specific ethnic minority culture and have a developmental disability and/or have a family member who has a developmental disability.
 - Activity 2:** Continue to provide funding to support and/or expand leadership development and advocacy training programs that serve diverse groups of people.
 - Activity 3:** Continue to promote coordination between grantees and other organizations that provide leadership development and advocacy skill training so they may share information and maximize resources.
 - Activity 4:** Provide opportunities for groups organizing conferences to apply for stipends to support participation by people with developmental disabilities and family members.
 - Activity 5:** As appropriate and as deemed necessary, provide direct funding for people with Developmental Disabilities or family members of people with developmental disabilities to be on boards, committees, and workgroups.
 - Activity 6:** Provide technical assistance and/or information to assist leadership and advocacy grantees to develop sustainability for leadership and advocacy training programs.
 - Activity 7:** Each year of the plan, continue to provide support to maintain Advocacy U, an online clearinghouse that maintains current information about leaders and advocacy training programs.
 - Activity 8:** As funding allows, support collaborative public policy activities conducted in collaboration with people who have developmental disabilities, their family members, and their allies.
-

Goal 7: Each year the Council and its Committees receive staff and administrative support to effectively implement activities for at least 90% of all identified objectives noted under Goals 1-6, by September 30, 2016.

Objective 1: Each year of the State Plan, provide input representing the philosophies and positions of the Council on public policy issues affecting people with developmental disabilities at ninety percent (90%) of occasions and, when possible, offer concrete policy alternatives to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.

- Activity 1:** Provide information and technical assistance to Council members to support Council decision-making processes and to assist individual members in advocacy activities.
- Activity 2:** Research and provide input on policies and legislation as requested.
- Activity 3:** Participate in workgroups at the state and national level.
- Activity 4:** Produce required reports and policy analyses.
- Activity 5:** Provide grantees with technical support and information related to policy, legislation, and/or advocacy strategies.

Objective 2: Each year of the State Plan, coordinate the Council's planning, project development, evaluation, and reporting processes, with special attention to strategies to address issues related to the diversity of ethnicity, age, income, and geographic areas of Texas and provide updates to the Council on State Plan implementation at least four (4) times yearly."

- Activity 1:** Provide information and technical assistance to Council members to facilitate planning, project development and evaluation activities.

- Activity 2:** Coordinate outreach activities to ensure that Council members and TCDD staff receive relevant and timely public input from diverse audiences.
- Activity 3:** Support the Council to develop and fund projects to explore innovative ideas and/or provide timely solutions to emerging needs, as funds allow.
- Activity 4:** Work with outside entities, as appropriate, to evaluate Council activities.
- Activity 5:** Provide information and technical assistance as appropriate to grantees and/or organizations applying for a grant from TCDD.
- Activity 6:** Coordinate development and submission of TCDD's 5 Year State Plan, Annual Amendments, and the Annual Program Performance Report

Objective 3: Each year of the State Plan, support the Council to effectively use grant funding to reach identified goals with no lapse of funds greater than 1.5% in any fiscal year.

- Activity 1:** Provide information and technical assistance to Council members to facilitate oversight of grant projects.
- Activity 2:** Monitor grant projects to ensure that budgetary requirements are met and program activities are implemented as planned.
- Activity 3:** Provide information and technical assistance, as appropriate, to help grantees reach goals and to support use of best practices.
- Activity 4:** Work with other staff to develop and implement strategies to maximize the impact of grantee projects.

Objective 4: Each year of the State Plan, support and coordinate at least 4 quarterly Council meetings and at least 12 meetings of the Council Committees and provide leadership and administrative coordination to implement Council approved activities.

- Activity 1:** Support the Council and Committees to conduct business.
- Activity 2:** Support Council members to participate in national level workgroups, conferences, and/or trainings as appropriate.
- Activity 3:** Provide oversight of staff activities.

Objective 5: Implement outreach and strategic communication activities to reach specific goals, with at least a 3% increase in established connections to organizations and individuals each year.

