



TEXAS COUNCIL *for*
DEVELOPMENTAL
DISABILITIES

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Mary Durham, Chair
Andrew D. Crim, Vice-Chair
Roger A. Webb, Executive Director

TO: Council Members
FROM: Roger A. Webb, Executive Director
SUBJECT: Materials for May 2013 Council & Committee Meetings
DATE: July 25, 2013

Agendas and materials for the August 2013 Council and Committee meetings are enclosed. Meetings will be at the **Austin Marriott South**. The hotel is at 4415 South IH-35, Austin TX 78744. (Southeast Corner of IH-35 & Hwy 71 Contact number: 512.441.7900.) Travel arrangements are in process for members who are traveling from outside of Austin. Please contact Koren Vogel at 512.437.5416 if you need additional information, directions or assistance with travel.

Thursday, August 8, 2013

8:00 AM – 10:15 AM* Executive Committee
10:30 AM – 1:30 PM* Committee of the Whole (*working lunch*)
1:45 PM – 5:00 PM* Project Development and Public Policy Committees

Friday, August 9, 2013

8:30 AM – 12:30 PM* Council Meeting

**Ending times for meetings are approximate. Meetings may end later if necessary to accommodate discussions.*

A Few Notes:

- Members are expected to review this material provided prior to the meeting.
- **“Casual” attire** is encouraged for both days of meetings at the request of Council Chair Durham.
- We have planned a working lunch for all members on Thursday and will have coffee for all meetings. We will NOT have breakfast on either day.
- Self-parking is complimentary.
- The hotel does **not** have a direct shuttle. Taxi Fare estimates are \$20 each direction.

IF YOU KNOW THAT YOU ARE NOT GOING TO BE ABLE TO ATTEND these meetings, please remember to let us know.

**Texas Council for Developmental Disabilities
Quarterly Meeting
Marriott Austin South
4415 IH-35 South
Austin, Texas 78704**

Meeting Schedule

Thursday, August 8, 2013

8:00 AM – 10:15 AM
Executive Committee Meeting
Room: Bluebonnet

10:30 AM – 1:30 PM
Committee of the Whole
Room: Salon C&D
Lunch provided for Council Members and staff

1:45 PM – 5:00 PM
Project Development Committee Meeting
Room: Bluebonnet
Public Policy Committee Meeting
Room: Limestone 2

Friday, August 9, 2013

8:30 AM – 12:30 PM
Council Meeting
Room: Salon C&D



Texas Council for Developmental Disabilities

Executive Committee Meeting - Agenda

Marriot Austin South

Room: Bluebonnet

Thursday, August 8, 2013 8:00 AM – 10:15 AM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 1, 2013, Minutes** Tab 1 
4. **Chair's Report**
5. **Executive Director's Report** Tab 2
 - A. Staffing Update
 - B. State and Federal Affairs Update
 - C. Internal Auditing Update
 - D. Stipends Approved
 - E. Other Updates
6. **Grants Activities Reports** Tab 3
 - A. Grants and Projects Update
 - B. Independent Audit Status Report
 - C. Grants Monitoring Exceptions Report
7. **Sunset Review Self-Evaluation Report** Tab 4 
8. **Continuation Grant Awards** Tab 5
 - A. Helpful Interventions – *Gulf Coast African American Family Support Conference* 
 - B. Texas Tech University – *Project SEARCH* 
9. **TCDD Quarterly Financial Report** Tab 7
10. **FY 2014 Operating Budget** Tab 6 
11. **Memorandum of Understanding with TEA** Tab 8 
12. **Conflict of Interest Disclosures**
13. **Other Updates**

Adjourn



Texas Council for Developmental Disabilities

Committee of the Whole Meeting - Agenda

Marriot Austin South

Room: Salon C&D

Thursday, August 8, 2013 10:30 AM – 1:30 PM



Action Item

Call to Order

1. Introductions
2. Public Comments
3. Chair & Executive Director Remarks
4. Presentation: Mental Health Public Policy Advocacy

Lunch Buffet

5. 83rd Texas Legislature Update

Tab 18

6. Grant Project Highlights

Tab 10

Adjourn



Texas Council for Developmental Disabilities

Project Development Committee Meeting - Agenda

Marriott Austin South

Room: Bluebonnet

Thursday, August 8, 2013 1:45 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of May 2, 2013, Minutes** Tab 9 
4. **Chair's Remarks**
5. **Member Updates**
6. **Staff Reports** Tab 10
 - A. Public Information Report Tab 17
 - B. Status of New/Approved Projects
 - C. Projected Available Funds
 - D. Other Updates
7. **Future Activities for State Plan Implementation**
 - A. Advocacy U Tab 11 
 - B. Developmental Disability Policy Fellowships Tab 12 
 - C. Accessible Transportation 
 - D. Other 
8. **Future Project Funding Priorities** Tab 15 
9. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Public Policy Committee Meeting - Agenda

Marriot Austin South

Room: Limestone 2

Thursday, August 8, 2013 1:45 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of May 2, 2013, Minutes** Tab 16 
4. **Chair's Remarks**
5. **Member Updates**
6. **Public Policy Issues** Tab 18
 - A. State Policy Issues
 - B. Update on State Supported Living Center Activities
 - C. Federal Policy Issues
7. **Future Public Policy Advocacy Projects**
 - A. Developmental Disability Policy Fellowships Tab 12 
 - B. Supporting Self Advocates on Advisory Committees Tab 13 
 - C. Travel Support for Public Members of Advisory Committees Tab 14 
8. **Biennial Disability Report Special Focus** Tab 19 
9. **Public Information Report** Tab 17
10. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Council Meeting - Agenda

Marriot Austin South

Room: Salon C&D

Friday, August 9, 2013 8:30 AM – 12:30 PM



Action Item

Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
 - A. Consideration of Minutes Tab 20 
 - B. Excused Absences of Council Members 
4. **Chair's Report**
5. **Executive Director's Report**
6. **Presentation: EveryChild, Inc.**
7. **Sunset Review Self-Evaluation Report** Tab 4 
8. **Memorandum of Understanding with TEA** Tab 8 
9. **FY 2014 Operating Budget** Tab 6 
10. **2014 Biennial Disability Report Special Focus** Tab 19 
11. **Future Activities for State Plan Implementation**
 - A. Developmental Disability Policy Fellowships Tab 12 
 - B. Supporting Self Advocates on Advisory Committees Tab 13 
 - C. Travel Support for Public Members of Advisory Committees Tab 14 
 - D. Advocacy U Tab 11 
 - E. Accessible Transportation 
 - F. Future Project Funding Priorities Tab 15 
12. **Executive Committee Report**
 - A. Grants Activities Report Tab 3
 - B. Continuation Grant Awards Tab 5
 - C. TCDD Quarterly Financial Report Tab 7
 - D. Conflict of Interest Disclosures
 - E. Other Discussion Items
13. **Project Development Committee Report**
 - A. Grants and Projects Report Tab 10
 - B. Future Funding Activities
 - C. Other Discussion Items
14. **Public Policy Committee Report**
 - A. Public Information Report Tab 17
 - B. Public Policy Issues Tab 18
 - C. Other Discussion Items
15. **Announcements and Updates** Tab 21

Adjourn

Executive Committee Meeting Minutes	Tab 1
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Background:

Minutes of the May 1, 2013, Executive Committee meeting are included for your review.

<u>Executive Committee</u>	<u>Expected Action:</u>
<u>Agenda Item 3.</u>	The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
MAY 1, 2013**

COMMITTEE MEMBERS PRESENT

Mary Durham, Council Chair	Kristen Cox	Diana Kern
Gladys Cortez		

COMMITTEE MEMBERS ABSENT

Andrew Crim

COUNCIL MEMBERS PRESENT

John C. Morris	Manda Hall, DSHS
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STAFF PRESENT

Roger Webb, Executive Director	Joanna Cordry Cynthia Ellison	Wendy Jones Jessica Ramos
Martha Cantu	Sonya Hosey	Koren Vogel

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 1, 2013, in the Robertson Room at the DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 3:33 PM.

1. INTRODUCTIONS

Committee and Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Committee.

3. CONSIDERATION OF MINUTES

The committee reviewed the minutes of the April 2, 2013, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the April 2, 2013, Executive Committee meeting as presented.

MADE BY: Diana Kern

SECOND: Gladys Cortez

The motion **passed** unanimously.

4. CHAIR'S REPORT

Durheim and Council Member John Morris discussed the recent Disability Policy Seminar in Washington, DC. A large number of self-advocates attended and had good questions on issues and advocacy strategies. Morris noted that some participants recommended advanced tracks at

future conferences. Sequestration of federal funds and its impact on DD Council budgets was a significant point of discussion during the conference. Durham and Morris had the opportunity to discuss council committee structure with former TCDD Public Policy Director Beth Stalvey who is now with the North Carolina DD Council. Stalvey noted that the NCDDC has issue-based committees and while that structure has advantages, it has other disadvantages as well.

Durham and Executive Director Roger Webb discussed the opportunity for Council members and staff to attend the AIDD Technical Assistance Institute and NACDD Annual Conference in Washington DC July 8-10, 2013. TCDD's out-of-state travel budget will allow for several Council members and staff to attend.

Committee member Gladys Cortez and TCDD Planning Coordinator Joanna Cordry represented TCDD at the Department of Assistive and Rehabilitative Services (DARS) Project Hire kick-off for Year 2 of the that higher education grant project. This event celebrated the participants from the project's first year and introduced the second year's activities. Cortez reported that attendance was very high and the project is already planning for the third year's event to be even larger. She also noted that project staff members were very appreciative of the help from TCDD grants staff. Cordry described her respect for the participants in this program and their families and noted the impact of the program both for participants and their community. Chair Durham suggested that Project Hire staff present to the Council at a future meeting.

Durham indicated her intent to recommend Council approval for John Morris as a member of the Project Development Committee and Stephen Gersuk to the Public Policy Committee.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb reported that Andy Crim, Susan Vardell, Hunter Adkins, Dana Perry, Amy Sharp and Kimberly Blackmon will all be absent for these meetings. Health and Human Services Commission (HHSC) Representative Frank Genco has changed positions at HHSC and will no longer be the representative to the Council. Kate Layman and Nancy Walker will represent HHSC during this quarter's meetings to provide agency input but are not eligible to vote on action items.

Interviews for the Public Policy Assistant position will start soon. Public Policy Director Jessica Ramos plans to re-post the vacant Public Policy Specialist position following the close of the legislative session.

Webb discussed bills before the Texas Legislature that will have some impact on state agencies and noted that there is a proposal to allow members of boards to participate in board meetings by video teleconference arrangements.

Stipends grants were approved during the past quarter for the following applicants:

- Texas Parent to Parent: Events Stipend was awarded for up to \$6,000 for the 9th Annual *Texas Parent to Parent Conference* on July 26-27, 2013, in San Marcos.
- Harris County Department of Education: Disability-Related Presentation Support was awarded for up to \$4,102 for the *HCDE Summer Autism Institute* on June 1-30, 2013, in Houston.

- University of North Texas Kristen Farmer Autism Center: Events Stipend was awarded for up to \$4,709 for the *5th Annual Adventures in Autism Intervention Conference* on July 27, 2013, in Denton.
- American Association on Intellectual and Developmental Disabilities – Texas Chapter: Events Stipend was awarded for up to \$6,000 for the *28th Annual AAIDD-Tx Conference* on July 23-26, 2013, in Houston.

TCDD staff will develop a proposed Operating Expense budget for fiscal year 2014 to review with the Committee and Council during the August meetings. Webb noted that the budget will be based on level federal funding with FY 2013 and will assume maintaining the same staffing pattern and similar staff activities unless members ask for any new or different activities. No changes were proposed. Operations Director Martha Cantu advised that TCDD will need to solicit bids during the next fiscal year for grantee desk audits, materials translations and web hosting. Durham recommended the current cap for those activities remain the same.

6. GRANT ACTIVITIES REPORT

Grants Management Director Sonya Hosey provided an update on the Accessible Transportation project. The approved grantee, Texas Legal Services Center, advised TCDD on April 11, 2013, that they were no longer able to complete the project due to staff changes. TLSC asked for \$20,000 to expand a current rural transportation project, but that request does not meet the original intent of the TCDD Request For Proposals. Funding was thus not approved and there are no other TCDD transportation activities at this time. Planning Coordinator Cordry recommended the Council re-evaluate this activity and Chair Durham agreed that the Project Development Committee should review it at a future meeting.

Hosey advised that the Texas Advanced Leadership Advocacy Conference (TALAC) project has requested a “no cost extension” to fully spend \$60,000 remaining from the current grant award. Those funds cannot be re-obligated to another grantee. Project staff propose hosting an additional conference. Hosey indicated that TCDD grants staff are instituting additional monitoring activities of projects in an attempt to avoid future similar situations. Additional monitoring activities may include requiring monthly requests for reimbursement from some grantees (rather than quarterly), a more thorough review of expenditures based on the percentage of the project completed, and Executive Committee approval of continuation grant periods for a shorter time frame. Committee members did not object to the additional conference proposed by this grantee.

Hosey reviewed the Independent Audit Status report and indicated that audit reports received from Family to Family Network and Any Baby Can were sent for desk reviews. No exceptions were noted. Hosey also reviewed the Grants Monitoring Exceptions report and discussed the SER Jobs for Progress project in detail. This project is still in a “pending” status related to TCDD questions although the grantee has submitted all the required documentation. This grantee was recently asked to submit RARs on a monthly basis.

7. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECTS

Planning Coordinator Joanna Cordry reviewed the purpose of Outreach and Development projects and noted that three applications for those projects were received during the quarter. Abundant Rain Christian Fellowship (dba ARCF Community Services) is located in Elgin, TX, and is

a faith-based community that serves African-Americans. It proposes to establish a non-profit organization that will hold a resource fair for parents, family members and individuals with disabilities to gain information on services. Cordry noted that although the applicant requested \$5,620, the review panel recommends approval up to the full amount allotted for these projects if it will assist with project activities.

MOTION: To approve funding to ARCF Community Services up to \$10,000 for one year for an Outreach and Development project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

REACHing East African Children and Families is a Dallas area organization that works with East African refugees and their descendants to provide education and resource assistance for families of children with special needs.

MOTION: To approve funding to REACHing East African Children and Families up to \$10,000 for one year for an Outreach and Development project.

MADE BY: Diana Kern

SECOND: Gladys Cortez

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

Recovery is Possible, Inc., focuses on mental health issues but expressed a wish to expand into developmental disabilities education. The organization is based in Harris County and works with Hispanic/Latino populations but also mentioned serving the Asian community in Fort Bend County. The review panel did not feel that the application met the intent of the RFP. Committee members had a number of questions regarding the financial administration of the project as well as the project's intent.

MOTION: To not approve funding to Recovery is Possible, Inc.

MADE BY: Diana Kern

SECOND: Kristen Cox

The motion **passed** unanimously.

8. CONSIDERATION OF CONTINUATION GRANT AWARDS

TCDD Grants Management Specialists reviewed Executive Summaries for projects eligible for continuation grant awards. Grants Specialist Wendy Jones reviewed the summary for the Epilepsy Foundation of Texas Health and Fitness project and provided highlights of the project

which includes a 12-week program on nutrition and fitness. The initial 5 months of the program were spent in development, modeled on a Get FIT New Jersey program. The project trained 88 of the intended 90 participants in the first year. Year 2 goals include expansion into 4 communities with 170 participants. Staff have no concerns with this project.

MOTION: To approve funding of up to \$249,750 to Epilepsy Foundation of Texas for the second of a five-year Health and Fitness project.

MADE BY: Gladys Cortez

SECOND: Diana Kern

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

Grants Specialist Cynthia Ellison reviewed the Executive Summary for the Meaningful Relationships project from SafePlace. This project supports adults with developmental disabilities in increasing satisfaction and happiness in personal relationships by engaging in social activities. It was noted that SafePlace plans to incorporate these activities into their curriculum at the end of the project.

MOTION: To approve funding of up to \$123,527 to SafePlace for the third and final year of the Meaningful Relationships project.

MADE BY: Kristen Cox

SECOND: Diana Kern

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

Ellison discussed the Texas A&M Leadership Development and Advocacy Skills Training project that provides training for high school students with developmental disabilities as well as their parents. The project experienced problems gaining access to students in one of the two proposed districts due to a change in administration resulting in a delay while project coordinators appealed to the school board to continue the project. The project also has not made contacts with a second school as initially planned. Payment requests are now required from this project on a monthly basis. Committee members discussed the goals for this project as well as the concerns from staff on the progress of the project.

MOTION: To approve funding of up to \$75,000 to Texas A&M University for year 2 of a 3 year Leadership Development and Advocacy Skills Training Project provided the grantee revises goals and work-plans to reflect realistic expectations of the project.

MADE BY: Kristen Cox

SECOND: Diana Kern

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

9. TCDD QUARTERLY FINANCIAL REPORT

TCDD Operations Director Martha Cantu reviewed the quarterly financial report with members. She noted that a total of \$13,000 was lapsed from FY 2011 funds because it was not used by a grantee and was not reported to TCDD in time for the funds to be re-obligated to another project. Cantu discussed expenses and balances for Council and staff operating expenses and for grant projects from each fiscal year's funds. She noted that \$1,002,886 will carry over from FY 2012 unobligated and estimates a \$329,751 balance at the end of FY 2013. Although budget documents show an estimated negative balance for FY 2014, it is understood that unspent funds in Council and staff operations will offset that deficit. Committee members acknowledge that "over budgeting" is a good business practice that allows the Council better certainty of using all available funds each year. The Committee also reviewed the Grants and Contracts Awards Reports for individual projects and no concerns were noted.

10. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed updated conflict of interest disclosure information for council members and staff. No concerns were noted.

ADJOURN

Chair Durham adjourned the Executive Committee at 5:29 PM.

Roger A. Webb
Secretary to the Council

_____ Date _____

Attachment 1

Applicant:	Abundant Rain Christian Fellowship, dba ARCF Community Services	Length of time in existence: Approx. 1 year
Group Size:	Approximately 6 people	Geographic Location: Elgin (Bastrop County)
Amount Requested:	\$5,620	
Meeting Frequency:	Bi-monthly	
Ethnic/Cultural Group Served	Black/African American	
Organization Mission:	To assist individuals with developmental disabilities to live independently and support and encourage their community inclusion.	
Planned Activities:	<ol style="list-style-type: none"> 1. Plan and host a family resource fair for parents, family members, people with disabilities, and professionals to obtain information about services, talk directly to service providers, and attend workshops on issues affecting children and adults with developmental disabilities, such as intellectual disabilities, autism, cerebral palsy, neurological impairment and epilepsy. Services for all age groups will be represented and include: Advocacy, After-School, Early Intervention, Special Education, Family Reimbursement, Day Programs, Vocational Programs, Respite, Residential, and more. 2. Establish non-profit status as a basis for operating long-term and continue to offer events, services, and resources. <p>This proposer states this grant will be used to assist people with developmental disabilities living in the Elgin area by connecting participants to resources, providing a voice for African-American participants regarding their specific needs/values, and opening the door for further partnerships in the community.</p>	
Public Policy Implications:	Supporting this rural African American community with developmental disabilities to connect to resources is fully within the scope of the TCDD Outreach and Development Grants. Raising the profile of persons with disabilities with the associated media attention will enhance the power of a typically underserved community and could lead to longer term relationships between ARCF and organizations in the greater Austin area.	
Planning Considerations:	<p>According to their website, Abundant Rain Christian Fellowship (ARCF) has evolved into a faith-based organization that offers two distinctive branches: worship services and social services for all community members. The dba (“doing business as”) ARCF Community Services was created to clearly distinguish between the religious activities and community services. The website notes that ARCF social services cater to youth and families and address health, social, economic, and relational issues through a person centered approach. The group strives to reach out to populations that do not typically engage in developmental programs due to financial, social, and transportation barriers.</p> <p>This organization has not received a grant from nor worked closely with TCDD before and appears to be a group with a predominantly African American membership working to improve the lives of individuals with disabilities of that same or similar cultural background. The group could assist TCDD to develop a deeper understanding of the needs and preferences of the individuals with whom they are working. One of the two activities proposed appears to be similar to strategies the group has successfully used in the past to serve the local community and thus is likely to be successful in the future. The second activity, to</p>	

	<p>establish a separate non-profit status, appears to be a reasonable approach to achieving their desired long-term goals.</p> <p>Funding this proposal would benefit TCDD’s planning and project development work.</p>
<p>Grants Management Comments:</p>	<p>TCDD funds are requested to establish non-profit status by October 31, 2013, and to host a Family Resource Fair by January 2014. Through these activities the organization’s goal is to help a minimum of 25 individuals and families gain access to services and supports needed to live independently in the community during the grant and to build the capacity to sustain their work. The project proposes to partner with the local MHMRA, Foundations, city/county departments and other community organizations.</p> <p>The budget allocates TCDD funds for allowable costs of staff, consultant services, interpreter services, printing/copying, lease, respite and travel. The project requests travel funds for lodging costs while in Austin, which is approximately 30 miles from Elgin. If approved, the grants staff will explore this specific item to determine if it is reasonable and allowable. The project did not include totals for match. This issue would be addressed prior to grant award.</p> <p>The project appears to meet the objective to improve the lives of individuals with disabilities from ethnic minority cultures. Eight percent of the people living in Bastrop county are black or African American. Reaching this “underserved and unserved” population in the Elgin and surrounding rural areas will help TCDD understand the challenges and barriers to accessing services and supports from a grassroots perspective. Due to the current lack of coordinated services and supports in the rural area, this project has the potential of expansion.</p> <p>If approved, TCDD grants staff recommend authorizing up to \$10,000 should we determine other expenses that are necessary for a successful project.</p>

Attachment 2

Applicant:	REACH Families (Reaching East African Children and Families) – Families Raising Children with Special Needs	Length of time in existence: 3 years (since February 2010)
Group Size:	About 35 families	Geographic Location: Dallas, Tarrant, and Collin Counties
Amount Requested:	\$9,910	
Meeting Frequency:	Monthly meetings and yearly family gathering	
Ethnic/Cultural Group Served	Families with East African descent: Ethiopian, Eritrean, and Somali communities	
Organization Mission:	<p>To assist families of East African descent raising children with special needs by:</p> <ul style="list-style-type: none"> • Educating, supporting, encouraging families • Advocating on behavior of the children with disabilities and their families • Empowering families to never give up in their search to help their loved ones reach their full potential • Working in partnership with other organizations dedicated to working with these families and their children • Raising public and professional awareness in the Ethiopian, Eritrean, and Somali communities about autism and other disabilities • Soliciting and receiving funds to accomplish the above purpose 	
Planned Activities:	<ol style="list-style-type: none"> 1. Provide support to families in the group including children with special needs, parent and siblings. 2. Educate families on various topics related to raising children with special needs to enable them to care and advocate for their children. 3. Bring awareness in the community holding a resource fair, doing presentations, and having materials available for families in their native language. Materials will be translated into Amharic, Tigrinya, and Somali. Informational materials will relate to services available to families (such as ECI, Medicaid, Medicaid Waivers, SSI); how to apply for services; basic information about the ARD process; early signs of developmental disabilities such as autism; information on managing stress, family and sibling issues, and how and when to seek help when needed. 4. Complete other activities to accomplish the goals of the organization. 	
Public Policy Implications:	Funding this proposal would give TCDD the unique opportunity to become acquainted with the East African community in DFW that extends beyond REACH Families to include Ethiopian Health Professional Association, Mutual Assistance Assoc for Ethiopian Community and six houses of worship.	
Planning Considerations:	<p>This organization has not received a grant from nor worked closely with TCDD before and appears to be a group with a predominantly African American membership working to improve the lives of individuals with disabilities of that same or similar cultural background. Additionally, this group may include refugees, and TCDD has very little understanding of what special issues might be relevant to the refugee communities that exist in Texas. The group could assist TCDD to develop a deeper understanding of the needs and preferences of the individuals with whom they are working.</p> <p>Funding this proposal would benefit TCDD’s planning and project development work and is recommended.</p>	

<p>Grants Management Comments:</p>	<p>The intention of the RFP is to support groups that are trying to help people receive culturally competent services and supports. This outreach and development proposal seeks TCDD funds to train, educate, empower and raise awareness of disabilities for families of East African descent. The organization identified disability-related organizations, associations, educational agencies and churches to collaborate on this project. If approved by the Council, grants staff will ensure that the organization is aware that the grant funds are not used for religious instruction and/or worship or preaching; to include training separate from religious instruction.</p> <p>The budget allocates TCDD funds for allowable costs of translation into Amharic, Tigrinya and Somali; presenters; and, filing for not-for profit status. Additional funds are requested for operating costs for printing, website, meeting room, travel, respites and promotional materials. If approved by the Council, grants staff will explore presenter’s rate at \$200/hour to determine if it is reasonable and comparable to professional rates. The project did not include totals for match. This issue would be addressed prior to grant award.</p> <p>If approved, TCDD grants staff recommend authorizing up to \$10,000 should we determine other expenses that are necessary for a successful project.</p> <p>The REACH Families proposal meets the original intent of the RFP.</p>
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Attachment 3

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

Date: 05/01/2013

Review of Proposed Activities & Budget

ITEM: A

Grantee: Epilepsy Foundation of Texas (EFTX)

Year: 2 of 5

Project Title: Health & Fitness [Get FIT (Fitness, Integration, Training) Texas]

Project Location: Statewide rural communities

TCDD RFP Intent:

The project intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees are expected to demonstrate how to: 1) Provide *individualized*, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and wellness goals.

Project Goals and Accomplishments for Year 1:

Goal 1: Implement a health and wellness curriculum and fitness program for individuals with developmental disabilities (DD) and epilepsy, as well as their caregivers.

Goal 2: Identify 60 individuals with DD and 30 caregivers with diverse cultural backgrounds and disabilities to provide opportunities for healthier lifestyles through physical activity, nutrition, and health habits.

Goal 3: Establish a strategic plan for development, evaluation, growth and sustainability of the Get FIT Texas program resulting in the addition of 2 clinic sites and 60 participants with DD and 30 caregivers

Accomplishments per goal:

A comprehensive health and wellness program was created to improve the physical fitness, nutrition, and healthy lifestyles of adults with DD and epilepsy and their caregivers. All project materials including forms, policies, and program procedures were created and implemented. Recruitment and enrollment of 88 Get FIT Texas participants in both Houston and surrounding counties as well as San Antonio and surrounding communities. The development of individualized Get FIT action plans with at home activities were created and applied. A strategic plan for development and growth of the program was established.

Proposed Goals and Objectives for Year 2:

Goals: Same as above

Objectives: 1) Expand the Get FIT Texas program to include a total of 170 unduplicated participants and expand to include at least 4 cities in Texas; 2) Identify and develop partnerships in each target community to support home fitness opportunities; and 3) Begin creating a training curriculum/ manual for Fitness Trainers to implement the Get FIT Texas program to individuals with developmental disabilities.

Council Considerations: Public Policy Considerations: Get FIT's PAC intends to address the systematic exclusion of individuals with DD in fitness and health opportunities. State policy recommendations are generally void of measureable inclusion of children and adults with disabilities. Get FIT reports 90% of participants improved in a Quality of Life score at the end of a course. This measureable success in addressing obesity rates for adults with disabilities that are 58% higher than those without disabilities provides important data that can be used in advocacy efforts relating to chronic disease, obesity and fitness. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in Year 1 (\$35,000 consultants) (based on 11 months) Award amount \$249,538	\$156,098	\$69,337	\$225,435
Amount requested for Year 2 budget:			
I. Personnel Services	161,064	64,231	225,295
II. Travel	9,368	580	9,948
III. Purchased Services (\$59,375 consultants)	65,298	3,821	69,119
IV. Property/Materials	14,020	600	14,620
V. Rental/Leasing	0	14,392	14,392
VI. Utilities	0	0	0
VII. Other (Officers' Insurance)	0	0	0
Budget period totals	\$249,750	\$83,624	\$333,374

Attachment 4

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 5/01/13

Review of Proposed Activities & Budget

ITEM: B

Grantee: SafePlace

Year: 3 of 3

Project Title: Meaningful Relationships

Project Location: Austin/Travis County, Seguin/Guadalupe County

TCDD RFP Intent:

The project intent is to try to ensure that at least 60 people with developmental disabilities will indicate that they are more satisfied and happier with their personal relationships after participating in project activities and at least 3 organizations will have changed their policy and/or procedures to improve their ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships. TCDD has approved funding of up to \$125,000 per year for up to three years.

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

Goal: The overall goal of the project is to create lasting change for community inclusion by demonstrating a replicable, successful and self-directed model for adults with developmental disabilities to develop lasting and meaningful relationships with other people based on shared interests.

Accomplishments per goal: Orientation and training was provided to the partner agency MOSAIC and a "Nurturing Dreams" workshop was convened for the administrative and direct services staff; a draft curriculum based on a series of activities and discussions was submitted for review; identified and recruited 28 adults to participate in year 2 project activities and developed individual plans with these participants; and, supported 20 people with developmental disabilities to participate in self-chosen recreational activities.

Proposed Goals and Objectives for Year 3:

Goal: Same As Above

Objectives: Support at least 20 people with developmental disabilities to increase their satisfaction and happiness with personal relationships based on self-chosen common interests; at least 1 disability service provider organization will change or develop (and institutionalize) new policies and/or procedures to improve its ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships with others; and, work with recreational, volunteer, faith-based, leisure, civic or other organizations chosen by project participants to increase access to activities and programs which will increase opportunities to connect with others who have shared interests.

Council Considerations: Public Policy Considerations: SafePlace's evaluation and data are impressive. They are critical and candid and have redesigned their pre and post evaluation instruments to help them build a program that will effect change and be sustained by system change in provider policy and practice on assisting residents to develop social, recreational activities and relationships based on choice. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$17,250 consultants) Award amount \$105,475	\$105,475	\$35,176	\$140,651
Amount expended in year 2 (\$8700 consultants) (based on 10 months) Award amount \$117,022	\$84,902	\$38,581	\$123,483
Amount requested for next year budget:			
I. Personnel Services	104,817	39,654	144,471
II. Travel	3298	450	3748
III. Purchased Services (Consultants \$8700)	14,812	2162	16,974
IV. Property/Materials	600	180	780
V. Rental/Leasing	0	1826	1826
VI. Utilities	0	1472	1472
VII. Other (Indirect Costs)			
Budget period totals	\$ 123,527	\$45,744	\$169,271

Attachment 5

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 5/01/13

Review of Proposed Activities & Budget

ITEM: C

Grantee: Texas A&M University
Project Title: Leadership Development and Advocacy Skills Training Projects
Project Location: Brazos County

Year: 2 of 3

TCDD RFP Intent:

The project intent is to continue development of a network of training programs and resources to assist Texans with developmental disabilities and their families to have support and training needed to be strong leaders and advocates. TCDD has approved funding of up to \$75,000 per year for up to three years.

Project Goals and Accomplishments for Year(s) 1:

Goal: To increase the leadership and advocacy skills of 102 people (67 high school students and 35 parents of students with disabilities) by providing training in high school classrooms. In phase 1 (taking over 3 months), presenting support information to parents at parent organizations; and, providing ongoing mentoring for skill practice to 30 selected high school students. In phase 2 (taking place over a second 3 month period), provide an end of the school/project year 3-day celebration/reflection/future planning session.

Accomplishments per goal: Secured permission to provide the leadership and advocacy program at A&M Consolidated High School with 50 students in special education classrooms and at-risk students. Phase 1 training (15 session classroom curriculum instruction) will be completed by March 2013. The project will choose 30 students to complete community and school leadership projects; and hold 3 information sessions for parents beginning in March 2013 through May 2013.

Proposed Goals and Objectives for Year 2:

Goal: To increase the leadership and advocacy skills of 102 people (67 high school students and 35 parents of students with disabilities) by providing training in high school classrooms, In phase 1(taking place over a semester), presenting support information to parents at parent organizations; and, providing ongoing mentoring for skill practice to 30 selected high school students. In phase 2 (taking place over a second 3 month period), provide an end of the school/project year 3-day celebration/reflection/future planning session.

Objectives: Phase 1, organize and provide training on leadership and advocacy; provide information to parents concerning the support of leadership and advocacy skills of their students. Phase 2, provide mentoring to participants to facilitate practice of the learned leadership and advocacy skills through community projects; and, upon completion of skills practice, will provide a follow-up celebratory event to include participants who complete their community projects.

Council Considerations: Public Policy considerations: Training students to understand and exercise their rights and responsibilities inserts an element of accountability that makes it more likely that those responsible for implementing the associated laws and policies will adhere to them. It also makes it more likely that students with disabilities will advance their self-determinations and inclusion in other areas of their lives. Standing up for one's rights gives voice to the broader community of individuals with developmental disabilities. Self-advocacy crosses all policy arenas: education, access, employment, housing, voting, medical access and more. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (Consultants \$3640) (based on 9 months) (Award amount - \$75,000)	\$27,410	\$14,313	\$41,723
Amount requested for next year budget:			
I. Personnel Services	54,824	994	55,818
II. Travel	565	0	565
III. Purchased Services (consultants \$3030)	11,405	0	11,405
IV. Property/Materials	706	0	706
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other – (Indirect Costs)	7500	24,006	44,182
Budget period totals	\$ 75,000	\$25,000	\$100,000

Background:

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final decisions about applications for Events Stipends and Presentation Support Stipends. Four (4) stipend applications were approved during the quarter. Executive Summaries are enclosed for grants approved to the following organizations:
 1. **Texas Advocates:** Events Stipend for up to \$5,988 for the *2013 Texas Advocates Annual Convention* on August 9-11, 2013, in Houston.
 2. **The Arc of Greater Beaumont:** Presenters Stipend for up to \$6,000 for the *Special Education Conference* on August 24, 2013, in Beaumont.
 3. **Providers Alliance for Community Services of Texas:** Presenters Stipend for up to \$5,000 for the *PACSTX 2013 Annual Conference* on September 25-27, 2013, in San Marcos.
 4. **University of Texas at El Paso:** Speakers Stipend for up to \$5,000 for the *Ability Awareness Week* on October 7-11, 2013. in El Paso.
- **State and Federal Affairs Update** –TCDD staff will provide updates about various state and federal matters during the meetings.
- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

Important Terms:

Events Stipend Grants: Organizations may apply for up to \$6000 to pay for conference registration, hotel rooms, attendants, respite, travel expenses, etc. for self-advocates and their family members to attend conferences and other events.

Disability-Related Presentation Support Stipend Grants: Sponsoring organization of the meeting, conference, workshop, or seminar may apply for up to \$6000 per event for transportation, meals, and lodging for speakers, expenses for an attendant, respite care or other accommodations, as well as speaker fees.

Executive Committee

Agenda Item 5.

Expected Action:

The Executive Committee will review the information provided and may provide guidance to staff.

Council

Agenda Item 12.

Expected Action:

The Council will receive a report on the Executive Committee discussion.

CONSUMER STIPENDS PROPOSALS

Date: 5/28/13

Executive Director Review

ITEM: 1

Organization: Texas Advocates
City, State: Austin, TX

Federal: \$ 5,988
Match: \$ 3,040

Event: Conference: 2013 Texas Advocates Annual Convention
Date: August 9-11, 2013
Hotel: The Galleria
City, State: Houston, Texas

Previously Funded: Yes: 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1993, 1992, 1991, and 1990

Comments: This statewide event will provide opportunities for people with disabilities to learn about self advocacy and self determination.

Considerations: The conference sponsors propose to provide stipends to cover:
Lodging (double occupancy) - 54 individuals
(54 @ \$55.44/night for two days) = \$5,988.00
Total cost (federal): = \$5,988.00

Applicant match covers registration:
Registration – 54 individuals
(54 @ \$10.00/individual) = \$ 540.00
Staff hours worked for the conference (see attached) = \$2,500.00
Total cost (match): = \$3,040.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved: yes no _____ Date: _____

Comments: _____

THE ARC OF TEXAS

	<u>Hourly Rate</u>	<u># hours</u>	<u>Salary</u>	<u>Taxes</u>	<u>Total</u>
Executive Director	45.67	5	228.37	168.41	396.77
FSS Director	39.77	29	1,153.28	88.23	1,241.51
Accountant	21.63	9	194.71	14.90	209.61
Operations Admin	20.19	30	605.77	46.34	652.11
Total Match					2,500.00

CONSUMER STIPENDS PROPOSALS

Date: 6/20/13

Executive Director Review

ITEM: 2

Organization: The Arc of Greater Beaumont
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 667

Event: Conference: Special Education Conference
Date: August 24, 2013
Hotel: Region 5 Service Center
City, State: Beaumont, Texas

Previously Funded: No
Comments: The Conference is aimed at educating parents and educators of children with IDD. Steven Shore will be the keynote speaker. The conference will have several breakout sessions including: special education law, behavior techniques, and computer apps for special needs individuals.

Considerations: The conference sponsors propose to provide stipends to cover:

Speakers – 5 individuals
(1 @ \$3,400.00, 1 @ \$650, 1 @ \$700, 1 @ \$900 = \$ 6,000.00
and 1 @ \$350)

Total cost (federal): = \$ 6,000.00

Applicant match covers speaker fees, travel nad lodging expenses:

Speakers – 5 individuals = \$ 667.00

Total cost (match): = \$ 667.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved: yes no _____ Date: _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 6/26/13

Executive Director Review

ITEM: 3

Organization: Providers Alliance for Community Services of TX	Federal:	\$ 5,000
City, State: Austin, TX	Match:	\$ 1,112

Event: Conference: PACSTX 2013 Annual Conference
 Date: September 25-27, 2013
 Hotel: Embassy Suites Hotel and Conference Center
 City, State: San Marcos, Texas

Previously Funded: No
 Comments: This conference is an incredible opportunity for people to share experiences & develop a unified voice to improve community services for persons with IDD in Texas. Keynotes & sessions have been selected to promote broad, philosophical understanding as well as technical, operational, & regulatory specifics.

Considerations: The conference sponsors propose to provide stipends to cover:

Speaker – 1 individual (1 @ \$5,000.00)	= \$ 5,000.00
Total cost (federal):	= \$ 5,000.00

Applicant match covers speaker fees, travel and lodging expenses:
 Speaker – 1 individual
 flight \$550.00, car rental \$170.00, gas \$25.00,
 lodging for two days \$297, meals for two days \$70.00

	= \$ 1,112.00
Total cost (match):	= \$ 1,112.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved: **yes** **no** _____ **Date:** _____

Comments: _____

CONSUMER STIPENDS PROPOSALS

Date: 7/9/13

Executive Director Review

ITEM: 4

Organization: The University of Texas at El Paso
City, State: Austin, TX

Federal: \$ 5,000
Match: \$ 1,000

Event: Conference: Ability Awareness Week
Date: October 7-11, 2013
Hotel: Various Locations on the UTEP Campus
City, State: El Paso, Texas

Previously Funded: No
Comments: Ability Awareness Week reflects UTEPs recognition of National Disability Employment Awareness Month. This series of activities is designed to increase disability awareness, and to engage the greater El Paso community in promoting a more inclusive campus environment for people with disabilities.

Considerations: The conference sponsors propose to provide stipends to cover:

Speakers – 1 individual
(1 @ \$5,000) = \$ 5,000.00
Total cost (federal): = \$ 5,000.00

Applicant match covers speaker fees, travel nad lodging expenses:
Speakers – 1 individual
(Hotel @ \$139 for 3 nights = \$417, = \$ 1,000.00
Airfare & Ground Transportation @ \$583)
Total cost (match): = \$ 1,000.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to the event.

Approved: yes no _____ **Date:** _____

Comments: _____

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
August 2011 – May 2013**

Council Member	5/13	2/13	10/12	7/12	5/12	2/12	11/11	8/11
H. Adkins	EA	P	P	P	P	P	P	P
K. Blackmon	EA	P	P	EA	P	P	P	EA
K. Clark	P	EA	P –Th EA – Fr	P	EA	P	P	P
G. Cortez	P	P	EA	P	P	P	P	NA
K. Cox	P	P	P	P	P	P	EA	P
A. Crim	EA	EA	P	EA	P –Th EA – Fr	P	P – Th EA – Fr	EA
M. Delgado	P	EA	P	P	EA	EA	P	P
M. Durham	P	P	P	P	P	EA	P	EA
S. Gersuk	P	P	P	NA	NA	NA	NA	NA
C. Johnston	P	EA	EA	P	P	P	P	P
D. Kern	P	P – Th EA - Fr	P	EA	P	EA	EA	P
S. McAvoy	P	P	EA	P	P	NA	NA	NA
J. Morris	P	P	P	P	EA	P	P	P EA -Fr
D. Perry	EA	EA	EA	P	P	P	EA	P
J. Rivas	P – Th EA - Fr	P	P	P	P	P	P	P
D. Taylor	P	P	P	P	P	NA	NA	NA
L. Taylor	P	P	P	P	P	P	P	EA
R. Tisch	P	P	P	P	P	P	EA	P
S. Vardell	EA	EA	P –Th EA – Fr	P	P	P	P	P
DRT (AI)	P	P	P	P	EA	P	P	P
UT CDS	P P – Th EA - Fr	P	P	P	EA	P	P	EA
A&M CDD	EA	P	P –Th EA – Fr	P	EA	P	EA	P
DADS	P	P	P	P	P	P	P	P
DARS	P	P	P	P	EA	P	P	P
DSHS	P	P	P	P	P	P	P	P
HHSC	P	P	P	P –Th EA-Fr	P	P	P	P
TEA	P	P	P	P	P	P	P	P

Key: P = Present
A = Absent
EA = Excused Absence
NA= Not Applicable

Grants Activities Reports

Tab 3

Background:

- **Independent Audit Status Report** – Grants Management Staff will review the Independent Audit Status report that summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – The Grants Monitoring Exceptions Report enclosed summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.
- **Grants Risk Assessment Report** – The Grants Risks Assessment Report enclosed summarizes the risk assessment matrix for continuation grant awards and new grant awards.

Executive Committee

Agenda Item 6.

Expected Action:

The Executive Committee will review the information provided and may provide guidance to staff.

Council

Agenda Item 12. A.

Expected Action:

The Council will receive a report on the Executive Committee discussion.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Any Baby Can of San Antonio, Inc	6/30/2012	4/4/2013	BDO USA, LLP	None.	None/Done.
Brighton School, Inc.	8/31/2012	1/14/2013	Cundiff, Rogers & Solt	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Don Mikeska, CPA, for desk review.
Community Healthcore	8/31/2012	1/29/2013	Henry & Peters, P. C.	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Don Mikeska, CPA, for desk review.
Family to Family Network Inc	6/30/2012	4/3/2013	Tribolet Fuller & Company, PLLC	None.	None/Done.
Paso del Norte Children's Development Center	8/31/2012	4/29/2013	Gibson, Ruddock, Patterson, LLC.	None.	None/Done.
Region 17 ESC	8/31/2012	12/27/2012	Bolinger, Segars, Gilbert & Moss, LLP	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Don Mikeska, CPA, for desk review.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2012 – Sept. 30, 2013). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTEE	FYE	DATE RECEIVED	AUDIT FIRM	EXCEPTIONS NOTED	RECOMMENDATIONS/ RESOLUTIONS
Region 19 ESC	8/31/2011	10/3/2012	Gibson, Ruddock Patterson, LLC	None.	The last two audits have an unqualified opinion. Per TCDD procedures the current audit was reviewed by TCDD staff. No concerns are noted, thus this audit was not sent to Don Mikeska, CPA, for desk review.
SER Jobs for Progress	8/31/2012	4/18/2013	Doeren Mayhew	None.	None/Done.
Texas Tech University	8/31/2012	12/5/2012	State of TX	None.	Forward for Desk Review.

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2012 – Sept. 30, 2013). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

GRANTS MONITORING EXCEPTIONS REPORT

GRANTEE PROJECT TITLE	TYPE OF ONSITE	DATE OF ONSITE	CONCERNS NOTED	CORRECTIVE ACTIONS	STATUS
SER Jobs for Progress <i>(Expansion Leadership Development & Advocacy Training Project)</i>	Follow-up	11/20/12	Fiscal controls; Travel; Lease agreements; Utility; Organizational Chart; PARs; Copy; Equipment; Insurance and Match	Documents requested: 11/20/12 Documents received: 4/4/13	Complete
Volar ILC <i>(Building Community Capacity through Collaboration)</i>	Initial	3/8/13	ADA standards; GRI questionnaire; Organization chart; Insurance; Travel; Utilities; Lease; Financial reporting; Purchasing goods/services; Service agreements/contracts and Utilities	Documents requested: 4/9/13 Documents received: 5/15/13	Complete
Circle of Ten <i>(Building Community Capacity through Collaboration)</i>	Initial	3/8/13	PARs signatures; Lease agreement; and Match	Documents requested: 3/21/13 Documents received: 4/30/13	Complete
East Texas Center for Independent Living <i>(Building Community Capacity through Collaboration)</i>	Initial	3/21/13	GRI questionnaire, Procedures for purchasing/procurement of goods; PARs signatures; Organizational chart; Financial reporting; Approved flyer for dissemination; and Match	Documents requested: 4/9/13 Documents received: 5/7/13	Complete
Sabine Valley Regional MHMR dba Community Healthcare <i>(Building Community Capacity through Collaboration)</i>	Initial	4/17/13	ADA standards; GRI questionnaire; PARs; Financial reporting; Insurance premiums; Service and Lease agreements; Internet/Telephone.	Documents requested: 4/17/13 Documents received 5/31/13	Complete
Epilepsy Foundation <i>(Health & Fitness)</i>	Follow-up	5/23/13	*Independent audit for FY 12; Service agreements; April 2012 Photocopy Log.	Documents requested: 6/21/13 Documents due: 7/21/13	Pending
Any Baby Can <i>(Health & Fitness)</i>	Follow-up	6/5/13	None	Documents requested: 6/5/13 Documents received: 6/5/13	Complete
Texas Statewide ILC <i>(Health & Fitness)</i>	Follow-up	6/10/13 6/11/13	PAC; *Independent audit for FY 12; Ledger; Service and Lease agreements	Documents requested: 7/17/13 Documents due: 8/16/13	Pending

Date of Report: 7/18/13

*Independent audits are due at the end of the FY 12; no later than FY 12

RISK ASSESSMENT FOR CONSIDERATION OF CONTINUATION AWARDS
06/01/13 – 05/31/14

Item	Grantee	TCDD Funds	Other Fed Funds	Risk Activity	Risk Code
A	Helpful Interventions <i>(Gulf Coast of Texas African American Family Support Conference)</i>	\$75,000	\$0	2	Green
B	Texas Tech University <i>(Project SEARCH)</i>	\$174,666	\$35mil	2	Yellow

KEY

Red	Extensive Risk Management (all levels of control plus audit)
Yellow	Considerable Risk Management (most levels of control plus independent review by CPA)
Green	Moderate Risk (operating & monitoring controls & agreed upon procedures engagement by CPA)
Grey	Monitor or Accept (basic monitoring only)

**TCDD RISK MATRIX
FY 2013**

<i>Risk Activities</i> ↓	<i>Award Amounts</i> →	- \$75,999.	\$76,000. – \$199,999.	\$200,000.- \$499,999.	\$500,000. +
1. New Grantee (i.e., no previous project or no project within 2 year period)		LH	MH	HH	HH
2. Awards within Award (e.g., consultants, presenters, sub-contractors, etc.)		LH	MH	HH	HH
3. Funding Issues (e.g., budget/procurement concerns, match, sustainability, etc.)		LM	LM	MM	HM
4. Compliance Issues (e.g., OMB, UGMS, TCDD policy, oversight issues, etc.)		LM	LM	MM	HM
5. Performance Issues (e.g., unmet goals, milestones, special conditions, etc.)		LM	LM	MM	HM
6. Legal Actions		LL	LL	ML	HL
7. Fiscal Office Located Out-Of-State		LL	LL	ML	HL
8. No Audit Prior To Grant Award		LL	LL	ML	HL

KEY: 1st letter denotes impact; 2nd letter denotes probability.

	HM, HH	Extensive Risk (all levels of control plus audit)
	MM, MH, HL	Considerable Risk (most levels of control plus independent review by CPA)
	LH, ML	Moderate Risk (operating/monitoring controls + agreed upon procedures by CPA)
	LL, LM	Acceptable Risk (basic monitoring only)

Use for Risk Management Plan:

	Audit work performed and the Executive Director performs oversight via quarterly report* provided to ensure supervisory and operating controls are working.
	Department heads reporting to Executive Director perform oversight functions to ensure supervisory and operating controls are working.
	Department staff perform oversight functions to ensure supervisory and operating controls are working.
	Department staff perform basic oversight functions to ensure controls are in place.

Use for Annual Audit Plan:

	Red indicates areas to be audited by contracted internal audit services provider.
	Yellow indicates areas to be covered through oversight, supervisory and operating controls with guidance from the contracted internal audit services provider.
	Green indicates areas to be covered through staff oversight with guidance from the contracted internal audit services provider as needed.
	Gray indicates areas to be covered through basic staff oversight and reporting.

***Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review.**

No risk activities means monitoring strategies will be performed at the lowest level under the award amount.

NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.

**MONITORING STRATEGIES
FY 2013**

STIPENDS (\$6,000. Or less):

Website instructions	Special Conditions (GMD letter)
Technical support (Budget Support Specialist)	Review FROE & other reports submitted

GRANT PROJECTS:

Level 1 GRAY

Orientation	Approvals (e.g., equipment, travel, speakers, etc.)
Onsite Review = Initial	Project Advisory Committee Meetings
Program Performance Review = Annual	Final Program Performance Report
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)

Level 2 GREEN

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 rd year	Final Program Performance Report
Program Performance Review = Quarterly	Agreed upon Procedures Engagements CPA
RAR Documentation Review	Other as determined necessary (e.g., audit desk review)
Approvals (e.g., equipment, travel, speakers, etc.)	

Level 3 YELLOW

Orientation	Project Advisory Committee Meetings
Onsite Review = Initial & 3 rd & 5 th years	Final Program Performance Report
Program Performance Review = Quarterly	Independent Review by CPA = Annual (A-133 Audit at \$500k or more)
RAR Documentation Review	Project Staff Meeting (1X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Other as determined necessary (e.g., audit desk review)

Level 4 RED

Orientation	Final Program Performance Report
Onsite Review = Initial & Annual	A-133 Audit = Annual (Independent under \$500k)
Program Performance Review = Quarterly	Audit Desk Review = Annual
RAR Documentation Review	Project Staff Meeting (2X per annum)
Approvals (e.g., equipment, travel, speakers, etc.)	Interim Program Performance Report
Project Advisory Committee Meetings	

ADDITIONAL MONITORING STRATEGIES FOR GRANT PROJECTS

To be selected and implemented on an as needed basis.

- Re-orient
- Add milestones or special conditions
- Move up to the next level of monitoring (see above tables)
- Payment holds (reimbursement only no advance or no reimbursement & no advance)
- Require additional onsite reviews

Background:

Sunset is the regular assessment of the continuing need for a state agency to exist. While legislative oversight is concerned with agency compliance with legislative policies, Sunset asks a more basic question: "Do the agency's functions continue to be needed?" The Sunset process works by setting a date in law on which an agency will be abolished unless legislation is passed to continue the agency's functions. This creates a unique opportunity for the Legislature to look closely at each agency and make fundamental changes to an agency's mission or operations if needed.

The Sunset process is guided by a 12-member body appointed by the Lieutenant Governor and the Speaker of the House of Representatives. Assisting the Commission is a staff whose reports provide an assessment of an agency's programs, giving the Legislature the information needed to draw conclusions about program necessity and workability. The result of the sunset review process is to continue the agency's functions (with or without modifications), transfer or consolidate functions with another agency, or allow the agency's functions to end and the agency to be abolished.

Each agency under Sunset review is required to complete a Self-Evaluation Report (SER) on its operations. The SER is designed to provide the Sunset Commission members and staff with a general background description of each agency being reviewed. The SER also gives each agency an opportunity to provide the Commission with a preview of issues and suggested improvements regarding the agency and its functions. The SER contains 12 sections including:

- Key Functions and Performance
- History and Major Events
- Policymaking Structure
- Funding
- Organization
- Guide to Agency Programs
- Statutory Authority
- Policy Issues
- Contacts
- Other Information and Agency Comments

TCDD staff are preparing the TCDD SER that is due by September 1, 2013. The final SER will likely be approximately 100 pages plus numerous attachments. We have included for the Committee's review draft Policy Issues. This section is intended to describe potential issues that could be addressed to improve TCDD's operations. Agencies are asked to include issues whether or not the agency supports or opposes possible solutions. A few copies of the draft SER will be available at the meeting should members care to review. Additional summary information about the Sunset Review process is also enclosed.

Executive Committee

Agenda Item 7.

Expected Action: The committee will review proposed Policy Issues to include in the TCDD Sunset Self Evaluation and recommend final approval by the Council.

Council

Agenda Item 7.

Expected Action: The Council will consider Policy Issues to include in the TCDD Self Evaluation and make final decisions as appropriate.

Sunset in Texas

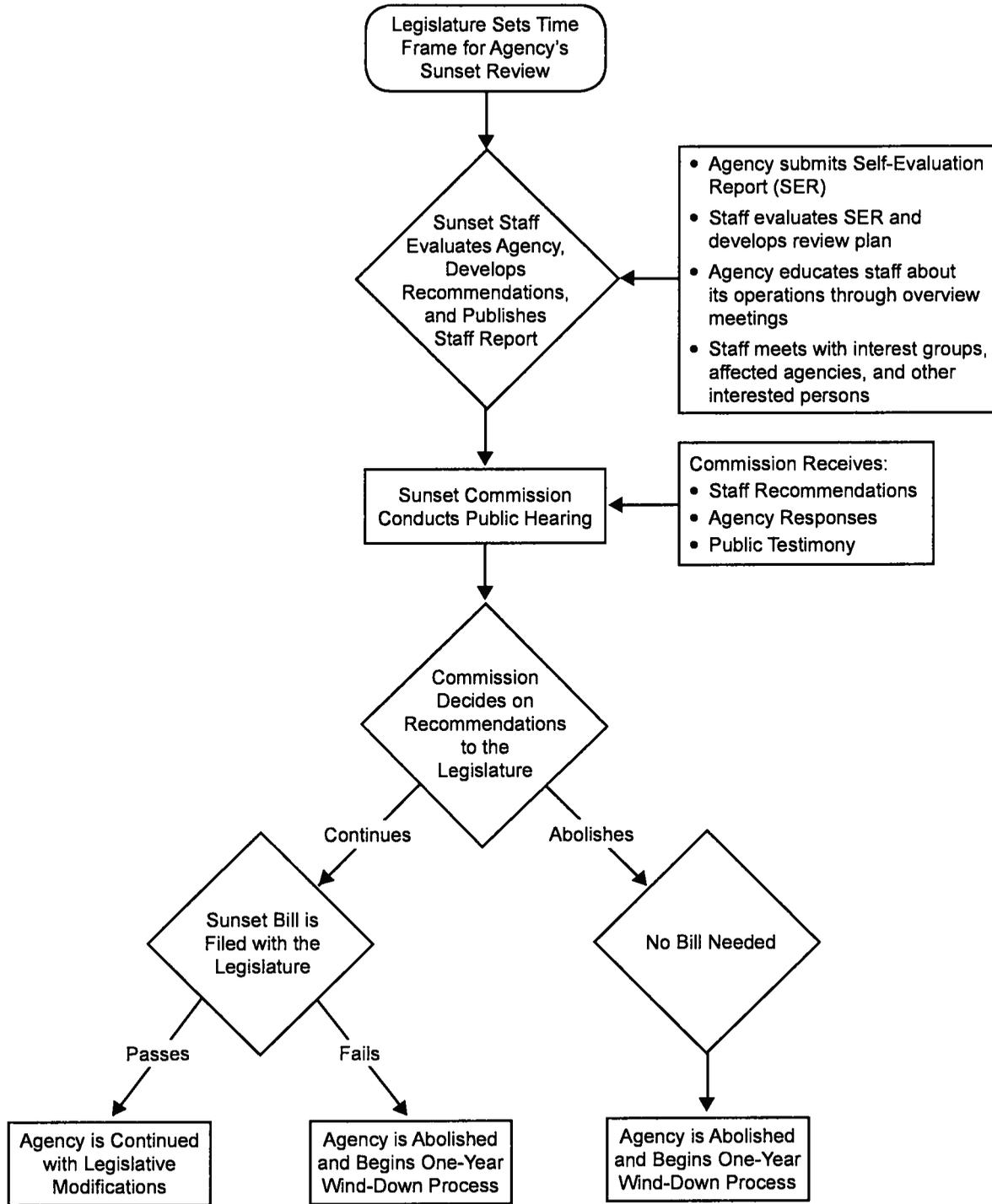
Sunset Review Questions

1. How efficiently and effectively does the agency and its advisory committees operate?
2. How successful has the agency been in achieving its mission, goals, and objectives?
3. Does the agency perform any duties that are not statutorily authorized? If so, what is the authority for those activities and are they necessary?
4. What authority does the agency have related to fees, inspections, enforcement, and penalties?
5. In what ways could the agency's functions/operations be less burdensome or restrictive and still adequately protect and serve the public?
6. How much do the agency's programs and jurisdiction duplicate those of other agencies and how well does the agency coordinate with those agencies?
7. Does the agency promptly and effectively address complaints?
8. To what extent does the agency encourage and use public participation when making rules and decisions?
9. How has the agency complied with state and federal requirements regarding equal employment opportunity, the rights and privacy of individuals, and purchasing guidelines for historically underutilized businesses?
10. How effectively does the agency enforce rules on potential conflicts of interest of its employees?
11. How effectively and efficiently does the agency comply with the Public Information Act and the Open Meetings Act?
12. Would abolishing the agency cause federal government intervention or loss of federal funds?
13. Do the agency's statutory reporting requirements effectively fulfill a useful purpose?

Sunset Review Timeframes

September 2013	Agencies submit Self-Evaluation Reports.
October 2013 to January 2015	<p>Sunset Commission staff:</p> <ul style="list-style-type: none"> • Conducts evaluations of each agency • Prepares staff reports and recommendations • Holds public hearings on each agency • Finalizes recommendations <p>Sunset Board</p> <ul style="list-style-type: none"> • Reviews and makes decisions about each agency under review
February 2015	Sunset Commission submits Report to 84 th Texas Legislature with recommendations on each of the agencies under review.
January 2015 to May 2015	84 th Texas Legislature considers Sunset bills on each agency under review.