- Activity 1:** Provide information and technical assistance to Council members to identify specific strategic communication goals.
- Activity 2:** Develop and maintain productive relationships with other representatives from other organizations to maximize the impact of outreach and strategic communication efforts.
- Activity 3:** Coordinate external communications related to staff, Council member, and grantee activities to implement the strategic communication plan.
- Activity 4:** Coordinate messaging, marketing, and branding activities as directed by the Council.
- Activity 5:** Evaluate the effectiveness of specific strategic communication activities; review increases in Facebook Fans, Twitter Followers, website traffic, and email subscribers as a measure of progress; and provide recommendations to the Council for improvement as necessary.

Attachment 3



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Criminal Justice Position Statement

People with intellectual, developmental and/or mental health disabilities who are victims, suspects or witnesses, like other residents of the United States, have the right to justice and fair treatment in all areas of the criminal justice system, including reasonable accommodations as necessary. While those with intellectual disabilities comprise 2% to 3% of the general population, they represent 4% to 10% of the prison population, with an even greater number in juvenile facilities and jails, and are 4 to 10 times more likely to be victims of crime than those without disabilities¹.

People with intellectual, developmental and/or mental health disabilities may have functional support needs in one or more spheres of mental functioning that involve perceptual, memory, and judgment modalities. Their ability to process and retain information and to relate cause and effect may be affected. A disability does not necessarily mean a person is incompetent to stand trial, but it is incumbent upon counsel and the court to raise competency as an issue in appropriate cases and at any point in the proceedings where the defendant's competency is in question. Attorneys and judges often lack adequate and appropriate knowledge of due process protections available for people with disabilities prior to, during, and after being found incompetent to stand trial. Additionally, with the increased pressure to privatize services, there is a need to ensure competency and mental health treatment is not compromised.

TCDD supports the position that timely, appropriate, and adequate care and treatment must be provided to individuals determined incompetent to stand trial, with particular attention to the following:

- Early intervention that includes a valid and clinically appropriate disability screening prior to, during, and following arrest, and comprehensive officer training in booking and intake procedures of individuals with intellectual, developmental and/or mental health disabilities.
- Ensuring competency restoration is provided in appropriate therapeutic settings that facilitate recovery.
- Reduction on the reliance of non-medically necessary outpatient treatment conditions.
- Reduction in the amount of time the criminal court retains jurisdiction over an alleged offender.
- Ongoing training of criminal justice professionals on Code of Criminal Procedure Article 46B, with special emphasis on post incompetency legal requirements.
- Reasonable accommodations at all stages of criminal proceedings to assist the individual in understanding and participating in the proceedings and their defense.

The Council recognizes that early intervention, due process protections, assistance and reasonable accommodations to participate in legal proceedings are overlapping components of a system that is responsive to the needs to people with disabilities and that these components must be available to victims, suspects or witnesses at all stages of the individual's involvement in the criminal justice system.

Reviewed February 8, 2013

¹Davis, Leigh A. People with Intellectual Disabilities in the Criminal Justice System: Victims & Suspects.2009. Retrieved October 1, 2012 from <http://www.thearc.org/page.aspx?pid=2458>

Attachment 4

TCDD 2013 Public Policy Recommendation

PROHIBIT ORGAN RECIPIENT DISCRIMINATION

The State of Texas should prohibit transplant facilities from discriminating against a prospective organ transplant recipient solely on the basis of a disability.

An individual who is a candidate to receive an organ transplant should not be deemed ineligible to receive an organ solely because of the individual's physical, developmental, mental health or intellectual disability, except to the extent that disability has been found by a physician or surgeon, following an individualized evaluation of the potential recipient, to be medically significant to the provision of the organ. If an individual has the necessary support system to assist in complying with post-transplant medical requirements, an individual's inability to independently comply with those requirements should not be deemed to be medically significant.

A 2006 study demonstrates that patients with cognitive disabilities are equally likely to have successful organ transplants as other patients. However, in 2012, two people received national media attention after being denied life saving organ transplants based on a disability diagnosis rather than universally accepted medical criteria for transplant exclusion.

A New Jersey three-year-old with a rare genetic disorder was denied a kidney transplant from her mother based on the child's intellectual disability. A Children's Hospital of Philadelphia medical committee denied Amelia Rivera the transplant because she is "mentally retarded" and has "brain damage."

Penn Medicine denied Paul Corby, a 23-year-old man with autism, a heart transplant. His denial specifically cited "his psychiatric issues, autism, the complexity of the process and multiple procedures and the unknown and unpredictable effect of steroids on behavior."