Sunset Review Process



TCDD Sunset Self Evaluation Report

Section IX. Major Issues

Policy Issue No. 1: Support for Self Advocacy

A. Brief Description of Issue

TCDD is required by federal law to engage in activities that support self advocate groups in the state, leadership and advocacy training for self advocates, and to promote self advocacy (“Self advocate,” used in this context, refers to an individual who has an intellectual or other developmental disability). TCDD’s mission incorporates these aspects of self advocacy: to create change so that all individuals with disabilities can participate fully in their communities and have control over their own lives. However, creating such change can be difficult for various reasons including:

- disagreement exists regarding the definition of “self advocate” and “self advocate organization”,
- relatively few self advocate organizations are established as entities that can legally receive and manage funding,
- little ongoing funding is available to support operational costs for self advocate groups,
- guardianship laws, inaccurate assumptions about people who have developmental disabilities, and a lack of resources sometimes prevent people from serving in leadership roles for which they are otherwise qualified.

B. Discussion

TCDD has awarded grant funds to numerous organizations for leadership development and advocacy skills training projects. However, some self advocates feel that only organizations lead and run by self advocates are legitimate self advocacy organizations. As such, they feel that funds awarded for activities to increase self advocacy should be granted only to entities that are run and lead solely by self advocates. Compounding this issue, disagreement exists among self advocates and others about the definition of a “developmental disability.” Some suggest that people only with certain diagnoses can be considered as being a person with a developmental disability. For example, some believe that individuals whose primary disability is mental illness are not considered to have a developmental disability and should not be served by TCDD grants. However, Congress has provided specific guidance that individuals with mental illness can be considered to have a developmental disability if they otherwise meet the definition in the DD Act (SER Attachment 1). Others believe that any person who has an intellectual disability – regardless of their abilities and capabilities – is a person with a “developmental disability” even though the DD Act is clear that individuals with developmental disabilities have significant deficits in at least three areas of major life activities. And some people consider family members or parents of a person with developmental disabilities to be a “self advocate.”

Most self advocate groups, however they are defined, have difficulty finding consistent and flexible funding to maintain their organizations. Nationally, the total operating budgets of self-advocacy organizations are extremely low, often dependent on short-term funding streams, and vulnerable to cuts. Very few states have secured enough funding for a paid executive director for a state self-advocacy organization. Self advocates also have concerns about top-down approaches and about depending on funding sources that may require certain activities and not allow others.

TCDD has funded numerous self-advocacy skill development projects, using the federal definition of DD and guidance from Congress. However, because the funds must be provided to an established entity that can meet certain requirements, organizations receiving funding typically are not entities that are run and lead solely by self advocates. Also, TCDD funding is tied to certain activities that might not be the activities for which self advocacy organizations desire funding, and TCDD does not provide funding for ongoing operations or activities of an unspecified nature.

C. Possible Solutions and Impact

The Rehabilitation Act, Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act, and U.S. Supreme Court Olmstead decision have provided a generation of self-advocates and their families with greater opportunities, rights, and expectations for full inclusion in all aspects of community life. The movement continues to evolve and change as younger self-advocates enter and share their experiences.

TCDD works to ensure that self-advocates are included in the design of their services. Self-advocates are increasingly able to represent themselves and their peers on statewide advisory bodies to offer valuable stakeholder input, and TCDD provides funding for travel expenses of self-advocates and family members appointed to some state advisory entities to support their active participation. Self-advocates, including self-advocates with intellectual disabilities, are included in the membership of TCDD. However, programs in some areas that strongly encourage guardianship for individuals who have disabilities means that some people who would be strong candidates for membership on an advisory or policymaking board might be unable to serve since their guardianship status means that they are not legally able to represent themselves. Additionally, many individuals who have developmental disabilities could not afford to serve on statewide advisory board if their expenses were not reimbursed by the sponsoring state agency.

TCDD has awarded many grants to self-advocacy organizations to promote leadership and advocacy by self-advocates, and TCDD always expects that individuals with developmental disabilities and family members of individuals with developmental disabilities will serve in leadership roles in grant projects. TCDD also funds, or intends to fund, projects to:

- Recruit, advertise and provide administrative support to promote self-advocates as speakers and facilitators at Texas conferences;
- Host and provide technical support for the Advocacy U, a self-advocate website;
- Develop and conduct activities to increase the widespread use of the Advocacy U website;
- Provide support to grassroots community organizing activities conducted by self-advocates;
- Demonstrate a volunteer self-advocate support project as an alternative to guardianship for individuals with intellectual disabilities; and
- Provide leadership and advocacy training to individuals with developmental disabilities and their families.

It would be extremely beneficial if additional opportunities to serve in leadership roles were made available to people who have received training through TCDD projects. TCDD has no doubt that programs and agencies would benefit from the input and work of this part of their constituency.

TCDD recommends that Texas state entities promote and support self-advocacy in any way possible. For example, TCDD hopes that:

- The Governor's Appointments Office continues to place a high priority on appointing well-qualified individuals who are self-advocates serve on the Council and in other governor-appointed positions.
- The Texas Legislature consider studying ways in which current guardianship laws may inappropriately exclude qualified people from participating on advisory or policymaking boards.
- The Texas Legislature direct state entities whose constituents include individuals who have developmental disabilities to fully include self-advocates on advisory boards. This would include non-health and human service agencies such as the Texas Department of Housing and Community Affairs and the Texas Department of Transportation.
- State entities offer additional training or support to self-advocates who are on their advisory boards to encourage full participation.
- State-funded programs that offer leadership and/or management training (including training provided to youth) be directed to recruit and support the full participation of people with developmental disabilities in their programs.

Additionally, any efforts on behalf of state entities and/or the Texas Legislature to support the development of additional self-advocacy groups that are run and led by self-advocates (of all ages) would be beneficial.

Policy Issue No. 2: Competing Stakeholder Priorities

A. Brief Description of the Issue

Although advocates for people with disabilities agree on the vast majority of issues that affect all persons with disabilities, there are occasions where disability advocates and developmental disabilities advocates disagree, as well as occasions when various advocates for people with developmental disabilities do not agree with each other. This results in confusion when one group's position is applied to all people with disabilities and conflict when the Council's position is contrary to the wishes of overlapping stakeholders. In addition, the Council has received feedback previously that TCDD should address the needs of all people with disabilities, rather than just those with "developmental disabilities" as well as feedback that the Council should support the positions of advocates who support institutional placement of people with disabilities.

B. Discussion

The DD Act provides a definition of "developmental disability" that is not based on specific diagnoses or labels. TCDD focuses its advocacy and grant funds toward improving systems used by persons with developmental disabilities. Frequently, this work overlaps with work being done by and for the community made up of seniors and persons with physical disabilities, persons with disabilities that occurred after the person's 21st birthday, or persons with disabilities that do not cause significant impairment in three areas of functioning (as is required by the federal definition of developmental disabilities). Research indicates that a significant disability that occurs to the developmental period of life generally has a more significant impact on learning than a traumatic onset disability that occurs later in life. However, the federal definition of developmental disability in the DD Act was conceptualized in the mid-1970's. Since that time, advances in medical technology allow lives to be saved at accident scenes resulting in significant increases in the number of individuals living in communities across the state and country with substantial, long-term impairments that are a result of a traumatic brain injury or spinal cord injury. That their accident occurred before or after the age of 21 has little impact on the type and nature of services and supports they need to remain active in community life. The age of onset for a developmental disability in the DD Act may seem to some like an arbitrary line in the sand, but to others it is still a key factor particularly as it impacts the typical developmental process for children that enhance their ability to represent themselves as capable self advocates.

Federal funds available to TCDD are subject to the requirements of the DD Act. Councils are expected to gather public input about the unmet needs of individuals who are considered as having a developmental disability as described by the definition in the Act. Those issues and concerns are the basis for developing the required State Plan. The DD Act allows Councils to initiate activities that benefit a larger group of constituents so long as those activities clearly benefit individuals that meet the definition of developmental disabilities in the Act. The DD Act also clearly states that Councils are to support individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in community life.

Additionally, many fail to understand the unique positions of various disability advocacy organizations because the groups frequently work together and because it is expected that all people with disabilities agree on issues that affect them. Some stakeholders inappropriately speak on behalf of everyone with disabilities, despite the awareness that there are those that do not wish to be included.

C. Possible Solutions and Impact

TCDD's mission in part is to ensure that people with developmental disabilities are given opportunities to speak for themselves. Sometimes advocates and advocacy groups will express different viewpoints.

Again, although some conflict is inherent, advocates work together collegially on a number of workgroups and committees. TCDD continues to support education and advocacy efforts relating to the unique needs of persons with developmental disabilities and their families, as well as those of the broader disability community. For example, a TCDD grant supported the creation of the Disability Policy Consortium and funded it for a number of years; and although some organizations expressed concerns about whether it could be sustained when grant support for DPC was concluded, DPC activities have continued as a "consortium" effort of member

organizations.

The purpose and responsibilities of TCDD could be revised to focus on a broader role related to individuals with disabilities, not only those with developmental disabilities. However, those activities would require additional funds for TCDD beyond federal funds currently available pursuant to the DD Act. However, a solution that would not require additional funding would be for agencies setting policy to seek input from a diverse group of stakeholders who have different types of disabilities and/or a cross-disability group such as the DPC.

Policy Issue No. 3: Long Term Funding of Successful Projects

A. Brief Description of Issues

Some TCDD grantees have expressed frustration that their grants are time limited. They are concerned that their grants end just when the project is fully implemented and that this isn't enough time to realize the benefits of the program and plan for sustainability.

B. Discussion

The DD Act expects TCDD grants to be time-limited. Projects are funded to incubate and test new ideas; establish new programs, services, and supports; or create permanent change in existing systems. The DD Act precludes Council's from funding long-term services or ongoing activities. Grantees are required to develop a plan for sustainability from the project's initiation through the life of the grant. However, this knowledge does not limit the frustration of grantees when grant funding concludes. TCDD has funded a number of successful projects that were unable to achieve sustainability. Despite substantial satisfaction with project outcomes, the Council's role is not to provide long term funding since doing so would be contrary to the systems change intent of the Act.

C. Possible Solutions and Impact

TCDD is currently funding an organization to assist grantees to plan for and achieve sustainability. The outcomes of this effort are currently unclear. We are not aware of changes to statute that would address this issue without requiring additional state appropriations.

Policy Issue No. 4: Travel Reimbursement

A. Brief Description of Issue

Numerous advisory bodies are established in state law to provide input to agencies on issues impacting people with disabilities. However, many of these advisory bodies lack authority to reimburse public members for travel expenses necessary to participate.

B. Discussion

TCDD has provided funds since FY 2000 to support travel of approximately 20 public members to participate on about 24 state level advisory committees, councils, and workgroups that focus on issues of importance to individuals with developmental disabilities. This support recognizes the importance for individuals with disabilities and their families to participate in policy discussions about the services and programs that impact their lives. And it recognizes the impact of a disability on the financial resources of the individual and their family, thereby limiting their ability to provide meaningful input as a totally volunteer effort. TCDD funding approval is intended to support self-advocates with disabilities or their family members who do not have support of a sponsoring organization or association for their travel so that they can participate as members of advisory bodies that are established by statute, approval of agency's governing board, or authorization of the agency head. TCDD expects these public members to be appointed by the agency chief of the sponsor state agency.

TCDD initiated this effort following a difficult state fiscal period, expecting this financial support for travel expenses to be temporary. However, legislative approval to reimburse travel expenses for public members for

most of these important advisory committees has not occurred. And in some instances, the sponsoring agency has been reluctant to request additional authorization for travel expenses at least in part due to concerns that the legislature might dissolve the stakeholder input opportunities.

Additionally, the federal government expects meaningful public input into most federally funded programs including Medicaid.

C. Possible Solutions and Impact

The Texas Legislature and the agencies need to reaffirm the importance of including public members with disabilities and their families as active participants on agency advisory committees and workgroups and authorize funds necessary for travel support for those members. If such cannot be accomplished in a single measure, a phase-in plan should be initiated.

Texas funds only limited travel for advisory committees. The Legislature should re-evaluate which public members should receive travel reimbursement. Representatives of many state associations could be supported by those organizations, allowing state resources to assist public members without such support, including low-income persons with disabilities.

Policy Issue No. 5: Public Input About TCDD Activities and Priorities

A. Brief Description of Issues

TCDD at times receives concerns about how public input is solicited and used in setting priorities.

B. Discussion

TCDD has adopted Rules in Texas Administrative Code indicating that opportunities for public comments will be provided at each Council and Committee meeting (§876.11 (b)). Agendas for each Council and Committee meeting include an item for public comments. Comments are generally limited to three minutes per commenter but more time may be allowed at the discretion of the Chair. Individuals may also request, in advance, consideration of a presentation or discussion item by the Council or Committee. The public may also provide input to TCDD through the TCDD website at www.tcdd.texas.gov, via focus and stakeholder groups, by U.S. Mail or email, or through Facebook or Twitter.

TCDD solicits input on certain topics or at certain times to inform Council or Committee discussions. As a part of the process to develop the FY 2012-2016 State Plan, TCDD solicited input through one-on-one conversations with individuals; attending public events (such as a community center picnic and resource fairs); conducting focus groups; meeting with self-advocacy groups; distributing online and paper surveys; and reviewing input gathered by other DD Network partners. The Council also views unsolicited ideas submitted by the public; information, resource, and referral calls; reports from grantees; information provided by Council members; and available data as “public input” that is used in developing an understanding of critical issues and unmet needs in the State while developing State Plan Goals and Objectives.

All Council and Committee discussions about future State Plan activities take place in open meetings that are announced in advance on the Council’s website and by other means. And, proposed amendments to the State Plan are posted for public comments for at least 45 days prior to final action. TCDD maintains an electronic subscription service through which individuals or organizations may sign up to receive announcements of meetings and other important events.

Even so, TCDD receives concerns at times from public members who do not feel they had adequate information about how to provide input concerning Council activities, or from individuals who do not feel some decisions fairly represent critical issues and preferences of individuals with developmental disabilities.

In other instances, organizations that do not share TCDD’s values oppose positions taken by the Council. For example, a parent organization that supports State Supported Living Centers is opposed to some of the positions

taken by the Council. Specifically, they disagree with the Council’s support for a moratorium on admissions to SSLCs until they reach substantial compliance with the Department of Justice Settlement Agreement, sustainability measures that would rebalance the system of long term services and supports and efforts to educate SSLC residents about opportunities for community living. The Council supports the position that all people with disabilities should have access to the services and supports they need to live in the community. The Council also supports the position that the state of Texas must allocate the requisite resources to support community living for people with disabilities and that the state must rapidly expand the availability of individualized community options, and transition individuals in state institutions to community living. These positions are firmly girded in the tenets of the DD Act. Although some organizations disagree with the Council on some issues, the Council maintains respect for individual experiences and TCDD staff work collegially with PART stakeholders in a number of venues.

C. Possible Solutions and Impact

TCDD has approved funding for various projects that are intended to enhance the ability of persons with DD to provide public input to the Council and to other entities, including:

- Providing support to promote self-advocates as speakers and facilitators at Texas conferences;
- Hosting Advocacy U, a self advocate website;
- Initiating activities to increase the use of the Advocacy U website;
- Providing support to community organizing activities conducted by self-advocates; and
- Providing leadership and advocacy training to individuals with developmental disabilities and their families.

TCDD will continue to use social media, email and website strategies to inform the public about TCDD activities and opportunities to provide input about TCDD priorities and activities. Additionally, TCDD recognizes that other organizations may at time have different perspectives. TCDD welcomes input but considers positions within the context of the values and principles inherent in the DD Act regarding community options.

Continuation Grant Awards

Tab 5

Background:

Executive Summaries for two (2) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee. Note that grantee organizations names below are “hyperlinks” to summary information about each project on the TCDD website.

- A. [Helpful Interventions](#): *Gulf Coast of Texas African American Family Support Conference*
- B. [Texas Tech University](#): *Project SEARCH*

Important Terms:

Continuation Grant Awards: For each grant project funded by TCDD, the number of years of funding available (usually 3 to 5 years) is approved by the Council, but projects must reapply for funding each year.

Executive Committee

Agenda Item 8.

Expected Action:

The Executive Committee will review the information provided and consider approving funding for each continuation award.

Council

Agenda Item 12. B.

Expected Action:

The Council will receive a report on Executive Committee decisions.

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 8/07/13

Review of Proposed Activities & Budget

ITEM: A

Grantee: **Helpful Interventions, Inc.**

Year: 2 of 3

Project Title: **Gulf Coast African American Family Support Conference (GCAAFSC)**

Project Location: **Houston**

Website: <http://gcaafsc.net/>

TCDD RFP Intent:

Primary Goal: To establish a sustainable Gulf Coast of Texas African American Family Support Conference (modeled on the Central Texas African American Family Support Conference) with 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.

Authorized Funding Increased (original): Yr 1: \$75,000 (\$35,000) Yr 2: \$75,000 (\$35,000) Yr 3: \$50,000 (\$15,000)

Expected Results: To become a sustainable network to unite the African American community in the Houston area. At least 200 participants will attend the GCAAFSC.

Project Goals and Accomplishments for Year 1:

Goal: To strengthen individual and family awareness of available behavioral and physical healthcare services.

Accomplishments per goal: 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 1, 2013. The project will host a pre-conference August 14, 2013.

Proposed Goals and Objectives for Year 2:

Goal 1: Same as above.

Objectives: 1) To integrate research, data, resources and practice to plan an annual conference in Houston, Texas; 2) 200 conference attendees will be able to express an overall increase in awareness about life wellness and risk factors; 3) Conference attendees will be able to identify a life and wellness factor to apply in practical life situations; 4) GCAAFSC promotion and outreach will be able to report a contrast in the conference attendance from 2011, 2013 and 2014; 5) and, Community Stakeholders will be able to engage in activities that support the sustainability of having an annual conference; 6) Community Stakeholders will be able to identify an activity to increase wellness and decrease overall health disparities among African Americans.

Staff Recommendations:

Public Policy Considerations: The conference will bring culturally appropriate awareness and foster commitment to addressing disproportionality and disparity in the Houston area African American community. By harnessing the power and influence of the community's natural supports and strengths, and providing a safe forum for real and difficult conversations, the conference has the potential to be the catalyst for the community to identify and support the use of already available resources and implement policy changes to increase service accessibility to those in need. The interest in the conference and the data yielded from the conference will give formal and informal community leaders the legitimacy and support they need to seek policy changes. **Grants Management Considerations:** Risk Assessment: Moderate Risk (awards within award); increased monitoring will be provided as a result of increased funding. TCDD staff frequently participate in PAC and committee meetings. **Staff Recommendations:** TCDD staff recommends continuation funding for this project with increased fiscal and programmatic monitoring.

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1 (10 months) (Consultant: \$47,771)	\$75,000/ \$36,433	\$40,421/ \$22,763	\$115,421/ \$61,330
Amount requested for Year 2 budget:			
I. Personnel Services	0	0	0
II. Travel	1,127	522	1,649
III. Purchased Services (Consultant \$67,341)	67,341	30,557	97,898
IV. Property/Materials	2,100	175	22,276
V. Rental/Leasing	3,225	5,515	8,740
VI. Utilities	1,207	2,400	3,607
VII. Other	0	0	0
Budget period totals	\$75,000	\$39,169	\$114,169

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 8/07/13

Review of Proposed Activities & Budget

ITEM: B

Grantee: Texas Tech University
Project Title: Project SEARCH
Project Location: Statewide

Year: 2 of 5

Website: www.projectsearch.us

TCDD RFP Intent:

The project intent is to provide support for school districts, businesses, and/or other entities who wish to contract with Project SEARCH®. Project SEARCH® is a business-led school-to-work transition model with demonstrated success in developing internships for student with developmental disabilities.

Authorized Funding: \$175,000 per year for up to five years.

Expected Results: TechWorks for Texas (TWT) will support the development of 10 newly certified Project SEARCH® sites in Texas by the end of year 4 of this grant.

Project Goals and Accomplishments for Year 1:

Goal: To select and develop the first cohort of 3-4 sites.

Accomplishments per goal:

Planning and preliminary project implementation activities took place in the first year, including conference calls with the Project SEARCH® national office and the Department of Assistive and Rehabilitative Services (DARS). Communities for the first sites were selected: Lewisville, Garland, and Forth Worth. Training and technical assistance have been provided to the selected communities. A difficult negotiation process to contract with the Project SEARCH® national office was completed. All sites have developed their local teams, including school districts that provide a teacher and aide and DARS for a community rehabilitation provider (CRP) and job coach. All sites have arranged internships for 8-10 students each.

Proposed Goals and Objectives for Year 2:

Goal: Same as above.

Objectives: 1) Develop the infrastructure and leadership team who will be responsible for the development and implementation of a strategic plan for TWT; 2) Develop a marketing plan; 3) Assist entities across the state indicating to establish a Project SEARCH® site to receive technical assistance and training; 4) Provide evaluative information on the implementation of Project SEARCH® in Texas community sites to TCDD, DARS, and other relevant stakeholders.

Staff Recommendations:

Public Policy Considerations: The grantee will summarize information about barriers and opportunities to employment for people with developmental disabilities that will help promote changes in state/federal laws or policies and regulations that are barriers. That information should be used to inform the Employment First Task Force formed as a result of SB 1226. The grantee might consider recommending participants – self-advocates, employment providers, and employers – for the stakeholder Employment First Task Force.

Grants Management Considerations: The grantee is not in compliance with TCDD policies regarding PAC meetings. The first PAC meeting was conducted in the third quarter.

Staff Recommendations: TCDD staff recommends continuation funding for this project with increased programmatic monitoring.

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1 (6 months) (Consultant: \$57,487)	\$174,854/ \$84,376	\$58,784/ \$23,840	\$233,638/ \$108,216
Amount requested for Year 2 budget:			
I. Personnel Services	91,649	0	91,649
II. Travel	19,153	0	19,153
III. Purchased Services (\$45,000 consultants)	45,200	0	45,200
IV. Property/Materials	1,198	0	1,198
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	17,466	58,751	76,217
Budget period totals	\$174,666	\$58,751	\$233,417

FY 2014 Operating Expense Budget**Tab 6****Background:**

A proposed Operating Budget to support staff and Council operations for Fiscal Year 2014 is enclosed. This proposed budget assumes federal funding for FY 14 will be level with funds allotted to TCDD for the current year. The proposed FY 14 Operating Budget estimates increases for various expense categories and includes various assumptions about activities and expenditures. Funds not required for Council and staff support will be made available for grant projects as the fiscal year progresses. The proposed budget includes funds for 17 full time staff positions.

Executive Committee**Agenda Item 10.****Expected Action:**

The Committee will review and offer input on the Operating Expense budget recommendations for FY 2014 and recommend Council approval.

Council**Agenda Item 9.****Expected Action:**

The Council will discuss recommendations and determine approval of FY 2014 Operating Expense Budget

**TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
PROPOSED FY 2014 BUDGET**

	BUDGETED FY 2013 (10/12-9/13)	% OF WHOLE	PROJECTED YEAR END EXPENDITURES FY 2013 (10/12-9/13)	% OF WHOLE	PROPOSED BUDGET FY 2014 (10/13-9/14)	% OF WHOLE	VARIANCE	NOTES
Revenues								
<i>Federal Allotment</i>	\$4,794,740	100.0%	\$4,794,740	100.0%	\$4,794,740	100.0%	\$0	1
		0.0%		0.0%				
Total Revenues	\$4,794,740	100.0%	\$4,794,740	100.0%	\$4,794,740	100.0%	\$0	
Expenses								
Council Operations	17 FTE		17 FTE		17 FTE			
Salaries	\$960,403	20.0%	901,647	18.8%	\$909,359	19.0%	(\$51,044)	
Benefits	287,138	6.0%	271,666	5.7%	261,249	5.4%	(25,889)	
Professional Services	82,000	1.7%	59,685	1.2%	75,000	1.6%	(7,000)	2
Out-of-State Travel	26,050	0.5%	9,728	0.2%	27,000	0.6%	950	3
In-State Travel	63,000	1.3%	55,619	1.2%	63,000	1.3%	0	3
Supplies	10,000	0.2%	12,163	0.3%	10,000	0.2%	0	
Utilities	41,700	0.9%	26,238	0.5%	35,000	0.7%	(6,700)	4
Rent - Building - Space	79,618	1.7%	63,282	1.3%	69,450	1.4%	(10,168)	5
Rent - Computers - Equip	64,220	1.3%	25,131	0.5%	46,000	1.0%	(18,220)	6
Capital Expenditures	0	0.0%	-	0.0%	0	0.0%	0	
Other Oper. Expenses	118,250	2.5%	63,232	1.3%	132,150	2.8%	13,900	7
Total Operating Expenses	\$1,732,379	36.1%	\$1,488,390	31.0%	\$1,628,208	34.0%	#####	
Admin. Reimb. To TEA	\$50,000	1.0%	\$50,000	1.0%	\$50,000	1.0%		
Available for Grants	\$3,012,361	62.8%	\$3,256,350	67.9%	\$3,116,532	65.0%	\$104,171	
TOTAL EXPENSES	\$4,794,740	100%	\$4,794,740	100%	\$4,794,740	100%	\$0	

NOTES:

¹ Level funding with FY 2013

² Professional Services: Training - \$4,000; Auditing Services - \$29,000; CPA Desk Reviews - \$10,000; Legal Services - \$3,000; Attendant Care - \$4,500; Review Panelist - \$4,500; DD Suite - \$0; Web Hosting - \$5,000; Computer Programming w/TEA \$10,000; Other contracted \$5,000

³ Travel - In-State Council - \$45,000; Out-of-State Council - \$15,900

Travel - In-State Staff - \$18,000; Out-of-State Staff - \$11,100

⁴ Utilities -\$8,860; Telecommunications - \$21,140; Dedicated Circuit - \$5,000

⁵ Rent-Building & Space: Office & Storage Space - \$43,450; Quarterly Council Facility Rooms - \$26,000

⁶ Rent-Machine - Rental of laptops - \$15,950; Quarterly Council AV rental - \$25,000; Rental of copier - \$5,050

⁷ Other OE: NACDD Dues - \$20,442; Printing, Registration, Publications, Maintenance & Repair, Postage, Cleaning, Delivery, Advertising, Interpreter/translator, Security, Furniture & Equipment, Software, and Awards - \$111,708

Proposed Out-of-State Travel / Events	Members		Attendants		Staff	
	FY 13	FY14	FY 13	FY 14	FY 13	FY 14
NACDD Fall Conference	0	0	0	0	0	0
Executive Director's Mee	0	0	0	0	0	1
Disability Policy Seminar	2	2	1	1	2	0
ADD Technical Assistant	3	2	1	1	2	3
Other (TBD)	2	3	2	1	3	3
Total Travelers	7	7	4	3	7	7
Estimated Expenses	\$10,500	\$12,500	\$5,450	\$3,400	\$10,100	\$11,100

Estimated Total Expenses

FY13	\$26,050
FY14	\$27,000

Background:

The **Quarterly Financial Report** is included for review by the Executive Committee and Council and includes the following information:

- **Summary of Funds FY 2011-2014** – Revenues budgeted from the federal allotment for each fiscal year are summarized as well as the actual or projected expenditures for each of those years. From those amounts, a projected balance of funds available for each year is shown. Note that these expenditures are tied to the federal fiscal year grant awarded to TCDD regardless of whether those funds are expended during the 1st, 2nd, or 3rd year when they are available. Also note a small amount of FY 11 funds were not fully expended (lapsed) by grantees (\$13,087).
- **FY 2013 Expense Budgets** – Approved budget for fiscal year (October 1, 2012, thru September 30, 2013) reflects expenses spent to date (October 1, 2012 thru Jun 30, 2013) with a column of year-to-date projections per category that would be expended thus far if expenses were evenly distributed during the year. All expenses are reported by expense category and by type of staff activity, and show that expenses remain within approved budget for the fiscal year.
- **2011, 2012 and 2013 Grants & Contracts Awards Reports** –The Grants and Contracts Awards Reports provide simplified information of active grantees during each funding year. The reports include budget period for each award; approved RFP amounts; awarded amounts (regardless of what year of funds used); expended amounts to date; and balances to be spent before budget period ends. Amounts shown as expended year to date are based on requests for reimbursements from grantees that have been paid. That data is usually 1-2 months behind actual expenditures on most grants.
- **Stipends Expenditures** – Provides a summary of funds awarded or expended for each stipend grant recipient, the number of individuals attending the conference or seminar who benefited from those stipend funds, and how many of those participants also received TCDD stipend support previously from that organization.

Notes:

- ♦ The TCDD fiscal year is the federal fiscal year: October 1 through September 30.
- ♦ The DD Act allows two full federal fiscal years for initial awards/obligations of funds, and allows three federal fiscal years for final expenditure/liquidation of funds.

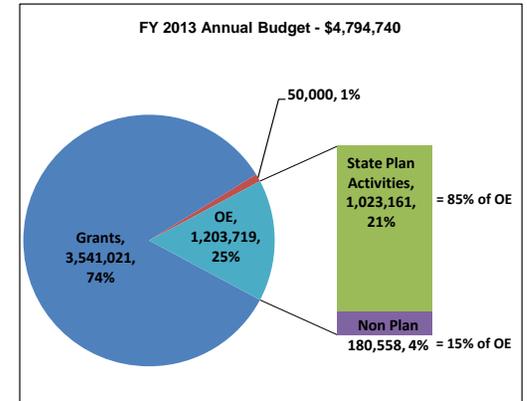
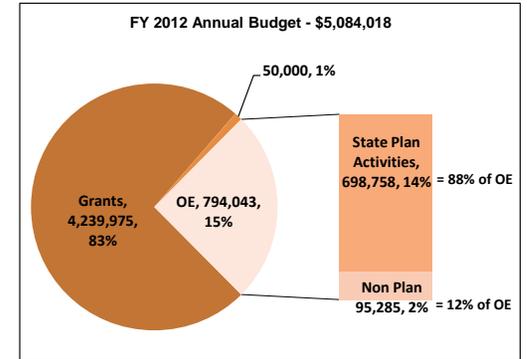
<p><u>Executive Committee</u></p> <p><u>Agenda Item 9.</u></p>	<p><u>Expected Action:</u></p> <p>The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.</p>
<p><u>Council</u></p> <p><u>Agenda Item 12. C.</u></p>	<p><u>Expected Action:</u></p> <p>The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report and may also provide additional guidance.</p>

**Texas Council for Developmental Disabilities
Summary of Funds FY 2011 - 2014
July 2013**

Model Key				
Numbers in black represent budget numbers or actuals for the current or prior years.				
Numbers in blue represent forecast numbers.				
	10/1/2009-9/30/2012	10/1/2010-9/30/2013	10/1/2011-9/30/2014	10/1/2012-9/30/2015
Line Item	FY 2011	FY 2012	FY 2013	FY 2014
REVENUES				
Federal Funds				
Estimate of Federal Award	\$5,095,817	\$5,084,018	\$4,794,740	\$4,794,740
Actual Award ¹	\$5,095,817	\$5,084,018	\$4,794,740	\$4,794,740
Prior year difference (Current FY Award - Prior FY Award)	(\$10,213)	(\$11,799)	(\$289,278)	\$0
EXPENDITURES				
Operating Expenses				
Approved by Council	\$1,813,039	\$1,788,829	\$1,782,379	\$1,678,208
Expenses ²	\$1,440,554	\$844,043	\$1,253,719	\$1,381,676
Balance of Operating Expense funds	\$372,485	\$944,786	\$528,660	\$296,532
Grants and Projects Expenses				
Available from Current Fiscal Year	\$3,655,263	\$4,239,975	\$3,541,021	\$3,413,064
Actual/Estimated Grant Awards ^{3 & 4}	\$3,642,176	\$3,332,893	\$4,203,969	\$3,514,920
Current Projects Difference (Available - Actual)	\$13,087	\$907,082	(\$662,948)	(\$101,856)
Prior Year Funds Available	\$0	\$0	\$907,082	\$164,134
BALANCE OF FUNDS AVAILABLE	\$0	\$0	\$244,134	\$62,278
Planned Projects ⁵	\$0	\$0	\$80,000	\$600,000
BALANCE AFTER PLANNED PROJECTS ⁶	\$13,087 ⁷	\$907,082	\$164,134	(\$537,722)

NOTES:

- ¹ Final FY13 NOGA \$4,794,740; FY14 estimated NOGA level funding.
- ² FY11 operating expenses charged to FY10 funds resulting in FY12-14 operating expenses partially charged to prior year funds.
- ³ Funds awarded or anticipated to be awarded for authorized projects are included in projections of Grants and Project Expenses.
- ⁴ Funds awarded each Fiscal Year (FY) can be expended within 3 FY periods.
- ⁵ Planned Grants & Projects Expenses include projects planned and approved but not initiated.
Total amounts authorized are reflected although actual awards approved may be less.
- ⁶ 2012 Balance will be fully obligated by the end of Sept. 2013.
- ⁷ FY 11 balance lapsed by grantee, not available for future years.



Texas Council for Developmental Disabilities

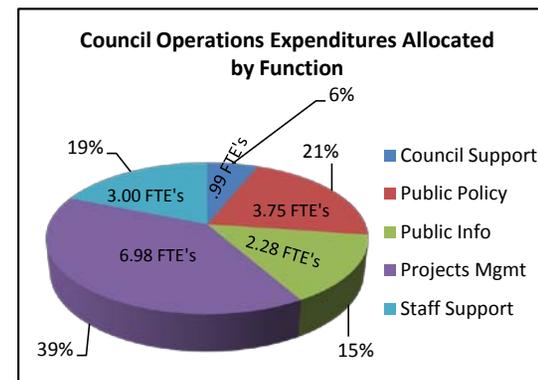
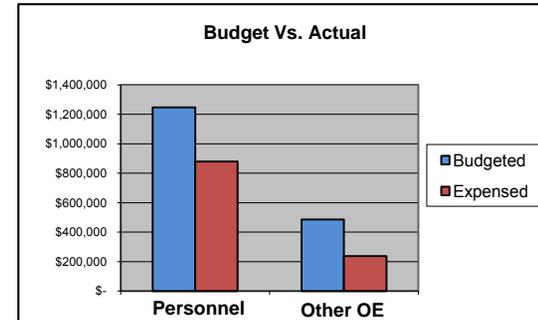
FY 13 Admin & Expense Budget

Oct. 1, 2012 thru
June 30, 2013

Expenses (Council Operations)	Budget	Year to Date Projected	Expended	Variance
Personnel (17 FTEs)				
Salaries	960,403	720,302	676,235	44,067
Benefits	287,138	215,354	203,749	11,604
Total Personnel	\$ 1,247,541	\$ 935,656	\$ 879,984	\$ 55,671
Operating				
Professional Services ¹	82,000	61,500	44,764	16,736
Out-of-State Travel ²	26,050	19,538	7,296	12,242
In-State Travel ³	63,000	47,250	41,714	5,536
Supplies	10,000	7,500	9,122	(1,622)
Utilities	41,700	31,275	19,679	11,596
Rent - Building - Space	79,618	59,714	47,461	12,252
Rent - Computers - Equip ⁴	64,220	48,165	18,848	29,317
Capital Expenditures	-	-	-	-
Other OE ⁵	118,250	88,688	47,424	41,264
Total Operating	\$ 484,838	\$ 363,629	\$ 236,308	\$ 127,320
Total Expenses	Budget	YTD Budgeted	Actual	Variance
	1,732,379	1,299,284	1,116,293	182,992
Admin Reim to TEA	50,000	75.0%	64.4%	
TOTAL	\$ 1,782,379		\$ 1,166,293	
Expenditures by Function				
Council Support	Public Policy	Public Info	Projects Mgmt	Staff Support
\$ 96,560	\$ 207,625	\$ 152,393	\$ 428,836	\$ 210,044

NOTES:

- ¹ Auditor - \$25,000/\$16,868; CPA Desk Reviews - \$8,000/\$3,275; Legal Svs - \$3,000/\$0
 Web Hosting - \$2,000/\$1,200; Data Center Services - \$15,000/\$5,723
 Other Professional Services - \$13,000/\$6,409; Reviewers - \$10,000/\$1,905; Temp Services - \$0/\$9,384
- ² Travel - Out-of-State Council - \$14,200 /\$6,212; Travel - Out-of-State Staff - \$13,050 /\$1,084
- ³ Travel - In-State Council - \$45,000 /\$31,312; Travel - In-State Staff - \$18,000 /\$10,402;
- ⁴ Computer lease - \$22,800/\$782; AV Equipment - \$35,000/\$14,931; Copier - \$6,420/\$3,115
- ⁵ Other OE - NACDD Dues - \$20,834, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services-\$26,590.



2011 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Apalachicola Creek Indians		Outreach & Development 1		
1/1/2011 - 12/31/2011	\$10,000	\$10,000	\$10,000	\$0
Barbara Jordan Endeavors Corp		Outreach & Development 4		
8/1/2011 - 7/31/2012	\$10,000	\$9,855	\$8,919	\$936
Community Healthcare		Self-Employment 1		
6/1/2011 - 8/31/2012	\$125,000	\$112,704	\$112,704	\$0
Easter Seals		ASSET		
10/1/2010 - 10/31/2011	\$100,000	\$100,000	\$96,307	\$3,693
Family to Family Network Inc		L&A Local Basic Advocacy Training 1		
6/1/2011 - 5/31/2012	\$75,000	\$75,000	\$75,000	\$0
Friends and Families of Asians with Special Needs		Outreach & Development 3		
2/1/2011 - 3/31/2012	\$10,000	\$10,000	\$9,866	\$134
Region 17 ESC		PBS-ID		
6/1/2011 - 5/31/2012	\$115,000	\$115,000	\$115,000	\$0
Region 17 ESC		PBS-HS		
6/1/2011 - 5/31/2012	\$120,000	\$120,000	\$120,000	\$0
Region 19 ESC		Youth Leadership Training 5		
2/1/2011 - 6/30/2011	\$50,000	\$50,000	\$46,055	\$3,945
SafePlace		Meaningful Relationships		
4/1/2011 - 4/30/2012	\$125,000	\$105,475	\$105,475	\$0
Texas A&M University		L&A Statewide Advanced Training		
7/1/2011 - 3/15/2012	\$150,000	\$150,000	\$111,226	\$38,774
Texas Parent to Parent		Public Policy Collaboration Activities		
2/1/2011 - 2/29/2012	\$0	\$65,588	\$65,588	\$0
Texas Tech University		Teacher Preparation for Inclusive Education Project		
9/16/2011 - 11/30/2011	\$200,000	\$199,999	\$199,915	\$84

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
The Arc of Greater Houston		Outreach & Development 2		
1/1/2011 - 12/31/2011	\$10,000	\$7,170	\$7,170	\$0
The Arc of San Angelo		Alternatives to Guardianship-Volunteer Advocate Pilot Program		
4/1/2011 - 4/30/2012	\$75,000	\$74,922	\$74,922	\$0
The Arc of Texas		Texas Microboard Collaboration		
10/1/2010 - 9/30/2011	\$0	\$85,059	\$85,059	\$0
Totals:	\$1,175,000	\$1,290,772	\$1,243,206	\$47,566

2012 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
A Circle of Ten		Capacity Building		
1/2/2012 - 12/31/2012	\$25,000	\$25,000	\$24,996	\$4
Any Baby Can of San Antonio, Inc		Health & Fitness 1		
3/1/2012 - 2/28/2013	\$250,000	\$228,610	\$228,610	\$0
Austin Travis County Integral Care		Central Texas African American Family Support Conference		
11/1/2011 - 8/31/2012	\$6,355	\$6,355	\$300	\$6,055
Austin Travis County Integral Care		Central Texas African American Family Support Conference		
9/1/2012 - 8/31/2013	\$8,060	\$8,060	\$1,037	\$7,023
Brighton School, Inc.		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 2)		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
Centro di Mi Salud		Outreach & Development 6		
9/1/2012 - 8/31/2013	\$10,000	\$10,000	\$848	\$9,152
Community Healthcare		Self-Employment 1		
9/1/2012 - 11/30/2012	\$37,635	\$37,635	\$32,062	\$5,573
Department of Assistive and Rehabilitative Services		Higher Education 3		
1/1/2012 - 1/31/2013	\$225,000	\$225,000	\$225,000	\$0
Educational Programs Inspiring Communities, Inc.		Enabling Technology 1		
4/1/2012 - 5/31/2013	\$225,000	\$225,000	\$225,000	\$0
Epilepsy Foundation Texas		Health & Fitness 2		
4/1/2012 - 5/31/2013	\$250,000	\$249,538	\$249,538	\$0
Helpful Interventions		Gulf Coast African American Family Support Conference		
9/1/2012 - 9/30/2013	\$75,000	\$75,000	\$63,946	\$11,054
Imagine Enterprises Inc		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 3)		
10/1/2011 - 12/31/2012	\$40,000	\$40,000	\$40,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Jewish Family Service of Dallas		Inclusive Faith-Based Symposium 3		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
Morningside Research and Consulting, Inc.		Biennial Report		
3/1/2012 - 12/31/2012	\$25,000	\$24,960	\$24,960	\$0
NAMI Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 3)		
2/1/2012 - 3/31/2013	\$75,000	\$75,000	\$75,000	\$0
OneStar Foundation		Inclusive Faith-Based Symposium 1		
2/1/2012 - 4/15/2013	\$75,000	\$71,453	\$71,453	\$0
Paso del Norte Children's Development Center		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 1)		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
Region 17 ESC		PBS-HS		
6/1/2012 - 5/31/2013	\$120,000	\$120,000	\$120,000	\$0
Region 17 ESC		PBS-ID		
6/1/2012 - 5/31/2013	\$115,000	\$115,000	\$115,000	\$0
Region 19 ESC		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 4)		
10/1/2011 - 9/30/2012	\$40,000	\$40,000	\$40,000	\$0
SafePlace		Meaningful Relationships		
5/1/2012 - 7/31/2013	\$125,000	\$117,022	\$99,915	\$17,107
SER Jobs for Progress		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 5)		
12/1/2011 - 11/30/2012	\$40,000	\$40,000	\$39,754	\$246
Strategic Education Solutions, LLC		Enabling Technology 2		
4/1/2012 - 4/30/2013	\$225,000	\$224,967	\$224,967	\$0
Texas A&M University		Higher Education 1		
1/1/2012 - 2/28/2013	\$225,000	\$225,000	\$225,000	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Texas A&M University		New Leadership Development & Advocacy Skills Trng (NLDAST 2)		
6/1/2012 - 7/31/2013	\$75,000	\$75,000	\$40,961	\$34,039
Texas A&M University		L&A Statewide Advanced Training		
7/1/2012 - 8/31/2013	\$150,000	\$214,742	\$156,181	\$58,561
Texas Advocates		New Leadership Development & Advocacy Skills Trng (NLDAST 1)		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
Texas Center for Disability Studies		Support for Advisory Committee Member Travel		
11/1/2011 - 10/31/2012	\$38,546	\$38,546	\$34,977	\$3,569
Texas Parent to Parent		Public Policy Collaboration Activities		
3/1/2012 - 2/28/2013	\$0	\$61,780	\$61,780	\$0
Texas State Independent Living Council		New Leadership Development & Advocacy Skills Trng (NLDAST 7)		
2/1/2012 - 1/31/2013	\$75,000	\$75,000	\$75,000	\$0
Texas State Independent Living Council		Health & Fitness 3		
4/1/2012 - 3/31/2013	\$250,000	\$219,472	\$219,472	\$0
Texas Tech University		Higher Education 2		
10/1/2011 - 11/30/2012	\$225,000	\$209,384	\$209,054	\$330
Texas Tech University		Teacher Preparation for Inclusive Education Project		
12/1/2011 - 9/30/2012	\$200,000	\$199,999	\$199,915	\$84
The Arc of Dallas		New Leadership Development & Advocacy Skills Trng (NLDAST 4)		
4/1/2012 - 3/31/2013	\$75,000	\$75,000	\$75,000	\$0
The Arc of Greater Tarrant County		Inclusive Faith-Based Symposium 2		
5/1/2012 - 6/30/2013	\$75,000	\$75,000	\$75,000	\$0
The Arc of San Angelo		Alternatives to Guardianship-Volunteer Advocate Pilot Program		
5/1/2012 - 4/30/2013	\$75,000	\$73,941	\$73,941	\$0

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
The Arc of Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 5)		
3/1/2012 - 4/30/2013	\$75,000	\$75,000	\$75,000	\$0
The Arc of Texas		Texas Microboard Collaboration		
10/1/2011 - 9/30/2012	\$0	\$76,834	\$76,834	\$0
The Sower Foundation		Outreach & Development 7		
9/1/2012 - 8/31/2013	\$10,000	\$10,000	\$7,385	\$2,615
VSA Arts of Texas		Self-Employment 2		
6/1/2012 - 7/31/2012	\$25,000	\$25,000	\$25,000	\$0
West Central Texas Regional Foundation		Inclusive Faith-Based Symposium 4		
2/1/2012 - 1/31/2013	\$75,000	\$74,894	\$74,894	\$0
Totals:	\$3,870,596	\$3,993,192	\$3,837,780	\$155,412

2013 GRANTS & CONTRACTS AWARDS REPORT

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
A Circle of Ten		Building Community Capacity through Collaboration Projects-1		
1/1/2013 - 12/31/2013	\$75,000	\$75,000	\$40,630	\$34,370
A Circle of Ten		Capacity Building		
1/2/2013 - 12/31/2013	\$25,000	\$25,000	\$9,693	\$15,307
Advocacy for Living in Mainstream America (ALMA)		Outreach & Development 8		
1/1/2013 - 12/31/2013	\$10,000	\$10,000	\$4,323	\$5,677
Any Baby Can of San Antonio, Inc		Health & Fitness 1		
3/1/2013 - 2/28/2014	\$250,000	\$228,610	\$80,902	\$147,708
ARCF Community Services		Outreach & Development 9		
7/1/2013 - 6/30/2014	\$10,000	\$7,367	\$0	\$7,367
Brighton School, Inc.		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 2		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$16,672	\$3,328
Community Healthcore		Building Community Capacity through Collaboration Projects-2		
2/1/2013 - 7/31/2014	\$75,000	\$75,000	\$2,035	\$72,965
Data Momentum		Support for Advocacy U		
3/1/2013 - 2/28/2014	\$15,000	\$15,000	\$1,650	\$13,350
Department of Assistive and Rehabilitative Services		Higher Education 3		
2/1/2013 - 12/31/2013	\$225,000	\$225,000	\$2,982	\$222,018
East Texas Center for Independent Living		Building Community Capacity through Collaboration Projects-3		
1/1/2013 - 12/31/2013	\$75,000	\$74,640	\$22,792	\$51,848
Educational Programs Inspiring Communities, Inc.		Enabling Technology 1		
6/1/2013 - 5/31/2014	\$225,000	\$225,000	\$0	\$225,000
Epilepsy Foundation Texas		Health & Fitness 2		
6/1/2013 - 5/31/2014	\$250,000	\$249,750	\$0	\$249,750

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Imagine Enterprises Inc		Self-Advocacy as Speakers 2		
5/1/2013 - 4/30/2014	\$125,000	\$124,999	\$5,877	\$119,122
Imagine Enterprises Inc		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 3		
1/1/2013 - 9/30/2013	\$20,000	\$20,000	\$11,053	\$8,947
Jewish Family Service of Dallas		Inclusive Faith-Based Symposium 3		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$0	\$75,000
NAMI Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 3)		
4/1/2013 - 3/31/2014	\$75,000	\$74,971	\$13,491	\$61,480
OneStar Foundation		Inclusive Faith-Based Symposium 1		
4/16/2013 - 4/30/2014	\$75,000	\$64,833	\$0	\$64,833
Paso del Norte Children's Development Center		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 1		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$15,618	\$4,382
REACH Families		Outreach & Development 10		
9/1/2013 - 8/31/2014	\$10,000	\$9,910	\$0	\$9,910
Region 17 ESC		Families in Schools		
6/1/2013 - 5/31/2014	\$300,000	\$300,000	\$0	\$300,000
Region 19 ESC		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 4		
10/1/2012 - 9/30/2013	\$20,000	\$20,000	\$13,608	\$6,392
SER Jobs for Progress		Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 5		
12/1/2012 - 11/30/2013	\$20,000	\$20,000	\$0	\$20,000
Strategic Education Solutions, LLC		Enabling Technology 2		
5/1/2013 - 4/30/2014	\$225,000	\$225,000	\$19,656	\$205,344
Texas A&M University		Higher Education 1		
3/1/2013 - 2/28/2014	\$225,000	\$225,000	\$31,773	\$193,227
Texas Advocates		New Leadership Development & Advocacy Skills Trng (NLDAST 1)		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$6,654	\$68,346

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Texas Center for Disability Studies		Support for Advisory Committee Member Travel		
11/1/2012 - 10/31/2013	\$45,747	\$45,747	\$0	\$45,747
Texas Parent to Parent		Public Policy Collaboration Activities		
3/1/2013 - 2/28/2014	\$0	\$58,700	\$13,724	\$44,976
Texas State Independent Living Council		New Leadership Development & Advocacy Skills Trng (NLDAST 7)		
2/1/2013 - 1/31/2014	\$75,000	\$75,000	\$45,648	\$29,352
Texas State Independent Living Council		Health & Fitness 3		
4/1/2013 - 3/31/2014	\$250,000	\$250,000	\$43,012	\$206,988
Texas Tech University		Project SEARCH		
10/1/2012 - 9/30/2013	\$175,000	\$174,854	\$103,020	\$71,834
Texas Tech University		Building Community Capacity through Collaboration Projects-4		
1/1/2013 - 12/31/2013	\$75,000	\$74,996	\$29,358	\$45,638
Texas Tech University		Higher Education 2		
12/1/2012 - 1/31/2014	\$225,000	\$217,079	\$65,938	\$151,141
The Arc of Dallas		New Leadership Development & Advocacy Skills Trng (NLDAST 4)		
4/1/2013 - 3/31/2014	\$75,000	\$75,000	\$23,357	\$51,643
The Arc of Greater Tarrant County		Inclusive Faith-Based Symposium 2		
7/1/2013 - 6/30/2014	\$75,000		\$0	
The Arc of Texas		New Leadership Development & Advocacy Skills Trng (NLDAST 5)		
5/1/2013 - 4/30/2014	\$75,000	\$75,000	\$7,672	\$67,328
The Arc of Texas		Texas Microboard Collaboration		
10/1/2012 - 9/30/2013	\$0	\$62,596	\$51,747	\$10,849
Volar Center for Independent Living		Building Community Capacity through Collaboration Projects-5		
1/1/2013 - 6/30/2014	\$75,000	\$75,000	\$12,902	\$62,098
VSA Arts of Texas		Self-Advocacy as Speakers 1		
5/1/2013 - 4/1/2014	\$125,000	\$125,000	\$9,573	\$115,427

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
West Central Texas Regional Foundation				
Inclusive Faith-Based Symposium 4				
2/1/2013 - 1/31/2014	\$74,000	\$74,322	\$22,822	\$51,500
Totals:	\$3,864,747	\$3,868,374	\$728,182	\$3,140,192

PLANNED GRANTS/CONTRACTS

Budget Period	RFP Amount	Awarded Amount	YTD Expended Amount	Balance
Accessible Parking Campaign		Accessible Parking Campaign		
9/1/2013 - 8/31/2014	\$80,000	\$0	\$0	\$0
Totals:	\$80,000	\$0	\$0	\$0

S T I P E N D E X P E N D I T U R E S

ORGANIZATION	MONTH OF EVENT	EXPENDED	NUMBER SERVED	PREVIOUSLY SERVED	COMMENTS/CLOSED
FYE 9-30-12					
Volar Center for Independent Living	Oct-2011	6,000	73	5	<input checked="" type="checkbox"/>
Partners Resource Network	Dec-2011	5,998	22	0	<input checked="" type="checkbox"/>
Texas A&M University	Feb-2012	3,794	16	0	<input checked="" type="checkbox"/>
ADDA-SR	Feb-2012	6,000	30	0	<input checked="" type="checkbox"/>
The Arc of Texas	Feb-2012	3,036	38	0	<input checked="" type="checkbox"/>
SW Chapter Autism Society of America	Mar-2012	1,200	20	6	<input checked="" type="checkbox"/>
Texas Parent to Parent	Jun-2012	6,000	29	9	<input checked="" type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2012	5,352	13	4	<input checked="" type="checkbox"/>
Texas Advocates	Jul-2012	5,988	54	21	<input checked="" type="checkbox"/>
Coalition of Texans with Disabilities	Sep-2012	4,880	22	5	<input checked="" type="checkbox"/>
TOTALS:		\$48,248	317	50	

FYE 9-30-13					
ADTRC	Oct-2012	4,566	19	1	<input checked="" type="checkbox"/>
Volar Center for Independent Living	Oct-2012	6,000	53	11	<input type="checkbox"/>
Community Options, Inc.	Nov-2012	6,000	6	0	<input checked="" type="checkbox"/>
NAMI Texas	Nov-2012	5,890	62	0	<input checked="" type="checkbox"/>
Austin Travis County Integral Care	Feb-2013	5,500	16	0	Speakers <input checked="" type="checkbox"/>
ADDA-SR	Feb-2013	5,912	47	0	<input checked="" type="checkbox"/>
The Arc of Texas	Feb-2013	5,972			<input type="checkbox"/>
Austin Travis County Integral Care	Feb-2013	6,000	16	0	<input checked="" type="checkbox"/>
Jewish Family Services of Houston	Feb-2013	5,000	500	0	<input type="checkbox"/>
Texas A&M University	Feb-2013	5,813	34	3	<input checked="" type="checkbox"/>
Coalition of Texans with Disabilities	Mar-2013	1,893	7	4	<input checked="" type="checkbox"/>
Harris County Department of Education	Jun-2013	4,102			Speakers <input type="checkbox"/>
University of North Texas	Jul-2013	4,750			<input type="checkbox"/>
American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX)	Jul-2013	6,000			<input type="checkbox"/>
Texas Parent to Parent	Jul-2013	6,000			<input type="checkbox"/>
Texas Advocates	Aug-2013	5,988			<input type="checkbox"/>
The Arc of Greater Beaumont	Aug-2013	6,000			Speakers <input type="checkbox"/>
Providers Alliance for Community Services of Texas (PACSTX)	Sep-2013	5,000			Speakers <input type="checkbox"/>
TOTALS:		\$96,386	760	19	

NOTE: Budgeted amount used if stipend is not closed.

Memorandum of Understanding with TEA**Tab 8****Background:**

State law establishing TCDD requires “the Council to enter into a Memorandum of Understanding with the designated state agency that delineates the roles and responsibilities of the designated state agency” in providing administrative services and support to TCDD. Council Policies expect the Council to review the MOU each year. The current MOU with the Texas Education Agency, the Council’s designated state agency, is attached. No revisions are recommended this year by TCDD staff or by TEA.

Executive Committee**Agenda Item 11.****Expected Action:**

The Committee will review and recommend Council approval of the Memorandum of Understanding with Texas Education Agency.

Council**Agenda Item 8.****Expected Action:**

The Council will approve the Memorandum of Understanding with Texas Education Agency.

Memorandum of Understanding

Texas Council for Developmental Disabilities and The Texas Education Agency

I. PURPOSE

This Memorandum of Understanding (“MOU”) is entered into between the Texas Council for Developmental Disabilities, 6201 East Oltorf, Suite 600., Austin, Texas, hereafter referred to as the “TCDD,” and the Texas Education Agency, 1701 North Congress Ave., Austin, Texas, hereafter referred to as the “TEA”. The TCDD is established pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 15001), hereafter referred to as the “DD Act”, and by state statute at Chapter 112, Title 7, Texas Human Resources Code, hereafter referred to as the “State Act.” Consistent with the DD Act, the Governor of Texas has designated TEA as the “designated state agency” to receive, account for and disburse funds available to TCDD and to provide administrative support to TCDD as appropriate. The purpose of this MOU is to identify the responsibilities of TEA as the designated state agency and the responsibilities of TCDD consistent with the DD Act and the State Act.

II. GENERAL AGREEMENTS

The State Act establishes the TCDD as a separate entity under state law, and delegates authority to the TCDD for all programmatic activities conducted with funds available to the TCDD. The State Act also establishes the Executive Director of the TCDD as the executive head of agency for the TCDD. TEA is responsible as the Designated State Agency to provide the services and support as indicated in this Memorandum of Understanding.

TCDD staff will be subject to the administrative rules and policies of the State of Texas and of its cognizant federal authorities. Pursuant to the State Act, the TCDD is responsible for selecting and hiring the Executive Director, when that position becomes vacant, and supervising the Executive Director consistent with state personnel policies and procedures of the TCDD. The TCDD Chair will prepare an annual performance evaluation of the TCDD Executive Director and serve as the “supervisor’s supervisor” when required by state law or regulations.

The parties agree that TCDD staff will be responsible solely for TCDD activities and responsibilities and will not be assigned other duties nor guided in implementing activities by the TEA. It is TCDD’s intent to be responsive to the limitations of TEA set forth in state law and regulation related to personnel decisions. In like manner, it is TEA’s intent to be responsive to the intent of the DD Act that provides for the Council to determine the numbers and types of staff necessary to carryout TCDD responsibilities and activities. At any time that the Council determines the need to increase the number of TCDD staff positions above 18 currently authorized FTE’s, TCDD and TEA shall jointly determine the procedure and timing for that increase to occur. Unless otherwise separately agreed by TCDD, those positions are available only to the TCDD and are not subject to staffing reductions of the TEA.

TCDD will work cooperatively with TEA to establish procedures for the processing of TCDD grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the Council concerning activities carried out with funds available to TCDD. Federal law establishes that the TEA, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council.

TEA will provide administrative support services to the TCDD as detailed in this MOU. The provision of these services are subject to TEA's then-current operating procedures and systems. Nothing in this MOU obligates TEA to provide or purchase for TCDD any administrative service or support not regularly available or provided by TEA. Any requests by TCDD for modification to TEA services or support shall be subject to negotiation at the time of the request and to additional reimbursement as allowed by the DD Act. TCDD agrees to cooperate with TEA in providing any information needed by TEA to carry out its duties.