Texas Statute does not address the conditions under which a potential organ transplant recipient may be approved or denied. Although the United Network for Organ Sharing (UNOS) established guidelines that transplant centers must follow, each transplant facility creates its own policies for determining selection of patients for receiving organs.

Attachment 5

TCDD 2013 Public Policy Recommendation

EMPLOYMENT FIRST

The State of Texas should adopt a policy that competitive employment at a living wage¹ in the general workforce is the first and preferred outcome of publicly-funded services for all working-age Texans with disabilities, regardless of disability. This policy will ultimately reduce per-capita costs of publicly funded services for Texans with disabilities by assisting them in preparing for, finding and maintaining positions in the workforce. A Texas Employment First Policy must include clear provisions that ensure:

- Individuals with disabilities, particularly students, understand and are given the opportunity to explore further training, including graduate and post-graduate education, as a pathway to employment;
- Individualized training and supports in the preferred line of work are available and accessible;
- Resources to understand the effect of earned income on their public benefits are available and accessible; and
- Competitive employment, while the first and preferred option of services, is not required to secure and maintain necessary health care and supports.

TCDD also recommends that an interagency task force be established to (1) design a process in a finite period of time to raise expectations through education and outreach to individuals with disabilities, families, agencies and service provider staff concerning the ability of individuals to succeed in integrated, individualized, competitive employment; (2) develop recommendations for policy and procedure changes necessary across state agencies for an Employment First Policy to be fully implemented; and (3) produce a report on the reduction in publicly-funded services when competitive employment is the first and preferred option of service.

Benefits of Employment First

An Employment First Policy holds individuals with disabilities to the same employment standards, responsibilities, and sets of expectations as any working-age adult. Employment First is a declaration of both philosophy and policy stating that competitive employment is the first and preferred outcome of publicly-funded services for people with disabilities. Access to jobs paying a living wage is essential if citizens with disabilities are to avoid lives of poverty, dependence and isolation. When people with disabilities are employed and living more independently, they are less reliant on government payments and contribute to the economy.

The Texas Legislature has created opportunities for Texas to be attractive to business, drawn, in part, by a workforce educated by our world-class university system. TCDD's goal is to ensure that those businesses also find an educated, prepared workforce that includes Texans with disabilities. Prioritizing employment would result in increased spending by the expanded workforce and would minimize the

¹ Living Wage is the minimum income necessary for a worker to meet basic needs including food, clothing, shelter and comforts essential to an acceptable standard of living.

social services used. Innovation, creative thinking and determination are traits people with disabilities develop in response to the many challenges and obstacles experienced in their day to day life. As employees, they add to the range of viewpoints businesses need to succeed, offering fresh ideas on how to solve problems, accomplish tasks and implement strategies.ⁱ

Issues Addressed by Employment First Policy

National surveys show that the majority of people with disabilities want to have a job in the community. The current low participation rate of citizens with disabilities in the workforce is unacceptable. For example, National Core Indicators survey data shows that 74 percent of individuals with intellectual and developmental disabilities do not have a community job and 47 percent of those without a job would like one. Advances in education and community living cannot be fully leveraged or realized when so few people with disabilities actually work in the community.

People with disabilities are routinely placed into non-integrated settings instead of community-based employment despite the availability of common accommodations. Segregated programs and sheltered workshop environments often pay sub-minimum wage and fail to cultivate a person's potential. Costs associated with these programs and the other publicly-funded supports needed when an individual is not able to reach their full potential for independence in the community could be avoided with the implementation of an Employment First Policy.

ⁱ Office of Disability Employment Policy, "Diverse Perspectives: People with Disabilities Fulfilling Your Business Goals". Accessed: August 3, 2011. <http://www.dol.gov/odep/pubs/fact/diverse.htm>

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
FEBRUARY 7, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair
Hunter Adkins
Kimberly Blackmon
Kelly Chirhart, UT CDS
Gladys Cortez
Kristen Cox
Mary Faithfull, DRT
Frank Genco, HHSC

Stephen Gersuk
Manda Hall, DSHS
Jeff Kaufmann, DADS
Sara Kendall, DARS
Diana Kern
Scott McAvoy
John Morris
Dana Perry

Joe Rivas
Amy Sharp, A&M CDD
Cindy Swain, TEA
David Taylor
Lora Taylor
Richard Tisch