III. FINANCIAL, BUDGETING AND ACCOUNTING SERVICES

TEA has the following responsibilities and duties in state and federal law:

- A. Receive, account for and disburse funds on behalf of TCDD in accordance with the state and federal law and as authorized by TCDD staff, provided that TEA shall not encumber any funds available to TCDD, transfer any funds between TCDD budget categories or from TCDD to any other entity, or otherwise initiate charges or expenses against funds available to TCDD without specific authorization in advance by TCDD.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for TCDD funds.
- C. Prepare required state and federal financial reports regarding TCDD funds, including TCDD review prior to submittal.
- D. Provide payroll services consistent with state and federal requirements.
- E. Provide timely financial information to TCDD to allow for the preparation of required fiscal reports to state and federal authorities.
- F. Provide or assist TCDD in securing the non-federal share of the cost of projects as required by federal law.
- G. Support TCDD in developing required state budget, strategic plan, performance measures, and appropriations request materials and related items (and other state reporting).

IV. HUMAN RESOURCES

TEA agrees to provide the following Human Resources services to TCDD:

- A. For state payroll and benefits purposes, administratively maintain TCDD employees as TEA employees.
- B. TEA agrees to provide recruitment, posting and processing of applications for TCDD positions.
- C. TEA will ensure compliance with EEO and ADA related matters and will act as the TCDD Executive Director's designee to implement a program of equal opportunity employment for the TCDD as required by the Texas Commission on Human Rights and state law.
- D. Other HR services as appropriate.

V. INFORMATION TECHNOLOGY SERVICES

TEA agrees to provide the following information technology services to TCDD:

- A. Information technology (IT) support to TCDD shall be provided through TEA Interagency agreements with the Department of Information Resources (DIR) and the state Data Center Service.

- B. TEA IT support to TCDD includes but is not limited to security oversight and operational functions to ensure compliance with the DIR TAC §202 requirements
- C. TEA IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections (including LAN equipment and data circuits) and related hardware and software applications. As required to meet confidentiality requirements.
- D. TCDD will follow TEA Operating Procedures pertaining to information security and encourage TCDD employees to attend TEA information security classes.
- E. TEA IT support shall be provided in a manner that assures separate identity for TCDD computer functions including website (www.tcdd.texas.gov) and email (e.g. Roger.Webb@tcdd.texas.gov)

VI. OTHER ADMINISTRATIVE SERVICES

TEA agrees to provide the following administrative services to the TCDD unless TEA and TCDD jointly agree for TCDD to contract for such services separately:

- A. Provide appropriate assurances for the TCDD State Plan and consult with TCDD to maintain consistency of the State Plan with state law.
- B. Purchasing and procurement services that will enable TCDD to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning lease space for TCDD offices. TCDD personnel responsible for contract development and processing will consult with appropriate TEA personnel and participate in related TEA training.
- C. Training, professional development, and consultation services provided through TEA (Office of Organizational Effectiveness) to TCDD personnel as appropriate.
- D. Bulk mail services directly or through contract with another state agency.
- E. TEA will include TCDD in their Business Continuity Plan for systems and business recovery.

VII. OTHER UNDERSTANDINGS

- A. TEA understands that TCDD shall develop and authorize funding activities to implement goals and objectives in the approved TCDD State Plan within the limitations of available funds and applicable state and federal regulations. TCDD shall manage all aspects of the application, review, and approval processes for grants and contracts and shall provide ongoing project development and grants management oversight to funded projects. DD funded grant projects shall abide by all terms of the grant award and with all applicable federal and state requirements including the Uniform Grant Management Standards (UGMS) developed by the Governor's Office of Budget, Planning and Policy, and federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, TCDD is solely responsible for the grant selection, award, and management activities of the Council. The TCDD Executive Director or his designee is the authorized signatory for all TCDD grants and contracts.
- B. TCDD, as a separate state entity under law, will comply with State of Texas administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services. It is understood by the parties that TCDD currently contracts separately for Internal Audit Services to ensure compliance with State requirements. Should TCDD determine not to continue to separately acquire such services, it promptly will notify TEA and the parties will mutually agree on the provision of such services by or through TEA, as may be necessary.

- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

VIII. COMPENSATION FOR ADMINISTRATIVE SERVICES

TCDD agrees to reimburse TEA for the administrative services provided under this MOU consistent with provisions of the DD Act. TCDD will reimburse TEA not more than \$50,000 each fiscal year for basic services of accounting, budget, purchasing and HR services provided that TEA provides at least an equal share from non-federal resources as state match through the application of the indirect cost rate. Information technology support (as noted in Section V.B.) and all other services provided to TCDD by TEA will be reimbursed by TCDD to the extent allowed by state and federal law. TEA will provide TCDD documentation of the cost and allocation method for those services.

IX. GENERAL PROVISIONS

Dispute Resolution: Disputes concerning implementation of this MOU between TCDD and TEA must first be resolved at the staff level if possible. If either party determines that the dispute cannot be resolved at the executive staff level, TCDD and TEA agree to pursue resolution through the use of mediation pursuant to the Government Dispute Resolution Act, Chapter 2009 of the Texas Government Code as applicable.

X. TERM OF AGREEMENT

This MOU shall commence on September 1, 2013, and shall terminate on August 31, 2014. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of TEA as the TCDD designated state agency pursuant to provisions of the DD Act. In the event any provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies, or materials in this MOU are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

**TCDD further certifies that it has the authority to receive the above services by authority granted in:
Executive Order RP-37.**

**TEA further certifies that it has authority to perform the above services by authority granted in:
Executive Order RP-37.**

Texas Council for Developmental Disabilities

Texas Education Agency

By: _____
Mary Durham
TCDD Chair

By: _____
Shirley Beaulieu,
Chief Financial Officer

Date: _____

Date: _____

Background:

Minutes of the May 2, 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
THURSDAY, MAY 2, 2013
DRAFT MINUTES

COMMITTEE MEMBERS PRESENT

Gladys Cortez, Chair	Diana Kern	David Taylor
Kristine Clark	Scott McAvoy	Rick Tisch
Manda Hall	John C. Morris	

COMMITTEE MEMBERS ABSENT

Kimberly Blackmon	Dana Perry	Susan Vardell
Andrew Crim	Cindy Swain, TEA\	

STAFF PRESENT

Jeri Barnard	Sonya Hosey	Susan Mihalik
Martha Cantu	Wendy Jones	Koren Vogel
Joanna Cordry	Melissa Loe	Roger Webb
Cynthia Ellison		

CALL TO ORDER

The Project Development Committee met on Thursday, May 2, 2013, at the DoubleTree Hotel, Austin, Texas 78752. Committee Chair Gladys Cortez called the meeting to order at 1:03 p.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 February 8, 2013, Project Development Committee meeting.

MOTION: To approve the minutes of the February 8, 2013, Project Development Committee meeting minutes as presented.

MADE BY: Scott McAvoy

SECOND: Kristine Clark

The motion **passed** unanimously.

4. CHAIR'S REMARKS

A. Review of Committee Responsibilities

Chair Cortez briefly reviewed the responsibilities of the Project Development Committee according to Council Policies.

B. Committee Member Icebreaker

Members of the Committee and staff shared personal stories about why they chose to be on the Council or why they chose to work for TCDD.

5. MEMBER UPDATES

Chair Cortez updated the Committee that Rick Tisch had been asked and agreed to join the Project Development Committee.

6. STAFF REPORTS

A. Public Information Report

Communication Coordinator Melissa Loe presented the Public Information Report, which shows how people are getting to the TCDD website and the top 20 most frequently viewed pages. The report also provides the top 25 referral sources and the average time spent on reviewing each page. Ms. Loe also mentioned that March was Developmental Disability month, and that TCDD had collaborated with other organizations and agencies in activities to raise awareness.

B. Status of New/Approved Projects

Grants Management Director Sonya Hosey reported on the status of the new projects approved by the Executive Committee at the Interim meeting in April. Ms. Hosey also informed the Committee that the organization with whom TCDD has been working to initiate a planning project related to transportation has withdrawn from the project.

C. Projected Available Funds

Operations Director Martha Cantu reviewed staff projections of Projected Available funds.

D. Other Updates

Planning Coordinator Joanna Cordry reported on the progress on activities previously approved. Cordry reported that the contract with Data Momentum to continue to host the "Advocacy U" website at www.AdvocacyU.org has been finalized, and staff are working on an Executive Summary for a related project to expand the use of this site.

7. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

A. Self-Advocate Community Organizing Project

The Committee reviewed and recommended Council approval of the Executive Summary for the Self-Advocate Community Organizing Project for funding of \$100,000 per year for up to 3 years.

MOTION: To recommend Council approval of the Executive Summary for a Self-Advocate Community Organizing Project as presented with funding of up to \$100,000 per year for up to 3 years.

MADE BY: Rick Tisch

SECOND: Scott McAvoy

The motion **passed** unanimously.

B. Partnership with African American Clergy to Support Families

The Committee reviewed and recommended Council approval of the Executive Summary for the Partnership with African American Clergy to Support Families for funding of \$75,000 per year for up to 5 years.

MOTION: To recommend Council approval of the Executive Summary as presented for Partnership with African American Clergy to Support Families with funding up to \$75,000 per year for up to 5 years.

MADE BY: Scott McAvoy

SECOND: Kristine Clark

The motion **passed** unanimously.

C. Future Public Policy Advocacy Projects

The Committee discussed the “Future Public Policy Advocacy Projects” and asked staff to provide them with additional information at a future meeting.

5. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed the Future Funding Priorities chart, added the Self-Advocate Community Organizing and the Partnership with African American Clergy to Support Families Projects to the bottom of the chart in that order, and recommended no other changes.

MOTION: To recommend acceptance of the Future Funding Priorities as presented, with the Self-Advocate Community Organizing and the Partnership with African American Clergy to Support Families Projects added to the bottom of the list in that order.

MADE BY: John Morris

SECOND: Kristine Clark

The motion **passed** unanimously.

ADJOURN

There being no further business, Chair Gladys Cortez adjourned the meeting at 4:08 p.m.

Roger A. Webb, Secretary to the Council

Date

Background:

Staff will provide updates to Project Development Committee members regarding Public Information activities, the status of new or recently approved projects, and projected available funds. Meeting materials include the following written information for your review prior to the meeting:

- Grant Project Highlights – The quarterly Grant Project Highlights Report is enclosed for review by Committee members. This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. The Project Highlights for the Enabling Technology projects will be presented by grants staff at the Committee of the Whole.

Staff may also refer to the following printed materials, found behind other Tabs:

- Public Information Report - This quarterly report includes recent public information staff activities related to creating awareness and building connections. Tab 16
- TCDD Quarterly Financial Report – This report summarizes TCDD’s approved budget and year-to-date expenditures and is used in projecting available funds for additional projects in future years. Tab 7

TCDD staff may also provide updates to the Committee of other achievements or items of concern.

Project Development Committee

Agenda Item 6.

Expected Action:

No action is anticipated; information item only.

Council

Agenda Item 13. A.

Expected Action:

The Council will review discussions on this item. No action is anticipated.

**TCDD Project Highlights
August 2013**

Enabling Technology

RFP Intent: To improve employment options and educational outcomes for individuals with developmental disabilities by promoting collaboration between people with developmental disabilities and developers to create affordable, widely available, technology; to enable people with developmental disabilities to gain and maintain competitive employment

Grantee: Strategic Education Solutions, LLC.

Project Title: Virtual Job Coach
Project Location: Houston

Year: 2 of 5
TCDD Budgeted: \$225,000

Accomplishments:

- Developed 5 needs assessment surveys for clients, parents, and service providers in English and Spanish
- Launched fully operational pilot site for testing
- Recruited 15 participants of diverse autism diagnosis, gender, ethnic, and socioeconomic backgrounds
- Pre and post-pilot surveys used to compile a year 1 evaluation report
- Pilot participant accepted an employment offer

Sustainability:

The technology used to deliver the content will be licensed through Trinity Education Group in an industry-standard arrangement based on the number of users, with the per-user licensing fee reducing as the number of user's increases. Funds paid by users to access the site can come from an extremely wide variety of funding sources.

Products:

VirtualJobCoach.org, Needs Assessment Surveys (English/Spanish), Content Development Manual, Year 1 Evaluation Report. The project will develop a virtual job coach application.

Grantee: Educational Programs Inspiring Communities

Project Title: Working with HEART
Project Location: Houston

Year: 2 of 5
TCDD Budgeted: \$225,000

Accomplishments:

- Grantee and project partner completed design of all components of the HITS (**HEART Inventory Tracking System**) application
- Test application developed and installed on tablet technology
- Some components of the application were developed, coded, and deployed
- Project partner trained participants and staff on use of the application
- Preliminary evaluation of program and product distributed to participants

Sustainability:

Hardware for this project has been purchased (iPads) and TCDD funds have been used to pay for the development, installation, and integration of the application. Therefore, ongoing costs will be minimal and are limited to expenses such as operating the app (monthly hosting fees) and wireless data plans for the tablets. The project partner (Blue Lance Group) has also been very creative in utilizing various licenses to ensure that ongoing costs are further reduced.

Products:

Scheduling flow component of the application, Pre-assessment participant questionnaire, Program evaluation.

The project will create HITS application for iPad technology.

Background:

In October 2012, the Project Development Committee reviewed an **Executive Summary for Advocacy U Support**. “Advocacy U” (www.AdvocacyU.org) is a website that was developed by a TCDD grant initiated in 2007; it was intended to serve as a repository for information that would help people understand what advocacy is, how to advocate, and where people living in Texas might call or email to find advocacy trainings. After reviewing the summary, which offered three options for future action, the Committee requested that staff contract with the webhost to continue to support the site while developing an executive summary for a project that would expand the partner base, increase the website traffic to the site, and make the site more useful to those who see the site.

Staff have incorporated information from the recommendations of the previous grantee and have had two conversations with staff of DataMomentum (the website host) to gather ideas for activities that might result in the goals expressed by the Council. Those ideas are summarized in the attached Executive Summary. However, **staff do not recommend TCDD commit additional funds or effort to the future development of this site for the following reasons:**

- Advocacy U website visitor statistics from January to September 2012 show that less than 100 people visited the site over those 9 months. Of those, a significant number of the visits were associated with the grantee, TCDD and project partners. This means that the majority of website visitors were actually reviewing or adding information to the website, and not actually part of the intended target audience.
- Advocacy U was designed as a place for people to spend time researching information. However, website traffic shows that visitors spent **less than 30 seconds** on the website. That likely means that people did not find the information they needed.
- The ways in which people use the internet and social media evolves rapidly. Making sure Advocacy U keeps pace with this and with the rapid changes in technology would require continuous investment and constant updating. The typical TCDD grantee would not have the capacity to do this without additional funding, and TCDD funds would be time limited.
- A Google search of “Advocacy training Texas” turns up links to Texas Advocates, the Arc of Texas, and the Texas Advanced Leadership and Advocacy Conference among the first six listings (the AdvocacyU website is found on the third page of search results). Each of these offers leadership and advocacy training. It appears that one of the purposes of Advocacy U, to provide information about advocacy and direct people to organizations that provide advocacy training, is served through the use of Google and other website search engines. Technology, and the public’s use of it, may be outpacing the ability of this website to be useful.

Project Development Committee

Agenda Item 7. A.

Expected Action:

The Project Development Committee will discuss the executive summary and may make recommendations to the Council.

Council

Agenda Item 11. D.

Expected Action:

The Council will consider recommendations from the Project Development Committee.

Future Funding Proposal

Executive Summary

Further Development and Promotion of Advocacy U Website

Background

TCDD funded the development of the website “Advocacy U” (www.AdvocacyU.org) as one component of a group of projects designed to create a comprehensive network of partner organizations that provide leadership and advocacy training, so that they could share information and resources. TCDD intended for Advocacy U to help ensure that:

- Texans with developmental disabilities, their families, and their allies had access, as needed, to free training materials, resources and curriculum modules that organizations or individuals may use to train people on a range of topics related to disability advocacy, leadership, and community organizing. TCDD hoped the site would include materials designed for specific target audiences, materials in Spanish, and possibly materials to assist organizations in fundraising or marketing.
- Texans with developmental disabilities, their families, and their allies could locate existing leadership and advocacy training programs in their area of the state. The site was to include listings of advocacy, leadership, and community organizing training programs in Texas.

TCDD awarded a grant for the Advocacy U project to Syracuse University beginning in 2007. Syracuse University managed the project, provided customer support, and gathered and maintained the information that was not specific to the partner organizations (primarily TCDD Leadership and Advocacy grantees). However, Advocacy U was developed primarily to provide partner organizations with a centralized location for information about their upcoming advocacy training and events, and partner organizations were expected to update their own content on the site. Eight organizations that received TCDD leadership development and advocacy training grants at the same time were required to contribute information about their advocacy events. Several of them contributed other valuable information as well, such as programs that could be used by others.

Over the course of the initial grant project (3 yrs of grant funding support plus one year of support for the website by Syracuse University without grant funding), Advocacy U project staff found that it was a challenge for partner organizations to keep the site updated, as they needed to put their energy into maintaining their own websites. Thus the task of updating content on the site frequently fell to the Advocacy U project staff, who estimated that they spent 6-8 hours per week managing information, answering emails and conducting surveys. Upon completion of their grant funding, Syracuse no longer made updates for partners, and as a result few events or training opportunities are listed on the website.

DataMomentum - a company located in Ithaca, New York – developed the website architecture and database as a subcontractor to Syracuse University. Since that architecture is proprietary, TCDD has contracted with DataMomentum to continue hosting and maintaining the Advocacy U site on their servers through a contract with TCDD. The contract began in March 7, 2013 and ends February 28, 2014. DataMomentum owns the

software and database that form the structure of the website. DataMomentum entered into the contract with the understanding that an additional organization would receive a grant from TCDD to recruit partners to add content to the site and to promote the site in order to increase usage. As a part of their contract with TCDD, DataMomentum will work with the selected grantee organization to identify and make use of appropriate technology to achieve these goals. For example, the grantee and DataMomentum could potentially:

- Enable the site to push or pull data from other websites or social media (information could be passed from the website to Facebook and Twitter and vice versa), so that content on Advocacy U would automatically be updated whenever partner organizations update their own site.
- Allow a Facebook login, which would connect users to the site more seamlessly.
- Link the TCDD website events calendar so that it may automatically populate the site to boost content.
- Allow users to register to receive text messages, tweets, or emails that are sent automatically when the site is updated.
- Consider tailoring the site to allow people to see what is in their region of the state.
- Use the site to host webinars.
- Add materials in different languages.
- Narrow the target audience or increase the customization of the site to meet specific identified needs.
- Allow people to create online circles of support – or social networks that are focused on advocacy work. People could use these to communicate and collaborate with others whom they trust and share advocacy-related interests in a password-protected environment.

TCDD would also expect to be able to upload content related to advocacy opportunities for self-advocates, such as notifications of boards or committees that are seeking members, hearings at which self-advocates might provide testimony, and potential speaking engagements.

State Plan Goal

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 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 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.

Expected Outcome(s)

The website www.AdvocacyU.org will be established as a sustainable website that supports disability-related advocacy efforts in Texas, without continued funding by TCDD after the grant period.

Project Description

The selected grantee would collaborate with DataMomentum, other TCDD grantees, advocacy organizations, and other stakeholders to continue to develop and promote the use of the Advocacy U website to support advocacy-related activities. At a minimum, the grantee would be expected to:

- Research and, if necessary, update the content on the site by replacing existing materials with newer versions, if available, or adding new material if necessary;
- Make recommendations to TCDD concerning languages into which materials, including video or audio feeds, should be translated and arrange for the translated materials to be added to the site;
- Determine if there is a need for additional materials;
- Expand the base of partner organizations committed to Advocacy U to include organizations other than TCDD grantees and typical partners;
- Explore and pursue innovative ways that the website might facilitate action on the part of self-advocates;
- Market the website with the specific goal of increasing website traffic;
- Survey users as needed to determine if the content on the website meets their needs; and
- Develop, from the beginning of the grant funding period, a sustainability plan to ensure that the website can be well managed and maintained after TCDD funding ends.

The selected grantee must include meaningful input from self-advocates, including self-advocates who live in and have been active in advocacy activities in Texas.

Proposed Funding Amount and Duration

Up to \$75,000 per year, for up to 4 years. A nonfederal match of at least 25 percent of the total project costs is required. The nonfederal match may consist of “in-kind” value and/or designated nonfederal cash contributions. Project activities located in counties that are designated federal poverty areas require a minimum of 10 percent matching resources. An increasing match in subsequent years is requested and will be negotiated with TCDD.

Other Considerations

Developmental Disability Policy Fellowships**Tab 12****Background:**

Enclosed for Committee discussion and possible action is an Executive Summary for a proposed Developmental Disability Policy Fellows project as discussed last quarter. The Committees will discuss this potential project and may make recommendations to the Council for future funding.

Public Policy Committee**Agenda Item 7. A.****Expected Action:**

The Project Development Committee will discuss the Policy Fellowship executive summary and may make recommendations to the Council.

Project Development Committee**Agenda Item 7. B.****Expected Action:**

The Project Development Committee will discuss the Policy Fellowship executive summary and may make recommendations to the Council.

Council**Agenda Item 11. A.****Expected Action:**

The Council will consider recommendations from the Project Development and Public Policy Committees.

Funding Proposal

Executive Summary

Developmental Disabilities Policy Fellows Program

Background

Much has been written about the graying government workforce. The same loss of institutional knowledge and tremendous talent is occurring not only in Texas' state health and human services agencies, but also the state's advocacy organizations. Very frequently there are only a handful of bureaucrats and advocates who have the technical expertise to analyze the potential impact of public policy, a deep understanding of the history of the disability advocacy movement, and recognition of the importance of self-determination and self-advocacy. Many current advocates had the opportunity to learn directly from and alongside those who have shaped the disability advocacy movement. Those more seasoned, long-time advocates have a great deal to share with individuals who are just now preparing for careers in public policy. TCDD invests a significant amount of funding in general, broad-based advocacy and leadership training for Texans with developmental disabilities so they can advocate for their right to be fully included in the communities where they live and can exercise control over their own lives. It is important to continue these efforts, as they are widely needed; however, it is equally important to consider simultaneously providing training to younger policy-focused professionals so that they will be able to effectively work together with self-advocates to draft the policies and procedures of the future. This could be done by providing fellowships to graduates of policy programs.

State Plan Goal

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 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 8: As funding allows, support public policy activities conducted in collaboration with people who have developmental disabilities, their family members, and their allies.

Expected Outcome

Policy fellows will develop their effectiveness at working within the policy-making processes at the state and community levels. Fellows will apply a theoretical framework to analyzing public policy and will gain a deep level of understanding of policy issues important to persons with intellectual and developmental disabilities to inform their analysis. By the end of their fellowship, they will be able to work at the national, state and community levels and identify the major social, economic, and health conditions facing persons with intellectual and developmental disabilities. Fellows will collaborate with persons with intellectual disabilities to develop cultural competence while they develop the ability to review current policies and programs; assess opportunities and challenges associated with current policies and note implications and issues for development of future policies. They will develop knowledge and skills relating to persons' intellectual and developmental disabilities and public policy issues as they pertain to diverse, unique needs of marginalized populations. Fellows will develop an understanding of national approaches to addressing public policy issues

Project Description

TCDD will launch an initiative to increase the capacity of individuals and nonprofit organizations in Texas to engage effectively in developmental disability policy advocacy. Texas nonprofit advocacy organizations would be eligible to receive a grant to hire and train a developmental disability policy fellow for up to two years. It is anticipated that the fellows would be recent graduates of law, social work, public policy or other related graduate programs. The high value placed on real-world personal experiences means that self-advocates, parents and siblings of persons with disabilities who have demonstrated skills in public policy advocacy would be strongly encouraged to apply. The fellows would learn about the many ways that public policy can influence systems change, including statutory, and regulatory actions and organizational practice with a foundation in the Council's values.

Public Policy Fellows will also be expected to contribute meaningfully to the missions of the organizations for whom they work, and they may also provide training to other advocates across the state through presentations or webinars.

This Developmental Disabilities Public Policy Fellows Program would result in growing the ranks of those who are respected for their understanding of policy and who will also continue to promote self-determination and self-advocacy in their policy work. The program will develop a pool of persons with the requisite knowledge, skills and abilities to begin to replenish the developmental disability policy workforce.

TCDD would award up to (2) two-year Public Policy Fellowships each year, for up to three years. This would result in two fellows in year one; four fellows in year two; and two fellows in year three. The first year and third years also include state legislative sessions (2015 & 2017).

Proposed Funding Amount

Up to \$135,000 for year 1; \$270,000 for year two; and up to \$135,000 for year three. TCDD match requirements will apply.

Proposed Duration

Up to three years.

Background:

A summary is enclosed of a proposed project intended to provide support to self advocates so that they are better able to provide meaningful participation in various state agency advisory committees and workgroups. This proposal is in response to actions of the 83rd Texas Legislature which created numerous new opportunities for stakeholder input about the IDD long term services and support system. TCDD staff have had discussions with various self advocates and stakeholder groups about how to assist individuals to understand the issues coming before various advisory bodies and provide support to self advocates appointed to those advisory groups.

TCDD has historically “set-aside” \$50,000 each budget cycle for Public Policy initiatives that evolve from ongoing public policy advocacy activities. We have used that mechanism rarely in the past few years and “rebudget” those funds to other grant projects at the end of the year. Staff propose to utilize those funds for this effort, if approved, for an initial period of time and evaluating later if a longer or broader effort is needed.

Public Policy Committee**Agenda Item 7. B.****Expected Action:**

The Public Policy Committee will discuss the proposal and may make recommendations to the Council for consideration.

Council**Agenda Item 11. B.****Expected Action:**

The Council will consider recommendations from the Public Policy Committee.

TCDD Support for Full-Participation of Self-Advocates on Workgroups

Current and new state advisory workgroups demand meaningful participation of stakeholders, including self advocates. The Texas Health and Human Services Commission is accepting applications for a number of new advisory committees created by the 83rd Texas Legislature, some to be appointed by October 1st. <http://www.hhsc.state.tx.us/stakeholder/2013/July-Aug/3.html>.

The national group, Self-Advocates Becoming Empowered, takes the stand that infrastructure, funding and support is necessary for self-advocates to have full and meaningful participation in the development of public policies. The new workgroups for SB 7 and SB 1226 require participation of individuals with intellectual and developmental disabilities. While the agencies have the authority to pay for advocates to come in for meetings, they likely do not have the means to support advance meetings to ensure that self-advocates are well prepared to provide meaningful participation. Additionally, agencies may need additional resources or training to ensure inclusion and equal and full participation of self-advocates with intellectual and developmental disabilities.

Supporting the full participation of self-advocates on workgroups is also a goal in the current TCDD state plan - Goal 6 that focuses on Self Advocacy activities. Activities that could help support self-advocates' full participation in cross-disability and culturally diverse leadership coalitions and support them to ensure that their voices are heard are proposed in support of that Goal. The proposed activities are:

1. Provide funds to an entity to organize and prepare self-advocates to fully participate on workgroups, task forces and committees. The entity would:
 - Be responsible for working with the sponsoring agencies and various stakeholder groups to educate and train self-advocates on what it would be like to be on an advisory board;
 - Conduct pre-meeting discussions and/or webinars for self advocates to discuss and learn about agenda items to prepare for the official meeting. Pre-meeting discussions could be coordinated by advocates and agency staff once the system is set up.
 - Develop common accommodations for persons to participate on advisory committees to be used by the presiding officers and other members to ensure inclusion.

2. Establish partnerships with organizations to use video conferencing and webinars in advance of an advisory committee meeting to review agenda and issues. Disability Rights Texas and many of the local authorities have video conferencing capabilities that they would likely make available for this purpose.

TCDD Support for Full-Participation of Self-Advocates on Workgroups

Funding

With action from the Public Policy Committee and approval of the Council the Full-Participation of Self-Advocates Initiative could be *started* with part of the budget set-aside for public policy efforts.

Proposed amount: TCDD staff propose authorizing up to \$20,000 from funds available for Public Policy Initiatives for a period of up to one year. If approved, staff will coordinate discussions with state agencies to further assess interest and capabilities before soliciting proposals.

Background:

TCDD has provided funds since FY 2000 to support travel of public members to participate on state level advisory committees, councils, and workgroups that focus on issues of importance to individuals with developmental disabilities. This support recognizes the importance for individuals with disabilities and their families to participate in policy discussions about the services and programs that impact their lives. TCDD funding approval is intended to support self-advocates with disabilities or their family members who do not have support of a sponsoring organization or association for their travel to enable their participation as members of advisory bodies that are established by statute, approval of the agency’s governing board, or authorization of agency head. In FY 2012 TCDD supported approximately 20 public members on six committees for approximately \$35,000 - \$40,000. Additional funding is budgeted for FY 2013 of \$45,000 - \$50,000 to include support for additional responsibilities taken on by the Children’s Policy Council.

The supported committees:

- Children’s Policy Council
- Consumer Direction Workgroup
- Council on Children & Families
- Task Force for Children with Special Needs
- Texas Traumatic Brain Injury Advisory Council
- Texas Integrated Funding Initiative

TCDD will be reviewing the results of these efforts and considering approval of funding support for the next two years.

Public Policy Committee

Agenda Item 7. C.

Expected Action:

The Public Policy Committee will discuss the executive summary and may make recommendations to the Council.

Council

Agenda Item 11. C.

Expected Action:

The Council will consider recommendations from the Public Policy Committee.

Background:

This chart includes all projects that have previously been approved by the Council but have not yet been initiated. The Project Development Committee traditionally reviews the Priority List each quarter, adds new projects recommended for approval by the Council, and may revise the priority order as the Committee determines is appropriate.

**Project Development
Committee****Agenda Item 8.****Expected Action:**

The Committee will review possible future funding activities and determine the priority order for any new projects recommended for funding.

Council**Agenda Item 11. F.****Expected Action:**

The Council will consider recommendations from the Project Development Committee and make decisions as appropriate.

TCDD Future Funding Activities Priority List

As of August 2013

#	Organization/Activity	Possible Projects	Funding "Up To"	Council Approved	Expected RFP Post	Expected Start	Expected End
1.	Outreach & Development Projects – 2.0 Projects for up to 18 months	5/yr	\$10,000/project	10/26/13	TBD	FY 14-16	Variable
2.	Family Involvement in Schools up to 5 yrs	1	\$300,000/yr	7/27/12	9/21/12	6/1/13	5/31/13
3.	Funders Roundtable: (TCDD staff participation)	1	No Funding	11/03/10	N/A	5/31/13	NA
TBD	Public Education & Outreach Campaign – Accessible Parking Phase 1: Up to \$40k for 6 months Phase 2: TBD	2	\$40,000/	10/26/12	5/31/13	12/31/13	4/30/2013
TBD	Continued Support for Advocacy U 1 yr <ul style="list-style-type: none"> Contract for hosting to be renewed by 2/28/13 Project to be developed to increase traffic & partners, update content 	1 1	\$15,000/yr hosting Project TBD	10/26/12 N/A	N/A TBD	2/28/2013 TBD	2/28/2014 TBD
TBD	Culturally Competent Family Support up to 4 yrs	5	\$75,000/yr	10/26/12	9/20/13	6/1/2014	5/30/18
TBD	Self Advocate Community Organizing up to 3 yrs	1	\$100,000/yr	5/03/13	10/18/2013	4/1/2014	3/31/2017
TBD	Partnership with African American Clergy to Support Families up to 5 yrs	1	\$75,000/yr	5/03/13	N/A	TBD	TBD

Legend	Open RFP or Proposals received are under review at time of printing.
	Proposals have been approved, awarded or project is in process of beginning since last Council meeting.

Background:

Minutes of the May 2, 2013, Public Policy Committee meeting are included for your review.

Public Policy Committee

Agenda Item 3.

Expected Action:

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

**PUBLIC POLICY COMMITTEE MEETING
DRAFT MINUTES
MAY 2, 2013**

COMMITTEE MEMBERS PRESENT

Kristen Cox, Chair	Mary Faithfull, DRTx	Sara Kendall, DARS
Kelly Chirhart, UT CDS	Stephen Gersuk	Kate Layman, HHSC
Mateo Delgado	Cindy Johnston	Lora Taylor
Mary Durham	Jeff Kaufmann, DADS	

COMMITTEE MEMBERS ABSENT

Hunter Adkins	Joe Rivas	Amy Sharp, A&M CDD
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GUESTS PRESENT

Cassie Fisher, DARS

STAFF PRESENT

Roger A. Webb, Executive Director	Melissa Loe Jessica Ramos	Lucy Walker
Belinda Carlton	Koren Vogel	

CALL TO ORDER

The Public Policy Committee convened on Thursday, May 2, 2013, in the Robertson Room of the DoubleTree Hotel, Austin, Texas 78752. Committee Chair Kristen Cox called those present to order at 1:05 p.m.

1. INTRODUCTIONS

Committee members and staff introduced themselves.

2. PUBLIC COMMENTS

No public comments were offered to the Committee.

3. CONSIDERATION OF FEBRUARY 8, 2013, MINUTES

The Committee reviewed the minutes from the February 8, 2013, Public Policy Committee meeting.

MOTION: To approve the minutes of the February 8, 2013, Public Policy Committee meeting, as presented.

MADE BY: Mary Faithfull

SECOND: Stephen Gersuk

ABSTENTIONS: Cindy Johnston

The motion **passed** unanimously.

4. CHAIR'S REMARKS

Chair Kristen Cox reviewed Council and Committee Responsibilities with Committee members as a refresher regarding their role on the Texas Council for Developmental Disabilities (TCDD). At her request, Committee members and staff shared information on their disability background and why they have chosen to serve on the Council and Public Policy Committee.

5. MEMBER UPDATES

No additional member updates were offered.

6. PUBLIC INFORMATION REPORT

Communications Coordinator Melissa Loe reported on recent public information activities, including news releases and media coverage, the Council's new website that was launched in January and statistics on its usage, and social media statistics. After the TCDD home page, the website's most visited content is the People First Language page, with the average viewer spending about four minutes on the page. The TCDD Annual Report web page was viewed by approximately 181 people (i.e., it had 181 "unique views"). TCDD re-posted the Oregon Council on Developmental Disabilities' Facebook posting of a young child with high heels and a briefcase, which states "Expect me to succeed. I will.," was shared by 30 people within 48 hours of being posted, making it TCDD's most shared post so far.

7. PUBLIC POLICY RECOMMENDATIONS UPDATE

Public Policy Director Jessica Ramos updated the Committee on the two TCDD Public Policy Recommendations that were adopted in February 2013, which would: prohibit organ transplant recipient discrimination on the basis of certain disabilities; and establish an Employment-First policy in Texas and a task force to promote opportunities for individuals with disabilities to earn a living wage with competitive employment.

These recommendations are addressed in Senate Bills 1112 and 1226, respectively, which are under consideration by the 83rd Texas Legislature. The organ transplant bill is not expected to pass during the current legislative session because it did not receive a hearing because it probably is better addressed at the federal level. The Employment First bill already was passed by the Senate and has enough time to make it through the rest of the legislative process. Because anything can happen during the legislative process, Ms. Ramos urged Committee members "not to let a bill break their hearts." TCDD staff used two personal stories from grant projects in testimony on the Employment First bill. One personal story is about Mark Puckette, a small businessman who owns Not A Mark window cleaning in Longview, Texas. He started his business in 2008 with assistance from Texas Customized Self-Employment Project, a TCDD funded project through Community Healthcore. The other story features Joey Elizondo Jr. who is attending South Texas College in McAllen, using support from Project HIRE, TCDD's career development project through the Department of Assistive and Rehabilitative Services.

8. PUBLIC POLICY ISSUES

Ramos and Public Policy Specialist Belinda Carlton updated the Committee on public policy issues and state legislation important to people with disabilities, as well as a few federal issues such as the effects of sequestration on housing for people with disabilities. Key state legislation included Senate Bill 1, which is being discussed by a Conference Committee now and would set the state's budget for the next two fiscal years. Another bill, SB 7, would reform Medicaid long-term services and supports for people with intellectual and developmental disabilities by transferring their services to a single managed care system by 2020. This includes HCS, CLASS, DBMD and TxHmL waivers and the ICF/ID

program, but not state supported living centers. Other significant issues include interest list reduction, mental health, a proposal that college students who are training to be teachers learn about positive behavioral interventions and supports (PBIS), and other education bills.

The Public Policy Committee also received an update regarding a meeting between disability advocates and Department of Justice (DOJ) staff concerning the SSLC settlement agreement established in 2009. Monitors continue to track the progress in meeting the terms of the settlement agreement at all 13 SSLCs. The centers are not expected to achieve the settlement targets in the near term..

9. FUTURE PUBLIC POLICY ADVOCACY PROJECTS

The Council invests in advocacy and leadership training for Texans with developmental disabilities so they can advocate for their right to be fully included in the communities where they live and can exercise control over their own lives. The Committee received background information regarding the community organizing executive summary under consideration by the Project Development. The Committee reviewed this executive summary because of its potential advocacy and policy implications. The objective is to increase grassroots advocacy by developing leaders who can effectively address the policy issues of their choosing.

In April, to address risk management recommendations, the Executive Committee reviewed ideas for distributing funds quickly. One of the ideas reviewed favorably by the Executive Committee related to funding fellowships to support the development of advocates who can effectively address statewide developmental disability public policy issues. As the result, the Public Policy Committee also discussed a possible project relating to developmental disability advocacy fellowships and provided guidance to staff to further develop the idea.

Texas nonprofit advocacy organizations would be eligible to receive a grant to hire and train a developmental disability policy fellow for up to two years. Staff anticipate that the fellows would be recent graduates of law, social work, public policy or other related graduate programs. The fellows would learn about the many ways that public policy advocacy can influence systems change, including statutory and regulatory actions and organizational practice with a foundation in the Council's values.

The work of the developmental disability policy fellows could inform the development of advanced policy symposiums, webinars and podcasts for advocates across Texas who are interested in state level policy and advocacy. It is envisioned that this project would result in growing the ranks of those who "get it" and develop a pool of persons with the requisite knowledge, skills and abilities to begin to build the developmental disability policy workforce. It could also provide electronic and accessible products to self advocates across Texas. The Committee regarded the potential project favorably and expect staff to develop an executive summary for this project for consideration at the August Council meeting.

10. OTHER DISCUSSION ISSUES

Committee members suggested and discussed ideas for topics that they might like to learn about in future meetings. These ideas included EveryChild, Inc.'s work to create families for children residing in institutions, the transition from children's to adult Medicaid and how services change, the State's Aging and Disability Resource Centers, an update on the Affordable Care Act, and a primer on the Americans with Disabilities Act.

ADJOURN

There being no further business, Committee Chair Cox adjourned the meeting at 4:40 p.m.

Roger A. Webb
Secretary to the Council

Date

Background:

Staff have compiled a report of recent staff public information activities for the Committee's review.

<u>Project Development Committee</u> <u>Agenda Item 6. A.</u>	<u>Expected Action:</u> The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<u>Public Policy Committee</u> <u>Agenda Item 9.</u>	<u>Expected Action:</u> The Committee will receive an update regarding recent public information activities and provide guidance as needed. No action is anticipated.
<u>Council Meeting</u> <u>Agenda Item 14. A.</u>	<u>Expected Action:</u> The Council will receive a report of the Committee's discussion on this item. No action is anticipated.

August 2013 Public Information Update

Creating Awareness and Building Connections

- TCDD **announced 3 grant projects** during the last quarter. Grants were awarded to Region 17 Education Service Center to increase Family Involvement in Schools, and to Imagine Enterprises and VSA Texas to train speakers with disabilities. News releases are on the TCDD website under News & Features/TCDD News at <http://www.tcdd.texas.gov/category/tcdd-news>.
- Several grant projects received **web or news media coverage**:
 - [DARS Project HIRE](#) received a lot of media coverage as it started the second year of its project. The project website includes a video from the kick off celebration, as well as photos of individuals selected for the second class plus information about the training.
 - The Center on Disability and Development at Texas A&M University publicized the [Bridge to Career](#) development program and related graduation of the [PATHS program/Bridge to Career](#) class in May 2013.
 - The Bryan Eagle newspaper featured a woman who was recently accepted into the new Bridge to Career class to train as a direct support professional.
 - East Texas Disabilities Services Network received publicity on its Priority Setting Meeting for its [Building Community Capacity](#) project.
 - West Central Texas got publicity on its [Inclusive Faith-Based Communities Symposium](#).
- A blog for lawyers talked about our [People First handout](#). The Oklahoma University Center for Excellence in DD linked to the handout.
- The August edition of **Field Notes**, an Information and Technical Assistance Center for Councils for Developmental Disabilities (iTACC) newsletter, should include information on TCDD's **positive behavioral interventions and supports projects**. The newsletter is available online (<http://itacchelp.org/resources/field-notes/>) and a longer version of the PBIS article is included in the meeting materials.
- The following **TCDD materials were requested** and distributed to other organizations:
 - 100 TCDD brochures
 - 21 [Higher Education Resource Guides](#)
 - 8 [Next Step Higher Ed DVDs](#)
 - 130 [People First handouts](#)
- Staff responded to more than **79 requests for information and referral** in the past quarter.

Goal 3 Accessible Parking Campaign Update

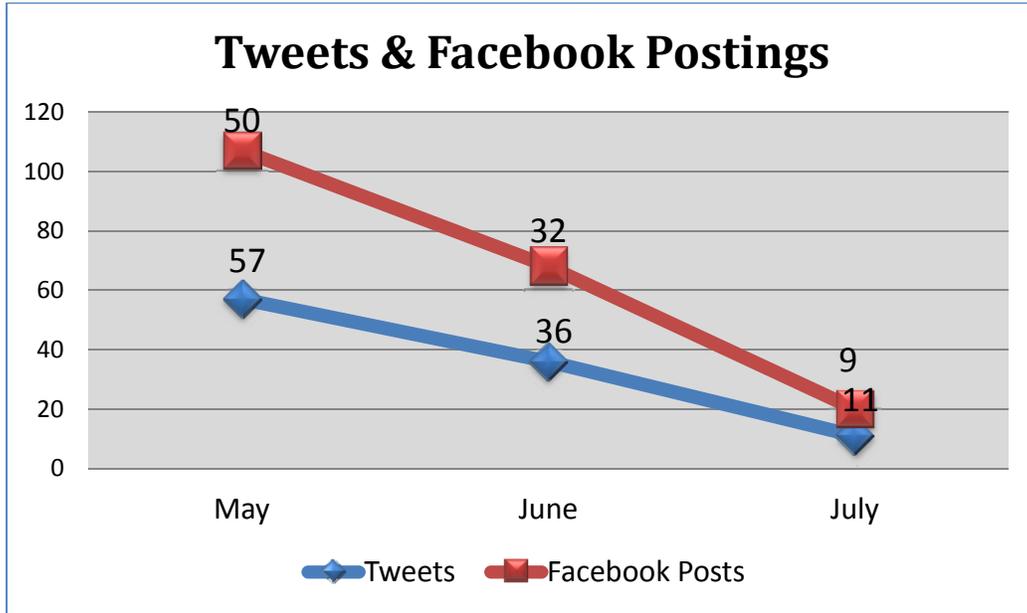
TCDD received three proposals for the Accessible Parking Campaign by the July 10 deadline. Those proposals will be reviewed by an Independent Review Panel that will provide recommendations to the Executive Committee regarding funding. As a reminder, TCDD made available up to \$40,000 per project for up to two projects that are expected to be completed within six months of the award.

August 2013 Public Information Update

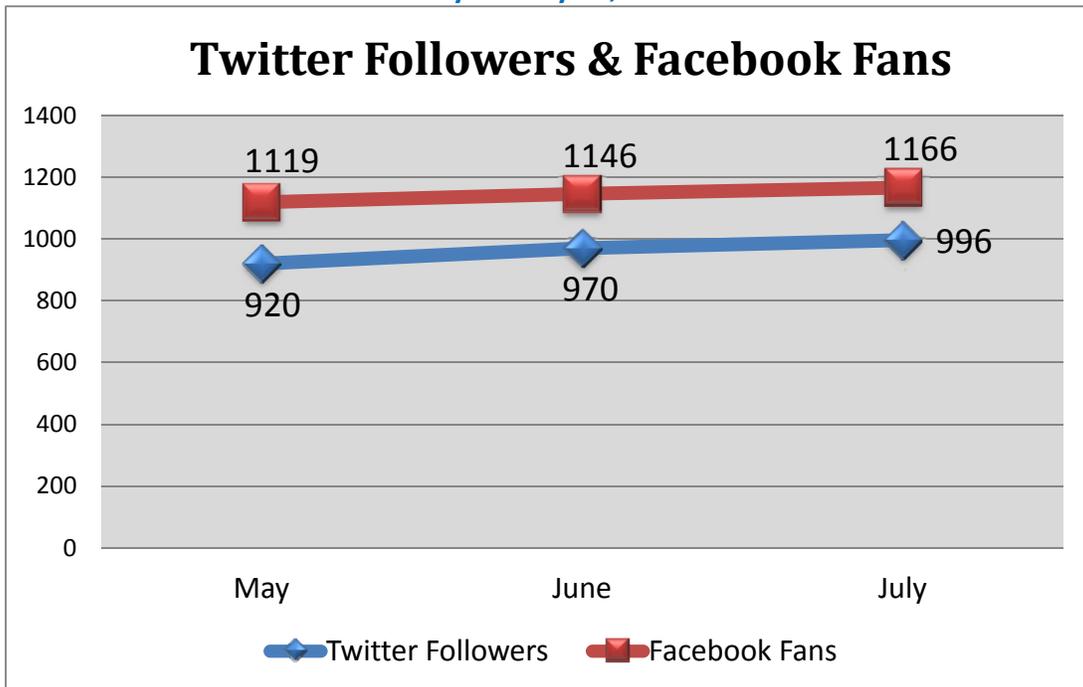
Social Media Update

TCDD uses its Facebook fan page and Twitter account on a daily basis to share and learn about pertinent news stories, resources and policy information.

Number of Twitter and Facebook Postings
May 1 – July 15, 2013



Number of TCDD Twitter Followers and Facebook Fans
May 1 – July 15, 2013



August 2013 Public Information Update

Some samples of TCDD Tweets:



TxCnIDevDisabilities

@TxCDD

Thank you @moodyforelpaso for addressing
IDD advocates re: importance of higher
education #txlege



Joe Moody

@moodyforelpaso

Thank you for all of your great work! RT @TxCDD:
Thank you @moodyforelpaso for addressing IDD
advocates re: importance of higher education

03:24 PM - 23 May 13



AccessibleBooks4TX

@AbtTx

@TxCDD Thank you for including Bookshare and
ABT resources in your summer accessible reading
article.ow.ly/lK6Je

12:02 PM - 05 Jun 13

Background:

A. State Policy Issues

TCDD staff will provide an update regarding recent public policy activities, including an update on legislation and the budget adopted by the 83nd Legislature as well as plans for the upcoming interim.

Discussion topics include:

- Public Policy Recommendations Update
- SB 7
- Budget

B. Update on State Supported Living Center Activities

The Committee will receive an update on the status of funding for Austin State Supported Living Center.

C. Federal Policy Issues

TCDD Public Policy staff will provide an overview of the status and implementation of various federal legislative initiatives that impact people with developmental disabilities.

Committee of the Whole

Agenda Item 5.

Expected Action:

The Committee will receive an update on activity from the Texas Legislature.

Public Policy Committee

Agenda Item 6.

Expected Action:

The Committee will receive updates on these items and may make recommendations for consideration by the Council.

Council

Agenda Item 14. B.

Expected Action:

The Council will receive a report from the Public Policy Committee and consider any recommendations offered from the Committee.

Employment-First

It is the policy of the state that earning a living wage through competitive employment in the general workforce is the priority and preferred outcome for working-age individuals with disabilities who receive public benefits.

Employment-First Policy:

- 1) Affirms that an individual with a disability is able to meet the same employment standards as an individual who does not have a disability;
- 2) Ensures that all working-age individuals with disabilities, including young adults, are offered factual information about employment as an individual with a disability, including the relationship between earned income and public benefits;
- 3) Ensures that individuals with disabilities are given the opportunity to understand and explore options for education or training, including postsecondary, graduate, and postgraduate education, vocational or technical training, or other training, as pathways to employment;
- 4) Promotes the availability and accessibility of individualized training designed to prepare an individual with a disability for the individual's preferred employment;
- 5) Promotes partnerships with employers to overcome barriers to meeting workforce needs with the creative use of technology and innovation;
- 6) Ensures that the staff of public schools, vocational service programs, and community providers are trained and supported to assist in achieving the goal of competitive employment for all individuals with disabilities; and
- 7) Ensures that competitive employment, while being the priority and preferred outcome, is not required of an individual with a disability to secure or maintain public benefits for which the individual is otherwise eligible.

Employment-First Task Force

Health and Human Services Executive Commissioner will establish an interagency Employment-First Task Force, likely the already established Promoting Independence Advisory Council's employment subcommittee, to promote the competitive employment of individuals with disabilities and the expectation that individuals with disabilities are able to meet the same employment standards, responsibilities, and expectations as any other working-age adult.

Purpose of the Task Force

The Task Force will:

- 1) design an education and outreach process targeted at working-age individuals with disabilities, including young adults with disabilities, the families of those individuals, the seven assigned state agencies, and service providers, that is aimed at raising expectations of the success of individuals with disabilities in integrated, individualized, and competitive employment;
- 2) develop recommendations for policy, procedure, and rules changes that are necessary to allow the employment-first policy to be fully implemented; and
- 3) not later than September 1 of each even-numbered year, prepare and submit to the office of the governor, the legislature, and the executive commissioner a report regarding the Task Force's findings and recommendations, including:
 - a. information that reflects the potential and actual impact of the employment-first policy on the employment outcomes for individuals with disabilities; and

- b. recommendations for improvement of employment services and outcomes, including employment rates, for individuals with disabilities based on the reported impact of an employment-first policy that may include:
 - i. recommendations relating to using any savings to the state resulting from the implementation of the employment-first policy to further improve the services and outcomes; and
 - ii. recommendations developed regarding necessary policy, procedure, and rules changes.

Task Force Membership

The executive commissioner will determine the number of members on the Task Force including:

- (1) an individual with a disability;
- (2) a family member of an individual with a disability;
- (3) - (9) 7 agency reps;
- (10) an advocate for individuals with disabilities;
- (11) a representative of a provider of integrated and competitive employment services; and
- (12) an employer or a representative of an employer in an industry in which individuals with disabilities might be employed.

At least one-third of the Task Force must be composed of individuals with disabilities, and no more than one-third of the Task Force may be composed of advocates for individuals with disabilities.

Managed Care Transition for Persons with IDD

Senate Bill 7, as passed by the 83rd Texas Legislature, provides a comprehensive and long range plan for the Medicaid long term services and supports system (LTSS) used by persons with intellectual and developmental disabilities, among others. It is designed to integrate Medicaid medical (acute) and LTSS in an effort to create a more efficient system.

The legislation requires mandatory Medicaid STAR+PLUS (capitated managed care) for all medical benefits unless alternative models (fee-for-service) are more cost-effective or efficient. It is anticipated that STAR+PLUS will be the single system for Medicaid acute medical services for all adults with disabilities. STAR KIDS will be the system for children with disabilities.

SB 7 is a complex mix of provisions with overlapping timelines. The following summary was adapted from multiple sources and is not a comprehensive list of provisions, but an outline of the provisions important to persons with developmental disabilities.

System Transition

STAR+PLUS Statewide Expansion

- HHSC must expand Medicaid STAR+PLUS benefits (both medical and LTSS) for seniors and persons with physical disabilities to all areas of the state no sooner than 9.1.14.
- All recipients of IDD Medicaid waiver services will receive medical services through STAR+PLUS.

Community First Choice (CFC)

- Habilitation/attendant services will become a state plan benefit and will be available to all eligible persons with disabilities in STAR+PLUS
- MCOs must contract with significant traditional providers for at least 3 years - CLASS home and community support services agencies (HCSSAs) and certified HCS/TxHmL providers.
- MCOs must consider IDD Local Authority (LA) assessments and contract with LAs re: service coordination.
- DADS must contract with, and pay, LAs to:
 - provide IDD service coordination to CFC clients with IDD by helping individuals eligible to receive community services, including individuals transitioning to a community setting;
 - provide assessments to the individuals' MCO re: whether the individual needs attendant and/or habilitation services based on functional need, risk factors, and desired outcomes;
 - assist individuals with developing individual plans of care; and
 - provide the MCO and DADS information re: recommended plans of care and outcomes based on the individual's plan of care.
- LAs may not provide CFC attendant or habilitation services.
- LA may subcontract with an eligible person (e.g., a nonprofit) to coordinate services of individuals with IDD receiving CFC services. HHSC must set minimum qualifications to be considered an "eligible person."
- HHSC must submit CFC report to Legislature by 6.1.16.

STAR KIDS

- Establishes Medicaid STAR Kids for children with disabilities.
- STAR Kids requirements: customized benefits; care coordination; improved outcomes and access; cost efficiency; reduce administrative complexity, unnecessary institutionalizations and

potentially preventable events; health home; and coordination with LTSS providers, if children receiving STAR Kids services receive LTSS outside of the MCO.

- HHSC may require STAR Kids care management services to incorporate best practices; integrate with a nurse line; identify enrollees with the greatest need for services; provide a comprehensive evidence-based assessment; be delivered through multidisciplinary care teams throughout the state; identify immediate interventions for care transition; include monitoring and reporting of outcomes; and use innovations in the provision of services.
- Requires continuity of care for children transitioning from STAR Kids to STAR+PLUS.
- HHSC must seek ongoing input from the Children’s Policy Council re: STAR Kids implementation.

MDCP Benefits Transfer to STAR KIDS

- Transitions MDCP benefits into STAR Kids. HHSC and DADS must evaluate the transition and submit annual reports to the Legislature 12.1.16—12.1.20.

IDD Pilots

- Allows HHSC and DADS to implement one or more private provider pilots to test Medicaid managed care strategies based on capitation.
- Requires stakeholder input process.
- DADS must analyze information from pilot providers to make recommendations re: future system design.
- DADS must identify pilot goals and strategies designed to improve outcomes.
- HHSC and DADS must implement pilots by 9.1.16 and operate pilots for at least 24 months (DADS selects regions). Provider may terminate contract before agreed termination date.
- Participation of waiver participants in pilots is voluntary.
- Pilot providers must:
 - coordinate ICF and Medicaid waiver services;
 - work with MCOs to provide integrated service coordination;
 - have a process to prevent inappropriate institutionalizations; and
 - accept risk of inappropriate institutionalizations.
- HHSC and DADS must collect certain pilot data and pilot providers must provide pilot data 30 days before pilots end.
- HHSC and DADS must evaluate IDD pilot progress and outcomes by 12.1.16 and 12.1.17 and submit reports to Legislature.
- Pilot participants must have access to a person-centered plan that identifies outcomes and drives development of the individualized budget.
- HHSC must ensure person-centered planning and continuity of care during transition from a waiver to a pilot.
- Terminates pilots by 9.1.18 unless terminated at an earlier date by provider.

TxHmL → STAR+PLUS

- HHSC must transition the provision of some or all TxHmL benefits to STAR+PLUS by 9.1.17.
- HHSC must determine whether to provide supplemental Medicaid LTSS through TxHmL or some/all TxHmL through STAR+PLUS.
- Requires statewide stakeholder input and continuity of care.
- MCOs must ensure choice of providers; ensure continuity of care re: access to primary care providers (including use of single-case agreements with out-of-network providers); and provide access to a member services phone line.

HCS, CLASS, DBMD & ICF → STAR+PLUS

- HHSC must transition the provision of some or all HCS, CLASS, DBMD, and community ICF benefits into STAR+PLUS by 9.1.20, subject to provisions allowing individuals to remain in their current waivers and allowing HHSC to continue operating the waivers or ICF program only for purposes of providing supplemental LTSS not available in managed care.
 - HHSC must determine whether to:
 - continue operation of waivers or ICF program only to:
 - provide supplemental LTSS through waivers and ICF program, or
 - provide LTSS to individuals who choose to continue receiving 1915(c) waiver services through their current waiver program; or
 - provide some/all LTSS previously available under the waivers or ICF program through STAR+PLUS (subject to provision allowing individuals to continue receiving 1915(c) waiver services).
 - Requires statewide stakeholder input and continuity of care.
 - Individuals receiving Medicaid waiver services can continue to receive LTSS through their waiver. If an individual chooses STAR+PLUS, that individual cannot later choose to receive LTSS under the waiver.
 - MCOs must have expertise serving children and adults with IDD before HHSC transitions individuals with IDD into STAR+PLUS.
 - MCOs must ensure choice of providers; ensure continuity of care re: access to PCPs (including use of single-case agreements with out-of-network providers); and provide access to a member services phone line.
- HHSC must:
 - set minimum reimbursement rates for ICF and HCS group home providers under managed care, including staff enhancement;
 - ensure payment within 10 days of ICF or HCS group home provider submitting a clean claim; and
 - establish a portal for ICF and HCS group home providers to submit LTSS claims.
- HHSC and DADS must evaluate STAR+PLUS transition outcomes and submit a report to the Legislature in September 30, 2018, 2019 and 2020.

Other Provisions

Comprehensive Assessment and Resource Allocation Process - DADS must evaluate existing assessments and implement a comprehensive assessment and resource allocation process for individuals with IDD who receive Medicaid waiver or ICF services (including SSLC services).

Prior Authorization for HCS Group Home - Requires prior authorization process for HCS group home to be developed by DADS in cooperation with IDD system redesign advisory committee.

Flexible Low-Cost Housing Options for Persons with Disabilities

- HHSC must adopt rules to allow for additional housing supports for individuals with disabilities, including individuals with IDD, including:
 - community housing options including the most restrictive settings;
 - provider-owned and non-provider owned residential settings;
 - assistance with living more independently; and
 - rental properties with onsite supports.
- DADS, other state agencies and the IDD system redesign advisory committee must work with public housing entities to expand opportunities for affordable, accessible and integrated housing to meet the complex needs of individuals with disabilities, including individuals with IDD.

- Requires statewide stakeholder input process to ensure the most comprehensive review of opportunities and options for housing services.

Behavioral Intervention Teams - Implements specialized training (including trauma informed care) and one or more BITs for individuals with IDD at risk of institutionalization.