COUNCIL MEMBERS ABSENT

Kristine Clark
Andrew Crim

Mateo Delgado
Cindy Johnston

Susan Vardell

STAFF MEMBERS PRESENT

Roger A. Webb,
Executive Director
Martha Cantu
Belinda Carlton

Joanna Cordry
Wendy Jones
Melissa Loe
Susan Mihalik

Jessica Ramos
Koren Vogel
Lucy Walker

GUESTS PRESENT

Chester Beattie
Leah Chapa
Brenda Coleman-Beattie
Cassie Fisher, DARS
Maria Granados

Kathy Griffis-Bailey, DSHS
Linda Harmon
Marie Livingston
Leticia McPherson
Leslie Pool

Marissa Quist
Jason Sabo
Tanya Winters

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, February 7, 2013, in Room 301 of the AT&T Executive Education and Conference Center, 1900 University, Austin, TX 78705. Council Chair Mary Durham called the meeting to order at 9:13 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

Tanya Winters of the Travis County Constables Precinct #5 Office provided public comments on the accessible parking enforcement program. The program has approximately 30 volunteers who have been deputized to report violations of accessible parking and they are hoping to expand the program. Winters is interested in learning more about a potential TCDD grant project on accessible parking.

Marie Livingston and Marie Chapa of Down Syndrome Education Institution discussed their organization's efforts to encourage a reading literacy program for students with Down Syndrome.

3. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Chair Durham invited members to speak on recent activities:

- Joe Rivas will provide a presentation to the North Central Texas Aging and Disability Resource Center on hiring and managing attendants.
- Jeff Kaufmann discussed the Act Early Grant in which DADS will be collaborating with other entities to discuss autism research.
- Kristen Cox discussed her son's plans to be the first member of the Fighting Aggie Band using a wheelchair in the fall of 2014. The A&M College of Engineering is developing a wheelchair that will allow Kyle to participate with the band on the field.
- Stephen Gersuk discussed a project with the Denton State Supported Living Center Volunteer Services Council to provide entertainment for residents who are not able to leave the SSLC. Student artists from Texas Women's University will perform for residents and the Volunteer Services Council will make contributions to the University's scholarship program.
- Other members shared personal events in their lives.

Executive Director Roger Webb various discussed staff activities including the completion and submission of the 2012 Biennial Disability Report, the new TCDD website, and the completion of the TCDD Annual Report.

Planning Coordinator Joanna Cordry provided a brief overview of Committee discussions on proposed state plan amendments for public comment.

4. GRANTEE PRESENTATION: ARC OF SAN ANGELO VOLUNTEER SUPPORTED DECISION-MAKING PROJECT

Grants Specialist Wendy Jones introduced Leticia McPherson, project coordinator from the Arc of San Angelo Volunteer Supported Decision-Making Project (Alternatives to Guardianship). McPherson discussed the goals of the project to reduce the number of assigned guardianships for individuals with disabilities and the barriers that were encountered with the project. Volunteers were carefully screened for this program and trained to assist individuals while upholding self-determination principles.

5. PRESENTATION – TAILORING THE MESSAGE

The Committee received a third presentation from Jason Sabo on Public Policy Advocacy Strategies. Sabo provided guidance to members on telling their story during legislative visits and how to convey the message of the Council. He discussed how to educate members in different ways including a "30 second elevator speech", a 3-minute conversation, and a formal meeting with time for details. Sabo provided Council members with expectations for their time at the Capitol and suggestions for certain situations. Members had a role-play exercise to prepare for the legislative visits.

6. RECOGNITION OF FORMER CHAIR BRENDA COLEMAN-BEATTIE

Executive Director Webb recognized former Council member and Chair Brenda Coleman-Beattie for her tenure on the Council and her service to people with disabilities. Webb presented Coleman-Beattie with a resolution from Governor Perry recognizing her service to the State and a plaque for her years of service to TCDD. Webb and Chester Beattie presented Ms. Coleman-Beattie with an original work of art in celebration of her considerable efforts on behalf of individuals with

disabilities. Coleman-Beattie expressed appreciation for these recognitions and provided encouragement for current Council members in their endeavors.

ADJOURN

Council Chair Durham adjourned the Committee of the Whole at 12:55 PM.

Roger A. Webb
Secretary to the Council

Date