Income Disregards Study - Directs HHSC to study the need for applying income disregards to individuals with IDD receiving Medicaid benefits and submit a report by 1.15.15 to the governor, lieutenant governor, House speaker, and Senate HHS and House Human Services chairs.

DSHS MH Priority Populations and Jail Diversion Strategies

- LMHA may ensure, to the extent feasible, provision of assessment, crisis and intensive and comprehensive services for children and adults experiencing significant functional impairment due to certain mental health disorders. Effective 1.1.14.
- HHSC must amend MCO contracts to require network adequacy

Reports

- HHSC must submit annual report re: **IDD LTSS redesign** implementation and recommendations to Legislature 9.30.14. Final report due 9.30.23.
- HHSC must study **automatic managed care enrollment** and report to Legislature by 12.1.14. Allows automatic enrollment if feasible.
- Requires study of service and support needs of individuals with **Prader-Willi** (including stakeholder input) and report by 12.1.14 re: housing needs, available crisis intervention programs and strategies to serve these individuals
- HHSC and DADS must submit report to Legislature re: **LA role as service provider** 12.1.14.
- Directs HHSC to study the need for applying **income disregards** to individuals with IDD receiving Medicaid benefits and submit a report by 1.15.15
- HHSC must submit **CFC report** to Legislature by 6.1.16.
- HHSC and DADS must evaluate **STAR+PLUS transition outcomes** and submit a report to the Legislature in September 30, 2018, 2019 and 2020.

Stakeholder Input

IDD System Redesign Advisory Committee

- HHSC and DADS must consult with committee on all provisions impacting individuals with IDD.
- Membership: IDD waiver and intermediate care facility (ICF) clients, IDD advocates; managed care and non-managed care providers (primary and specialty care, mental health, LTSS providers, direct service workers); aging and disability resource centers (ADRCs); local authorities (LAs); local mental health authorities (LMHAs); private and public IDD and ICF providers; and managed care organizations (MCOs) that provide IDD services.
- HHSC and DADS must appoint members by 10.1.13.
- Committee abolished 1.1.24.

STAR Kids Managed Care Advisory Committee (MCAC).

- Membership: families of children receiving STAR Kids private duty nursing; providers including at least one private duty nursing provider and one pediatric therapy provider; and other stakeholders as HHSC sees fit.
- Abolishes committee 9.1.16.

New Medicaid MCAC Members

- New Medicaid Managed Care Advisory Committee (MCAC) members: participating providers (not just MCOs); specialty providers; NF attendants; managed care recipients age 65+; managed care recipients with mental illness; managed care mental health providers; and independent living centers, area agencies on aging, ADRCs, LAs, LMHAs, and NorthSTAR.
- Members may also include low-income managed care recipients and recipients with disabilities.
- MCAC must provide ongoing input re: managed care program design and benefits; concerns; service efficiency and quality; contract requirements and network adequacy; trends in claims processing and other issues.
- HHSC must make new MCAC appointments by 10.1.13.
- Requires first MCAC meeting with new members by 12.1.13.
- Requires coordination between MCAC, regional advisory committees and other committees or groups. MCAC to act as a central source of agency information and stakeholder input re: Medicaid managed care implementation and operation.

STAR+PLUS QUALITY COUNCIL

- Establishes the STAR+PLUS Quality Council to advise HHSC on recommendations to ensure individuals receive quality, person-centered, consumer-directed acute care and LTSS in an integrated setting under STAR+PLUS.
- HHSC must appoint members by 10.1.13.
- Membership: HHS agencies, recipients of STAR+PLUS services, advocates, HMOs, providers.
- Council must submit annual reports 11.1.14—11.1.16 to HHSC with analysis of STAR+PLUS acute care and LTSS quality and recommendations.
- HHSC must submit bi-annual reports 12.1.14 and 12.1.16 to the Legislature re: the Council's assessments and recommendations.
- Council abolished 1.1.17.

SB 1

The 83rd Texas Legislature passed and the Texas Comptroller certified SB 1, the 2014-2015 biennial budget. It includes \$94.6 billion in General Revenue, and \$197 billion in All Funds. Combined with the supplemental appropriation, the \$95 billion GR budget is an increase of less than 8 percent compared to 2012-13 GR spending. However, after adjusting for population and inflation, the GR for 2014-2015 is 8.4% below the levels in the 2010-2011 budget. For people with disabilities the budget funds many of the requested health and human services Exceptional Items to restore or expand services. This document includes a summary of the decisions made for selected health and human service programs important for people with developmental disabilities.

Department of Aging and Disability Services (DADS)

Medicaid Waiver Programs

DADS requested funding to provide services to 20% of the persons waiting on HCS and CLASS interest lists who are likely eligible for services, and funding to increase services by 10% over August 2013 caseload levels for the other waivers. As of April 30, 2013, there were 105,032 unduplicated persons waiting on interest lists.

Promoting Independence

The budget fully funds the DADS request for diversions and transitions from institutions into community waiver programs. New this session are HCS services for persons with IDD to transition from nursing facilities and Child Protective Services group homes. The \$28.1M for promoting independence will be used to:

- Transition 400 people from large and medium ICFs into HCS services
- Transition 192 children aging out of foster care into HCS services
- Provide HCS services to 300 persons in crisis to prevent SSLC placement
- Provide CBA services to 100 persons in crisis to prevent nursing home placement
- Provide HCS services to 360 people with IDD in nursing homes
- Provide HCS services to 25 kids living in Child Protective Services group homes

Community Expansion

Waiver	Request	Funded 2014-2015
HCS	5,566	1,324
CLASS	3,056	712
TxHmL	574	3,000
CBA	982	100
STAR+PLUS	1,116	490
MDCP	238	120
DBMD	16	100
Total Svcs	11,548	5,846

Community First Choice

The budget includes a new basic attendant and habilitation service for 11,902 people with IDD that would be delivered by managed care organizations (insurance companies). The new service will be made available to persons with a functional need who are also Medicaid eligible.

Department of Assistive and Rehabilitative Services (DARS)

Early Childhood Intervention

ECI provides services to eligible children with developmental delays that assist them to gain skills or improve development. The ECI request was fully funded to address the increase in the average cost of services that occurred as a result of the 82nd Legislature's decision to narrow eligibility. The budget also includes a rider that makes \$63M of the total ECI appropriation contingent on a requirement that families earning above 400% of the federal poverty level pay 100% of the cost of ECI services. That means that a family of four earning more than \$94,200 would be required to pay approximately \$400 per month for ECI services.

Autism Program

The DARS Autism Program provides intensive, evidence-based treatment to children ages 3-8 with a diagnosis of Autism Spectrum Disorder. The budget funds \$2.4M to establish two additional autism service locations and makes the funding contingent upon a plan to provide services more efficiently to more children.

Comprehensive Rehabilitation Services

Individuals with a traumatic brain injury or spinal cord injury can receive post-acute rehabilitative services in the CRS program. The budget includes added funding to provide CRS services to an additional 103 persons.

Department of Assistive and Rehabilitative Services (DARS)		
Exceptional Items	General Revenue	
	Request	Funded 2014-2015
1. Maintain ECI Current Services	\$10.8M	\$10.8M
2. Expand Autism Services to Unserved Areas	\$4.8M	\$2.4M
3. Expand Independent Living Centers	\$2M	\$0
4. Access to Interpreter Services for the Deaf	\$1.3M	\$700K
5. Deaf & Hard of Hearing Resource Specialists	\$840K	\$200K
6. Comprehensive Rehab Services for 206 persons	\$11.8M	\$5.9M

Independent Living Centers

The Legislature did not fund the DARS request for \$2M for three new ILCs primarily because no evidence was presented to support the request. Instead, a rider was added to require DARS to report on the actual and projected numbers of recipients served by each center and the types of services provided and make recommendations to improve the measurement, collection, and reporting of outcome data related to the centers.

Deaf and Hard of Hearing Services

The legislature funded about 42% of the DARS combined requests for Access to Interpreter Services and Access to Deaf and Hard of Hearing Services.

Department of State Health Services (DSHS)

Children with Special Health Care Needs

The CSHCN program covers services to children with extraordinary medical needs, disabilities, and chronic health conditions needs across the state. The program

pays for medical care, family support services, and related services not otherwise covered. The budget includes an additional \$6.6M.

Department of State Health Services (DSHS) (Cont.)

Mental Health Funding

The budget includes an additional \$154.8M to address mental health. This includes funds to eliminate the adult and children's waiting lists for mental health services.

Department of State Health Services (DSHS)	
Workgroup Initiatives	Funded 2014-2015
Public MH Awareness Campaign	\$1.6M
School-based training for teachers and staff in prevention and early identification of MH.	\$5M
Crisis Services	\$25M
Expand Community MH for 6,242 Adults and 286 Children	\$20M
Youth Empowerment Service (YES) Waiver Statewide Expansion	\$24.4M
Collaborative Public-Private Partnerships	\$25M
Expand Local MH Authorities to Serve Persons Who Are Underserved	\$17M
Expand NorthSTAR to Serve Persons Who Are Underserved	\$6M
Fund MH Services for Veterans	\$4M
1915i Home & Community Based Services Including Rental Assistance	\$20M
10 beds in private residential treatment centers (RTCs) for youth at risk for parental relinquishment of custody to DFPS	\$2.1M
NEW Investment in Mental Health Services	\$154.8M

Health and Human Services Enterprise

Acquired Brain Injury

The budget provides \$2.1M to the Office of Acquired Brain Injury and to increase services and supports for persons with an acquired brain injury.

Attendant Wages

121,000 attendants will receive wage increases. The lowest wages will be raised to \$7.50 per hour in FY 2014 and to 7.86 an hour in FY 2015. The \$88.7M GR appropriation to increase wages also includes \$20 million for provider rate enhancement. The original request was for \$176M for a 50 cent an hour across the board wage increase.

Texas Department of Housing and Community Affairs (TDHCA)

\$3.8M of the \$11.8M appropriated to the Housing Trust Fund will be used to fund the Amy Young Barrier Removal Program. This funding will be available to fund architectural accessibility modifications in individual homes or rental units.



Tx Council/Developmental Dis. Bill Status Report

06-28-2013 - 08:50:18

 - Action in the date range  - Link to Related Information () - Priority

1. 83R Passed LTSS

SB 7 Nelson, Jane(R)
Raymond, Richard(D) Relating to improving the delivery and quality of certain health and human services, including the delivery and quality of Medicaid acute care services and long-term care services and supports.

Remarks: [**Bill History:** 09-01-13 G Earliest effective date](http://www.t added supported employment and employment assistance to all Medicaid waivers.</p>
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SB 45 Zaffirini, Judith(D)
Naishtat, Elliott(D) Relating to the provision of employment assistance and supported employment to certain Medicaid waiver program participants.

Remarks: Will add supported employment and employment assistance to all Medicaid waivers.

Bill History: 06-14-13 G Earliest effective date

SB 49 Zaffirini, Judith(D)
Burkett, Cindy(R) Relating to transitional living assistance for children with disabilities who reside in general residential operations.

Remarks: Will provide promoting independence for children with developmental disabilities in Department of Family and Protective Services General Residential Operations.

Bill History: 06-14-13 G Earliest effective date

SB 50 Zaffirini, Judith(D)
Guillen, Ryan(D) Relating to the Children's Policy Council, including the composition of the council.

Remarks: Will add a consumer of mental health services, up to 25 years of age, to the membership of the Children's Policy Council.

Bill History: 09-01-13 G Earliest effective date

SB 1226 Zaffirini, Judith(D)
Perez, Mary Ann(D) Relating to the establishment of an employment-first policy and task force that promote opportunities for individuals with disabilities to earn a living wage with competitive employment.

Remarks: Will require Employment First Policy.

Bill History: 06-14-13 G Earliest effective date

2. 83R Passed Education

Bill History: 09-01-13 G Earliest effective date

4. 83R Passed Mental Health

HB 376

Strama, Mark(D)
Zaffirini, Judith(D)

Relating to the regulation of child-care providers by the Texas Workforce Commission and local workforce development boards.

Companions: SB 1588 Zaffirini, Judith (Identical)
3-19-13 S Introduced and referred to committee on Senate Health and Human Services

Remarks: Will improve the child care subsidy system by creating the Texas Rising Star rating for high quality early learning, school readiness preparation and social emotional development.

Bill History: 09-01-13 G Earliest effective date

SB 44

Zaffirini, Judith(D)
Burkett, Cindy(R)

Relating to maintaining and reporting certain information regarding certain child abuse or neglect cases.

Remarks: Will have prohibited the inclusion of parents in the abuse and neglect registry (RAPR) if parents relinquished custody as the only option to access MH treatment. Because DFPS added a fiscal note, substitute removes exclusion of names from the registry; but requires the Council on Children and Families to recommend solutions; requires DFPS to offer joint conservatorship; and requires DFPS and DSHS to implement changes to prevent RAPR.

Bill History: 09-01-13 G Earliest effective date

SB 58

Nelson, Jane(R)
Zerwas, John(R)

Relating to integrating behavioral health and physical health services provided under the Medicaid program using managed care organizations.

Remarks: Will integrate health and behavioral health into Medicaid managed care. Does not include NorthStar.

Bill History: 09-01-13 G Earliest effective date

SB 126

Nelson, Jane(R)
Davis, John(R)

Relating to the creation of a mental health and substance abuse public reporting system.

Remarks: Will require a public reporting system for adult and children's mental health services provided by local mental health authorities, managed care mental health and contractors for substance abuse services.

Bill History: 09-01-13 G Earliest effective date

SB 152

Nelson, Jane(R)
Kolkhorst, Lois(R)

Relating to the protection and care of persons who are elderly or disabled or who are children.

Remarks: A mental health hospital patient safety bill that will require employee training in recognizing and reporting abuse. Adds trauma informed care training and extends the deadline for Inspector General to hire investigators.

Bill History: 06-14-13 G Earliest effective date

SB 421 Zaffirini, Judith(D) Naishtat, Elliott(D) Relating to the Texas System of Care and the development of local mental health systems of care for certain children.

Companions: [HB 3684](#) Naishtat, Elliott (Identical)
4-19-13 H Committee action pending House Public Health

Remarks: Will expand statewide the Texas Integrated Funding Initiative (TIFI) that integrates state, federal, local and other funds to establish local systems of care for children and youth with complex mental health needs.

Bill History: 09-01-13 G Earliest effective date

5. 83R Did Not Pass

HB 3312 Collier, Nicole(D) Relating to an evaluation of the state supported living center system.

Companions: [SB 1045](#) Rodriguez, Jose (Identical)
3-12-13 S Introduced and referred to committee on Senate Health and Human Services

Remarks: Will require evaluation of SSLCs for closure or consolidation based on proximity to each other; marketability of property; condition of buildings; ease of client transfer and other employment options for employees.

Bill History: 03-19-13 H Introduced and referred to committee on House Human Services

HB 3527 Klick, Stephanie(R) Relating to the criteria and requirements for the closure, consolidation, or consolidation plan of state supported living centers.

Remarks: Will require criteria for closure or consolidation of SSLCs based on costs, census, compliance with federal law and a strategy to minimize adverse effects on community, employees and residents.

Bill History: 03-20-13 H Introduced and referred to committee on House Human Services

HB 3528 Klick, Stephanie(R) Relating to the creation of the State Supported Living Center Realignment Commission.

Companions: [SB 729](#) Rodriguez, Jose (Identical)
2-25-13 S Introduced and referred to committee on Senate Health and Human Services

Remarks: Will establish the State Supported Living Center Realignment Commission comprised of public, agency, parent and community services stakeholders to evaluate and recommend consolidation or closure of SSLCs.

Bill History: 03-20-13 H Introduced and referred to committee on House Human Services

HB 3791 Zerwas, John(R) Relating to the creation of a "Texas" solution to issues related to Medicaid, including flexibility in the administration of the Medicaid program, tailored to the needs of the state.

Bill History: 04-30-13 H Reported from committee as substituted House

Appropriations

SB 32	Zaffirini, Judith(D)	Relating to individuals with intellectual disabilities committed to state supported living centers.
	Remarks:	Will require that an SSLC commitment order expire after 12 months.
	Bill History:	01-28-13 S Introduced and referred to committee on Senate Health and Human Services
SB 41	Zaffirini, Judith(D)	Relating to the administration and provision of consumer-directed services under certain health and human services programs.
	Remarks:	Will add individualized budgeting for the purchase of goods and services - a Consumer Directed Services workgroup recommendation.
	Bill History:	01-28-13 S Introduced and referred to committee on Senate Health and Human Services
SB 115	Williams, Tommy(R)	Relating to a school choice program for certain students with disabilities.
	Companions:	HB 1175 Capriglione, Giovanni (Identical) 2-20-13 H Introduced and referred to committee on House Public Education
	Remarks:	Will allow the use of vouchers for elementary and secondary students with disabilities to attend private special education schools.
	Bill History:	05-02-13 S Placed on the Senate Calendar for
SB 1112	Zaffirini, Judith(D)	Relating to prohibiting organ transplant recipient discrimination on the basis of certain disabilities.
	Remarks:	Will prohibit discrimination based on disability in order to qualify for an organ transplant.
	Bill History:	03-12-13 S Introduced and referred to committee on Senate Health and Human Services
SB 1361	Rodriguez, Jose(D)	Relating to a bill of rights for persons receiving Medicaid long-term services and supports under state benefits programs.
	Remarks:	Will establish a bill of rights for persons receiving Medicaid long-term services and supports.
	Bill History:	04-23-13 S Committee action pending Senate Health and Human Services

- End of Report -

Texas Teachers to Study Mental Health, Positive Behavioral Interventions

June 26, 2013

New state requirements for teacher training and a website developed by a Texas Council for Developmental Disabilities project, Project IDEAL, will complement each other and improve education for students with disabilities. Senate Bill 460, which is effective September 1, requires Texas school teachers to learn about detecting and educating students with mental or emotional disorders and providing positive behavioral interventions and supports. PBIS is a systematic approach to changing behavior.

Under SB 460, college students training to be educators will study characteristics of mental and emotional disorders among children, as well as effective strategies for teaching, intervening with students, de-escalation techniques and PBIS. School districts will also provide training for current teachers, counselors, principals and other personnel about early warning signs of suicide, bullying and the need for early intervention. Additionally, SB 460 instructs school health advisory councils to address mental

health concerns.

“I think SB 460 will greatly benefit all students, not just those with disabilities,” said DeAnn Lechtenberger with Texas Tech University, which redesigned its teacher training program under Project IDEAL (Informing and Designing Education For All Learners) so that students receive comprehensive training on teaching all students in inclusive classrooms. The university also created an accessible website, [Project IDEAL Online](#), to help prepare general education teachers to work more effectively with students who have disabilities.

This website includes training modules on Managing Student Behavior, Classroom Management and many other topics. Additionally, there is a video clip of an interview with a teacher who uses positive behavioral support in her classroom, as well as other

references to PBIS. Other resources include PowerPoint presentations, classroom activities for pre-service teachers and school administrators, sample quizzes, and resource lists.

More teaching videos are planned for the website in July, in a new section on Project IDEAL in Action. These interviews and classroom videos will show teachers in grades K-12 using best practices to help include students with disabilities, including individuals with behavioral issues. Several teachers talk about how they use PBIS to organize their classrooms, publicize their expectations



Under SB 460, college students training to be educators will study characteristics of mental and emotional disorders among children, as well as effective strategies for teaching, intervening with students, de-escalation techniques and PBIS.

and routines, and manage off task behaviors.

“Using PBIS gives teachers more time to teach by using more proactive approaches to discipline and reducing office referrals and negative student behavior,” Lechtenberger explained. “It also takes away many punitive and unnecessary rules, creating a more positive and productive environment so students learn more.”

PBIS can target an individual student or an entire school, as it does not focus exclusively on the student, but also includes changing environmental variables such as the physical setting, task demands, curriculum, instructional pace and individualized reinforcement.

“Under SB 460, teacher education programs will actually be teaching behavior just like any other subject so that students and teachers all know what expectations there are for the classroom, the gym, dismissal procedures, etc. throughout the school day,” described Lechtenberger, who has a doctorate in Special Education Leadership. She currently works at the Burkhardt Center for Autism Education and Research at Texas Tech and was a public school teacher in general and special education for 16 years.

SB 460, as finally passed, included three bills. SB 460 filed by Senator Robert Deuell (R-Greenville) with co-sponsor

Senator Judith Zaffirini (D-Laredo) addressed future educator training. Its companion bill was HB 3224 by Rep. Garnet Coleman (D-Houston). Language from HB 3225 by Coleman and its companion SB 1178 by Deuell adds the requirement for training current teachers in early intervention. Additionally, language from SB 1352 by Senator Leticia Van de Putte (D-San Antonio) and its companion HB 2477 by Rep. Carol Alvarado (D-Houston) adds the requirement to include mental health concerns in school health advisory councils. TCDD staff provided input to Senate and House committees regarding SB 460.

TCDD also funded two five-year PBIS projects that ended in May 2013 through the Region 17 Education Service Center. Both projects demonstrated increases in students’ social emotional development; a more critical assessment of self, other people and situations; and fewer referrals, expulsions and suspensions. One project focused on Impacting Disproportionality across all races and ethnicities in all grades and levels of behavior concerns.

The other project, Head Start PBIS, focused on preschool children with developmental disabilities ages 2-5. It provided PBIS training to staff at Head Start programs, early childhood settings, child care settings and pre-school settings, improving their behavior intervention skills and knowledge.

For More Information

- [Project IDEAL Online](#) training modules for teachers on Informing and Designing Education For All Learners
- [SB 460](#) relating to instruction regarding the education of students with mental or emotional disorders
- [OSEP Technical Assistance Center on Positive Behavioral Interventions and Supports \(PBIS\)](#)
- [Positive Behavioral Supports: Information for Educators](#)

Related TCDD Content

- [Public Comment - Senate Committee on Higher Education SB 460](#)
- [Region 17 Education Service Center - Impacting Disproportionality](#)
- [Region 17 Education Service Center - Head Start](#)

Legislature Helps Kids, Adults Obtain Community-Based Services

The Texas Legislature preserved three budget riders this year to help children like Bryan, Joey and Tiffany to obtain Medicaid waivers and live in families, instead of institutions. The Legislature also approved \$28.1 million to help 1,377 individuals move out of facilities in fiscal years 2014 - 2015, new funding to serve 5,846 individuals on interest lists for community-based services, and other Promoting Independence activities. As of April 30, 2013, there were 105,032 persons on the state's interest lists for Medicaid waivers. About 800 children and young adults lived in non-waiver facilities in Texas that have shift staff, as of August of 2012.

Budget Rider 34: Services under a Medicaid Waiver

This budget rider allows the Department of Aging and Disability Services to offer the Home and Community-based Services (HCS) waiver to children and young adults living in nursing homes so they can move into the community. Without this rider, children could not leave a nursing facility unless they were going back home to their family with services from the Community Living Assistance and Support (CLASS) or Medically Dependent Children Program (MDCP) waiver. Since returning home is not an option for many children, like Bryan, access to a Support Family funded by HCS is essential for children to enjoy family life.

Bryan's Story

Bryan is a 10-year-old boy with multiple disabilities and complex medical needs who lived in a nursing home 115 miles away from his family for the first 10 years of his life.

Poverty, distance and language barriers limited his loving parents from being involved in his life. They saw him very little until recently when Bryan had to begin traveling to a dialysis clinic close to their home three days a week.

EveryChild, Inc., a non-profit that works to ensure children with disabilities grow up in families instead of institutions, met with the family to explore how to make family life possible for Bryan. While the family was unprepared to have Bryan re-



After 10 years in an institution, Bryan received help from a legislative budget rider that allows children in nursing homes to get Medicaid waiver services and he lives with a family now.

turn home, they wanted to be more involved in his life and wanted Bryan to live with a family. After careful consideration, his parents chose a Spanish-speaking Support Family, paid for and supervised by an HCS provider, to care for him in their home. The Support Family and Bryan's parents and siblings have become like one big extended family, sharing the ordinary activities of daily life. Without HCS funding, this would not have been possible.

Budget Rider 35: Services under HCS Medicaid Waiver Program

As part of the Promoting Independence Plan since 2001, individuals living in large Intermediate Care Facilities have had the ability to move into the community with the support of the HCS waiver.

There are some individuals, however, living in these facilities who do not qualify for HCS based on disability. Rider 35 allows DADS to offer individuals who are 21 or younger another waiver such as the Community Living Assistance and Support Services waiver or the Deaf Blind and Multiple Disabilities waiver if they qualify. EveryChild, Inc., used this rider to help a child move out of an ICF and return home with the support of the CLASS waiver because he did not qualify for HCS. He returned home to live with his mother.

Rider 37: Promoting Medicaid Community Services for Children

This Money Follows the Person rider allows 50 children and young adults, 21 or younger, to move from small and medium Intermediate Care Facilities into the community using the HCS Medicaid waiver for support. The rider has changed the lives of many children, including Tiffany.

Tiffany's Story

Tiffany is a tender hearted, compassionate, social and sweet 22 year old who loves George Strait and hates scary movies. Tiffany has cerebral palsy and an intellectual disability. In August 2010, 19-year-old Tiffany lived in an 8-bed ICF where she had lived since she was 16. EveryChild worked with Tiffany and her grandmother to

explore family based alternatives. Tiffany wanted to live with a family and chose to have Carol become her Support Family. Carol is a special education teacher who is paid and supervised through an HCS provider to care for Tiffany. According to Tiffany's grandmother, "Carol is an absolute godsend. Living with Carol opened up so many avenues for Tiffany. She gets to go places and do things. Tiffany absolutely loves Carol and they have a very close bond. ... It was a perfect match and I am so glad that EveryChild matched us together."

Promoting Independence and Expansion of Community-based Services

The Texas budget for fiscal years 2014 - 2015 includes funding for the state's Promoting Independence Initiative to prevent institutional placement and help individuals transition from facilities into the community using Medicaid waiver programs. In addition to ongoing programs, the budget adds new funding for HCS services for persons with intellectual and developmental disabilities to move from nursing facilities and Child Protective Services facilities.

The budget also includes \$28.1 million for Promoting Independence activities to help 1,377 individuals move out of institutions, including:

- Transition 400 people from large and medium-sized ICF/DD into HCS services
- Transition 192 children aging out of foster care into HCS services
- Provide HCS services to 300 persons in crisis to prevent placement in a state supported living center (SSLC) (See Joey's story, below)



Tiffany obtained HCS waiver services to move out of an intermediate care facility and chose Carol to provide care and be her Support Family.

- Provide Community Based Alternatives (CBA) services to 100 persons in crisis to prevent nursing home placement
- Provide HCS services to 360 people with IDD in nursing homes
- Provide HCS services to 25 children living in Child Protective Services group homes

Expanding Community Services

Additional funding was approved to expand community-based services in FY 2014 - 2015 by providing services for 5,846 additional individuals who are on Medicaid waiver interest lists.

<u>Waiver</u>	<u>New Openings</u>
HCS	1,324
CLASS	712
TxHmL	3,000
CBA	100
STAR+PLUS	490
MDCP	120
DBMD	100

SSLC Diversion Waivers: Joey's Story

About a year ago, EveryChild, Inc., received a call from the social worker at a nursing home for chil-

dren. The mother of an 8-year-old boy was looking at facility placement for her son, Joey. He was not eating, was crying all the time, and was screaming, hitting, kicking and biting his family. Joey had just gotten back from his fourth visit to the emergency room that month for agitation and aggression and his mother said that things were getting worse. The family was in crisis and did not know what to do. The nursing facility staff did not believe that placement in a nursing home was appropriate.

EveryChild helped Joey's mother explore alternatives. She felt the best option was for her son to live with a Support Family and to share parenting of him until she and her husband were able to bring Joey back home. With the assistance of the local IDD authority, the family applied for Home and Community-based Services waiver services for individuals in a crisis situation who are eligible for diversion from a state supported living center.

Joey moved in with a wonderful Support Family funded by HCS and supervised by an HCS provider. His service plan included behavioral supports. Joey flourished and his mother said, "I'm so happy that my little angel Joey is so happy. I am finally seeing a better future for him." Joey recently returned home to live with his parents, receiving HCS services in his home.

Senate Bill 49: Expansion of Promoting Independence Populations

SB 49 by Judith Zaffirini (D-Laredo) adds children living in institutions licensed by the Texas Department of Family and Protective Services as a priority population under the Texas Promoting Independence Plan. The bill, which became effective June 14, 2013, allows children



living in “general residential operations” timely access to Medicaid waiver services to move out of DFPS institutions. The Legislature also appropriated funds under Promoting Independence for 25 children to leave the facilities with HCS waiver services. Last year DADS and DFPS authorized funding for 10 children living in these facilities to move to family settings using HCS, and EveryChild assisted seven of those children, ages 7-16, in moving to families.

For More Information

- [EveryChild, Inc.](#)
- [Budget Rider Helps Children Move Out of Nursing Homes](http://www.tcdd.texas.gov/budget-rider-helps-children-move-out-of-nursing-homes) (Bryan’s Story) at <http://www.tcdd.texas.gov/budget-rider-helps-children-move-out-of-nursing-homes>
- [Texas Promoting Independence Plan](http://www.dads.state.tx.us/providers/pi) at <http://www.dads.state.tx.us/providers/pi>



To avoid admission to a state supported living center, Joey’s family used shared parenting until he could return home.



With the help of a legislative budget rider that allows children living in nursing homes to get a Medicaid waiver, Bryan moved and is now living with a family.

Budget Rider Helps Children Move Out of Nursing Homes

June 24, 2013

Bryan is a beautiful 10-year-old little boy who loves to blow kisses, flirt with whoever is in the room, and yell “Hey” to get attention and then laugh when a person turns around. He is quite fond of saying “I’ll be back,” “Hi,” “Bye” and “Mama.” He has an amazing belly laugh that is contagious. Bryan is also a child with multiple disabilities and complex medical needs who lived in a nursing home for the first 10 years of his life. With the help of a legislative budget rider that allows children living in nursing homes to get a Medicaid waiver, Bryan moved out of the facility recently and is now living with a family.

When Bryan was 4 months old he was admitted to a nursing home. His twin died at birth and the doctors didn’t expect Bryan to survive either. They recommended hospice or transfer to a nursing facility for palliative care. Bryan’s heartbroken family followed the recommendation.

Poverty and language barriers limited Bryan’s loving parents from being involved. They couldn’t afford the travel costs to visit the rural nursing home 115 miles away. His parents often called to check on Bryan, but no one at the facility could speak Spanish.

When Bryan was almost 2 years old, a doctor suggested that he would do well in medical foster care closer to home.

Bryan’s family feared that meant giving up their son. They wanted their son home, but didn’t think they could meet his needs. The family was offered Home and Community-based Services (HCS) waiver services when Bryan was 4, but they declined. It is unclear if they understood what possibilities the Medicaid waiver offered.

Bryan’s family started seeing him more when he was 10 because the nursing facility began to transport him for dialysis to a nephrology clinic near their home. With the clinic’s encouragement, they agreed to talk to someone about the possibility of bringing Bryan home. They contacted the social worker at the

nursing home who called EveryChild, Inc., a non-profit that works to ensure children with disabilities grow up in families instead of institutions.

EveryChild staff met with the family in their home, along with a service coordinator from the local authority who spoke Spanish and learned that they really wanted Bryan to be closer to them but didn't see how it would be possible for him to return home. They needed a bigger apartment, were having trouble getting work, and have two other children. The staff at EveryChild started working with the family to explore waiver services and find other needed resources.

While this was happening, Bryan's dialysis needs increased to three days a week. The nephrology clinic talked to his family about the urgent need for Bryan to be closer to the clinic, but the family was still unprepared to have him return home. EveryChild reintroduced the concept of a Support Family, explaining that another family would care for Bryan while enabling his parents and siblings to be fully involved in his life.

EveryChild introduced Bryan's family to the Spanish speaking director of an HCS provider organization. The director had a potential Support Family who spoke Spanish and lived near the clinic.

Bryan's worried father was only willing to consider the family when he was assured they were not trying to take his son from him.

When Bryan's parents met the Support Family, they hit it off right away. It was clear that the Support Family welcomed Bryan's family's involvement, and the two families agreed to move forward. Careful preparation of the Support Family involved pre-placement visits and training at the nursing home, the nephrology clinic, and the Support Family's home. Funding from the HCS waiver designated for children living in nursing homes made it possible.

The Support Family and Bryan's family have become like one big extended family. They get together every week and share the ordinary activities of daily life, like when Bryan's two dads took him to get his first "big boy buzz" haircut. The care of another family did not mean losing their son; it meant gaining a closer place in his life.

For more information about helping children moving into families, see [EveryChild, Inc.'s website](#).

Budget Rider Makes Shared Parenting Feasible

In 2007, the Texas Legislature added a budget rider to the State's Appropriations Bill, which made it possible for children to move from nursing homes by using the Home and Community-based Services (HCS) waiver. Prior to the passage of the rider, children and young adults under the age of 22 who lived in Texas nursing homes could only access the Community Living Assistance and Support (CLASS) waiver and the Medically Dependent Children Program (MDCP) waiver to help them move to the community. While both of these waivers support children who move home to their families, they do not offer the host home services available in HCS that allow a child to live in a Support Family with Shared Parenting.

Since 2002, there has been a 73% decrease in the number of children and young adults living in nursing facilities. The number of children in Texas nursing homes dropped tremendously when the rider was introduced, from 131 children in 2007 to 63 in 2013. This rider is one of three budget riders that the Texas Legislature preserved this year, to help children move out of institutions. The Texas Council for Developmental Disabilities will provide more information this summer on these budget riders and other new funding to decrease Medicaid waiver interest lists.

Background:

Title IV, Chapter 531, Section 531.0235 of the Texas Government Code requires TCDD, jointly with the Office of Prevention, to prepare a biennial report on the state of services to persons with disabilities in this state. This report is due to the commissioner of health and human services, governor, lieutenant governor, and speaker of the House of Representatives no later than December 1st of even-numbered years, prior to the beginning of each regular session of the Texas Legislature.

Seven Biennial Disability Reports have been submitted to date. In addition to including recommendations to address the specific issues around health and human services as required by state law, TCDD has chosen to also include information and recommendations in each report on a specific focus area that significantly impacts persons with disabilities. Key focus areas of previous Biennial Disability Reports were:

- ✓ Overview of Current Services, Supports, and Needs (2000)
- ✓ Special Focus on Personal Assistance Services (2002)
- ✓ Special Focus on Housing (2004)
- ✓ Employment (2006)
- ✓ The state’s allocation of Resources to Provide Long-Term Services and Supports (2008)
- ✓ Representative Profiles of the Needs and Situations of People who are Waiting for Services in Texas (2010)
- ✓ The Interconnectivity of Education with Employment (2012)

Staff will review ideas with the Committee for a possible, optional focus area to include in the 2014 Biennial Disability Report. However, staff preliminary recommendation is to not include a special focus area on the next Biennial Report given the additional staff efforts involved with the sunset review process during this interim and the next legislative session.

Public Policy Committee

Agenda Item 8.

Expected Action:

The Public Policy Committee will consider ideas for an optional special focus area for the 2014 Biennial Disability Report and may provide input and guidance to staff or recommendations for Council consideration.

Council

Agenda Item 10.

Expected Action:

The Council will consider recommendations from the Public Policy Committee.

Background:

The Council will review the minutes from the May 3, 2013, Council meeting and May 2, 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
MAY 3, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair	Manda Hall, DSHS	Cindy Swain, TEA
Kristine Clark	Cindy Johnston	David Taylor
Gladys Cortez	Jeff Kaufmann, DADS	Lora Taylor
Kristen Cox	Sara Kendall, DARS	Richard Tisch
Mateo Delgado	Diana Kern	Nancy Walker, HHSC
Mary Faithfull, DRT	Scott McAvoy	
Stephen Gersuk	John Morris	

COUNCIL MEMBERS ABSENT

Hunter Adkins	Andrew Crim	Penny Seay, CDS- UT
Mike Benz, CDD-TAMU	Dana Perry	Susan Vardell
Kimberly Blackmon	Joe Rivas	

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Joanna Cordry	Melissa Loe
Martha Cantu	Cynthia Ellison	Susan Mihalik
Belinda Carlton	Sonya Hosey	Jessica Ramos
	Wendy Jones	Koren Vogel

GUESTS PRESENT

Shawn Bickley	Rona Statman	Nathan Williams
Cassie Fisher, DARS		

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, May 3, 2013, in the Phoenix South Room of the DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 8:38 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 reviewed requests for excused absences from Hunter Adkins, Kimberly Blackmon, Andrew Crim, Dana Perry, Joe Rivas, Mike Benz/Amy Sharp (CDD-TAMU) and Susan Vardell. Durham asked for a motion to approve those absences and the minutes of the February 2013 Council and Committee of the Whole meetings.

MOTION:

To approve the excused absences as noted and minutes of the February 8, 2013, Council and February 7, 2013, Committee of the Whole meetings.

MADE BY: Mateo Delgado

SECOND: Lora Taylor

The motion **passed** without opposition. Cindy Johnston abstained from voting.

4. CHAIR'S REPORT

Chair Durham reviewed recent activities by Council members including her attendance, and that of John Morris, at the Disability Policy Seminar, and the attendance of Gladys Cortez and Joanna Cordry at the Year 2 Kick-off of the Project HIRE Higher Education project. She reminded members of the opportunity to attend the NACDD Annual Conference and Technical Assistance Institute in Washington, DC, in July.

Durham reported that unless there were objections, she was appointing Stephen Gersuk to the Public Policy Committee and Rick Tisch to the Project Development Committee. There were no objections. Durham commended Committee Chairs on the discussions during their meetings which included the opportunity for members and staff to share their experiences related to disabilities.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb updated members on the status of filling the Public Policy Assistant position, and indicated that the Public Policy Specialist position will be re-posted following the legislative session. Webb also noted the opportunity for members to attend various state conferences including conferences hosted by Texas Parent to Parent, the Texas Council for Community Centers, and the American Association on Intellectual and Developmental Disabilities – Texas Chapter. Members interested in attending should contact Durham or Webb.

6. PROPOSED STATE PLAN AMENDMENTS

Durham reminded members of previous discussions regarding state plan amendments. The Council approved proposed amendments and posted for public comments during the last quarter. No comments were received and no changes have been made since the draft was reviewed in February.

MOTION: To approve amendments to the 2012-2016 TCDD State Plan as presented.

MADE BY: Mary Durham for the Committee of the Whole
(motions from Committee do not need a second)

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

7. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Public Policy Committee Chair Kristen Cox and Project Development Committee Chair Gladys Cortez reported that both committees discussed future public policy advocacy projects and both asked staff to further develop projects such as Policy Fellowships, advanced-level symposiums; webinars, and podcasts; and other training mechanisms for statewide policy issues.

Cortez further reported on Project Development Committee discussions concerning additional proposed projects.

MOTION: To approve the Executive Summary for a Self-Advocate Community Organizing project as presented with up to \$100,000 per year available for three years.

MADE BY: Gladys Cortez for the Project Development Committee
(motions from Committee do not need a second)

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

MOTION: To approve the Executive Summary for a Partnership with African-American Clergy to Support Families project as presented with up to \$75,000 per year available for five years.

MADE BY: Gladys Cortez for the Project Development Committee

The motion **passed** unanimously. (Attachment 3) It was noted that the purpose of this project is to serve people in the African-American culture who may seek assistance related to disability issues from clergy before medical professionals or service providers.

Cortez reported that these two projects were added to the Future Funding Priorities list but the order of existing projects on that list has not changed.

8. GRANTEE PRESENTATION: TEXAS ADVOCATES PROJECT SAVE ADVOCACY PROJECT

TCDD Grants Management Specialist Wendy Jones introduced Shawn Bickley, Nathan Williams and Rona Statman of Texas Advocates to discuss the Project SAVE (Self Advocates Voices Engaged) Leadership Development and Advocacy Skills Training project. Mr. Bickley discussed project activities that are centered on providing advocacy training for residents of state supported living centers in addition to self-advocates living in the community. The project began in Austin with a series of 6 training sessions and 2 community events attended by 8 SSLC residents and 9 community members. Topics included disability history, voting rights, healthy relationships, employment and community living. Participants attended a resource fair, the TALAC conference and the My Medicaid Matters rally at the Texas Capitol. The project continued in the Rio Grande Valley with two training sessions and one community event for 10 participants from the SSLC and 9 from the community. Year two of the project will continue activities in the Rio Grande Valley and expand into San Antonio. Mr. Williams discussed his highlights as a project participant and Ms. Statman discussed the obstacles of working with SSLCs including transportation and guardianship/permission issues.

9. TCDD SUCCESSION PLANNING PROCEDURES

Durheim reported on the Executive Committee's review of TCDD Succession Planning Procedures. Documents have been updated to reflect current staff members and the back-up plans for key positions within the agency.

MOTION: To approve revisions to TCDD Succession Planning Procedures as presented.

MADE BY: Mary Durham for the Executive Committee

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

10. EXECUTIVE COMMITTEE REPORT

Chair Durham asked Sonya Hosey to review the Grants Activities reports including the Grants Monitoring Exceptions Report, the Independent Audit Status Report and the Risk Assessment for new and continuing projects. No serious concerns were noted, but grants staff are working to clarify reports from SER Jobs for Progress on the Leadership Development and Advocacy grant and have instituted a monthly Request for Reimbursement (RAR) policy for this grantee. Hosey also discussed other grantees including the Arc of Greater Tarrant County's Inclusive Faith-Based Communities Symposium that currently has additional monitoring activities, and the Texas Advanced Leadership and Advocacy Conference(Texas A&M) that has requested a no-cost extension to expend funds.

Hosey reported that the Executive Committee approved continuation grant awards for two projects with no concerns:

- Epilepsy Foundation of Texas for up to \$249,750 for the second of a five-year health and fitness project;
- SafePlace for up to \$123,527 for the third and final year of a meaningful relationships project.

The Executive Committee discussed concerns with the ability of the Texas A&M Leadership Development and Advocacy Skills Training project to meet goals for that project and asked for a revised work-plan to reflect expected outcomes. The Committee approved continuation funding for that project for up to \$75,000 for the second of three years.

Durham reported that new grant funding for Outreach and Development projects was approved for up to \$10,000 to ARCF Community Services and to REACHing East African Children and Families. Durham also reported that stipend grants were approved this quarter for the following applicants:

- Texas Parent to Parent
- University of North Texas Kristen Farmer Autism Center
- American Association on Intellectual and Developmental Disabilities – Texas Chapter
- Harris County Department of Education

Texas Department of Aging and Disability Services Representative Jeff Kaufmann noted that he also serves on the Texas Council for Addressing Disproportionalities and Disparities and applauds TCDD's efforts to reach un-served and underserved communities through the Outreach and Development projects. Kaufmann noted that it is great to see how the work of these two councils crosses over. Executive Director Webb noted that the director of the Center for Addressing Disproportionalities and Disparities has accepted an invitation to present at a future Council meeting.

Operations Director Martha Cantu reviewed quarterly financial reports and noted that \$13,000 from FY 2011 lapsed and \$1,002,886 will carry forward from FY 2012 unobligated. Cantu estimates a \$329,751 balance at the end of FY 2013. Durham further discussed that although budget documents show an estimated negative balance for FY 2014, it is understood that various projects and the Council operations budget will have some surpluses that will offset that negative balance.

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. She also reminded members that financial disclosure filings were due to the Texas Ethics Commission on April 30 and if a member has not completed that filing, they need to contact the Ethics Commission immediately because fines will be levied.

Executive Director Webb discussed the upcoming review of TCDD by the Sunset Commission which will take place during the 2015 Legislative Session. Activities for this review will begin with an agency self-evaluation report to be completed during the summer of 2013. Sunset Commission staff will conduct public hearings on TCDD and provide a report to Commission members. This review will reauthorize TCDD in state law and allow for any amendments in the statutory authority of the agency.

11. PROJECT DEVELOPMENT COMMITTEE REPORT

Committee Chair Cortez discussed further the ice-breaker activity for Committee members and staff that provided a new appreciation for others. Cortez discussed the grantee initiated cancellation of the transportation project and plans for future committee discussion on transportation activities. The Self-Advocates as Speakers project began May 1, 2013, and the Community Involvement in Schools project is scheduled to begin June 1, 2013.

12 PUBLIC POLICY COMMITTEE REPORT

Committee Chair Kristen Cox announced that Lora Taylor has agreed to serve as Vice-Chair of the Public Policy Committee. Committee members and staff also engaged in the ice-breaker activity which also resulted in a greater understanding of other members and staff. The Committee also reviewed its responsibilities.

13. ANNOUNCEMENTS AND UPDATES

Council members discussed dates of upcoming meetings: August 7-9, 2013, October 23-25, 2013, February 5-7, 2014, and May 7-9, 2014. Jeff Kaufmann informed members of the Texas Autism Research and Resource Center conference to be held July 12-13, 2013, in San Marcos, TX.

ADJOURN

Chair Durham adjourned the Council meeting at 10:57 AM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1

TCDD FY 2012-2016 State Plan
Goals and Objectives as approved by the Council May 2013

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: 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 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 in Region 17 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.

Objective 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.

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.

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 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.

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.

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 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 2

Future Funding Proposal Executive Summary Self-Advocate Community Organizing Project

Background

The Texas Council for Developmental Disabilities invests in advocacy and leadership training for Texans who have developmental disabilities, including individuals with intellectual disabilities, so they can advocate for their right to be fully included in the communities where they live and can exercise control over their own lives. More individuals with intellectual and developmental disabilities (IDD)¹ make decisions about their own lives and work with others to create social change than when the self-advocacy movement began in the 1960's. However, many people still do not recognize and respect people with IDD as equal partners and leaders in driving social change.

In 2011, the Administration on Intellectual and Developmental Disabilities (AIDD) held a series of self-advocacy summits. In these meetings, self-advocates from across the country spoke about the challenges they experienced as self-advocates. The [Envisioning the Future: Allies in Self-Advocacy Final Report](#) (September 2012) summarizes the major challenges that were identified by self-advocates:

- A need for infrastructure, funding, and support by advisors that empower but do not control activities of grassroots groups;
- A lack of general community services and supports (including transportation);
- Difficulties recruiting and developing leaders and engaging current membership in meaningful ways, particularly when trying to expand to rural areas, racial and ethnic minority communities, individuals with limited communication, and autism groups; and
- Perceptions by the general public, service providers, and family members that result in self-advocates continuing to face significant discrimination and feeling that they are not listened to.

Notably, self-advocates from multiple states expressed difficulty finding “consistent, well-trained staff” who will advise but not “try to run” groups, particularly self-advocates with intellectual disabilities. People also shared concerns about top-down approaches that do not support grassroots efforts to grow the self-advocacy movement.

Over the years, TCDD has awarded many grants to self-advocacy organizations to promote leadership and advocacy by self-advocates. In most cases, TCDD awarded these grants through a competitive process, and the grantee received the grant by submitting a multi-year plan outlining how they would meet TCDD's pre-determined goals for the project. While these projects generally had grassroots aspects to them, they tended to reflect priorities and issues identified by TCDD. Additionally, although TCDD always expects that individuals with developmental disabilities and family members of individuals with developmental disabilities will serve in leadership roles in grant projects, it has not been common for the majority of the primary decision-makers for these projects to be individuals with intellectual disabilities.

¹ For purposes of this summary, the term IDD refers to individuals with an intellectual disability who also have functional limitations consistent with the federal definition for “developmental disability”.

In May, 2012, the Executive Director of the Georgia Council on Developmental Disabilities (GCDD) shared information at a TCDD meeting about GCDD's grassroots projects that are creating community inclusion for people with developmental disabilities by supporting local groups to work together on projects that are important to them. GCDD employs and contracts with community organizers to provide support for these projects. The leaders of the GCDD community organizing efforts are not necessarily people with IDD, however people with IDD must be actively involved in the project. TCDD Council members were impressed with the success that this approach has created. This Executive Summary proposes to build on TCDD's past leadership and advocacy efforts to lay the foundation for community-driven projects like those funded in Georgia, with the stipulation that people with intellectual disabilities will be the leaders (ie., key decision-makers) of the TCDD community organizing project.

Community organizing is simply the process of people coming together to address issues that matter to them. It is community organizing when neighbors work together to increase pedestrian and bicycle friendliness or activate block leaders to participate in a Get to Know Your Neighbor Week. A TCDD self-advocate community organizing grant project would support people who have IDD who live in a single community to come together; identify for themselves common issues in their local community; become more informed about possible strategies to address the issue; form a plan; and work together to create the change that they have decided is important.

Individual self-advocates involved in this project may develop different strengths and assume different levels of leadership. However, every leader will be a self-advocate who has IDD, and every self-advocate who chooses to be involved will have access to training, information, and mentoring to exercise their leadership skills and assume meaningful roles. The roles of individuals who are not people with IDD will be limited to providing training, information, and mentoring as contractors, paid staff, or volunteers; and, if necessary, to complete evaluation, reporting, and financial management activities for the grant project.

This proposed local community organizing project will provide opportunities for people with IDD to connect with and develop relationships with peers, neighbors and decision-makers; to be recognized experts, decision-makers, and leaders in their community; and to successfully create change that they have decided will benefit both themselves and others in their community. TCDD will not determine specific local issue to be addressed, but will gain from learning about the issues that are important to people with IDD in a particular community in the state. TCDD will also benefit from building the voice of stakeholders to provide input to Texas legislators, state agencies and other policymakers on disability issues and ways to improve services and supports for people with disabilities. As individuals with IDD gain experience organizing for meetings, presenting issues and negotiating with decision-makers, they will be better prepared to participate in meaningful ways on state advisory committees, councils and boards should they choose to do so in the future.

State Plan Goal

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 lead by individuals with 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.

Expected Outcome

The Council will fund a local collaboration that is controlled and directed by individuals with intellectual and developmental disabilities and that works to change a program, policy or practice to improve life in their community.

Project Description

A trained community organizer will build and facilitate, but not control the activities of, a community group made up of individuals with intellectual and developmental disabilities living in that community. The group will identify and address issues of common interest. The project will be controlled and directed by self-advocates who have intellectual and developmental disabilities. The project will be implemented in the following manner:

1. A grantee organization and a community will be identified thru a competitive process. The grantee organization will be responsible for managing project funding, ensuring that reporting requirements are followed, and providing support to a Project Advisory Committee. The members of the identified community will control and direct project activities.
2. A Community Organizer will be hired in the identified local community. This person must be someone from the local community. The Community Organizer must be willing to sign a contract to commit to participating for the life of the project.
3. The Community Organizer will receive training about community organizing strategies from the Mid-West Academy or an organization with similar credentials and experience.
4. A Project Advisory Committee (PAC) will be established and will include members from local neighborhood organizations, community action group members, local government decision-makers, systems change advocates, and people who can evaluate the project. The PAC will play a supportive role and will be responsible to assure that TCDD receives: information documenting the project development, roadblocks and successes, and a blueprint for future community group development. The PAC will meet with and support the self-advocate group as requested by the group of self-advocates or as needed to support the project. The PAC will also provide a sounding board and support for Community Organizer, and will be available to role-play with self-advocates. The PAC will have staff support.
5. The Community Organizer will conduct at least 40 one-on-one meetings with self-advocates prior to holding the first meeting, as is expected in traditional community organizing. In these one-on-one meetings, the interviewer and the leader will develop a relationship with each other that will continue — and, it is hoped, deepen — in the future.
6. After the one-on-one meetings are held and commitment is achieved from self-advocates, the first organizing meeting will be held to discuss purpose, systems change, and desired goals.

7. Organizing meetings will continue to be conducted at least twice a month when possible. The Community Organizer will teach the group about community organizing tools: leadership roles, relationship building, negotiation and compromise. Through these meetings and other activities, the self-advocates will build or strengthen their relationships with each other, identify shared perspectives about barriers and opportunities, and prioritize their shared interests. When ready, they will seek expert input on the steps necessary to effect change, narrow their focus, and conduct systems change advocacy. After every meeting or action the group of self-advocates will “evaluate and celebrate.”
8. When the group reaches a point at which they are ready to develop an informed plan on an issue, they will agree on the specific activities and action steps they will engage in to successfully implement the plan; describe their intended outcomes; and identify the resources they will need to make the plan a success. The group of self-advocates will implement their agreed upon action and take full responsibility for negotiation with local decision-makers.
9. The self-advocate group will resolve at least one issue in their community. It is very important that the first action chosen be successful, so that the group continues to be motivated to continue to work together on other issues.

Through this process, a local issue will be addressed successfully, and self-advocates will develop and improve leadership skills, learn and use strategic thinking to identify a problem and develop a plan of action, and strengthen their relationships with each other as well as with community leaders. Community leaders will have an experience that should result in increasing their understanding of the contributions that individuals with intellectual and developmental disabilities can make to their community.

Proposed Funding Amount

The proposed funding amount is \$100,000 per year, for up to three years to establish the project. Match for the project will come from donated time of the project advisory committee and self-advocates who work together to effect change in a local community. If the group of self-advocates has built their local advocacy skills to a level that can be sustained with the support of a part-time community organizer, they may be eligible for a reduced level of funding for an additional two years to expand on their achievements, develop their organizational capacity, and to support the development of similar efforts in other communities. The ultimate goal is a local self-advocate community change organization that is engaged and self-sustaining.

Other Considerations

TCDD may wish to support the organization selected to provide training on community organizing strategies to come to Texas to provide training directly to the group of self-advocates and possibly to TCDD Council members and staff.

Attachment 3

Funding Proposal Executive Summary

Partnership with African American Clergy to Support Families

Definitions

In this Executive Summary, the use of the words “Clergy” and “Pastor” are based on information provided in Wikipedia.

A **pastor** is usually an ordained leader of a Christian congregation. The word may also refer to a title or a person (e.g., Pastor Smith) or a job title (like Senior Pastor or Worship Pastor).

Clergy is a generic term used to refer to a wide range religious leadership within some religions. Clergy have different functions in different religious traditions, and formal and informal clergy positions may include deacons, priests, bishops, preachers, pastors, and ministers.

Background

Approximately one in four people in the general population experience a mental health condition. Individuals with Intellectual and Developmental Disabilities (IDD) may have a higher risk of mental illness; estimates suggest that approximately 33% of individuals who have IDD also have mental illness. (Co-Occurring Mental Illness and Developmental Disabilities, by Maria Quintero, PhD., and Sarah Flick, MD, *Social Work Today*, 2010, Vol. 10 No. 5 P6). African Americans have rates of behavioral health disorders similar to that of the general population. However, African Americans, with or without IDD, frequently bear a heavier burden of disease, often due to a lack of information and awareness, access to healthcare, or appropriate services. African Americans have among the highest unmet needs for treatment of depression and other mental health disorders, and there continues to be a huge gap between the number of people who need treatment for mental health issues and those who seek treatment. In the African American community, 92 percent of males who have depression and 60 percent of families do not seek mental health treatment nor receive the appropriate support.

Stigma, cultural barriers, socioeconomic barriers, and mistrust of the health system based on past experience of abuse and neglect perpetrated by that system impede recovery and create barriers to seeking support. African American clergy (especially Pastors) are very influential in the lives of their congregants, and congregants are likely to seek their advice when concerns arise. In most black communities clergy are considered gatekeepers and first responders to personal or family crisis. There is less stigma in seeking assistance from clergy who are trusted, known and mostly respected by their congregants, and may frame the problem in spiritual terms that are more comfortable for the congregant/client (Bohnert et al., 2010). It is estimated that 75 percent of African Americans do not use traditional mental health services or providers and rely on pastors/clergy for support for most issues in their lives.

Most individuals will contact clergy without seeking additional formal support; the response by clergy to an individual’s mental health needs may be the deciding factor of whether the person seeks or refrains

from seeking additional formal or information supports. However, most clergy view their knowledge of mental health as limited, and the majority have not received training in mental health issues. It is important that clergy know when to make appropriate referrals to trained mental health professionals. Many studies show that collaboration between faith-based organizations and formal healthcare supports have emerged in the drive to improve access to care.

Four TCDD projects are currently working with faith-based groups to facilitate inclusion and support of people with intellectual and developmental disabilities, including people with mental illness:

- The Arc of Greater Tarrant County (IDD Needs Council of Tarrant County) is partnering with the local faith-based community to facilitate the full inclusion of people with a diagnosis of an intellectual and developmental disability (IDD) into faith communities of their choice.
- Jewish Family Service of Dallas is serving Dallas, Collin, Denton and Rockwall counties and will create a collaborative initiative to share successful community awareness building and inclusion strategies.
- West Central Texas Regional Foundation is working with faith communities in Callahan, Jones and Taylor counties.
- OneStar Foundation is collaborating with Jewish Family Services and the Texas A & M University Center on Disability and Development to create the Austin Interfaith Inclusion Network which serves the Travis County area.

Although these projects are reaching out to diverse communities and faith-based groups across Texas, they have not successfully reached African American clergy. However, TCDD staff have worked closely with the Austin Area African American Behavioral Health Network (4ABHN), a professional network for African American mental health professionals supported by the Hogg Foundation, to address this issue more successfully. Various activities have occurred thus far:

- The Hogg Foundation sponsored specialized clergy tracks at the 2012 and 2013 Central Texas African American Family Support Conferences. Led by practitioners dually-licensed in theology and mental health and by pastors, the tracks attracted more than 125 clergy and resulted in a commitment by many of the attendees to continue to work together. The Hogg Foundation also hosted a 2-day conference entitled “Spiritual Crossroads: Faith, Mental Health and the African American Community,” at the Southwestern Baptist Theological Seminary for nearly 350 consumers and family members, faith leaders, mental health advocates, policy makers from around the state.
- Dr. King Davis, University of Texas School of Social Work, the Health and Human Services Commission’s Center for Elimination of Disproportionality and Disparity, the Hogg Foundation, and Texas State Representative Garnet Coleman provided significant assistance to TCDD, Austin Travis County Integral Care, Helpful Interventions, and community members in the Houston area to establish the Gulf Coast of Texas African American Family Support Conference.
- The 4ABHN and a group of clergy have formed a vision of how clergy, properly trained and supported, may meet the needs of African Americans who may not be receiving services and supports for their needs related to IDD or Mental Illness.

Activities are proposed below to complement and enhance current efforts to support African American clergy in the central Texas area.

TCDD State Plan Goal

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 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 healthcare services, behavior supports, and/or respite to support people with developmental disabilities living in the community by 9/30/2016.

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.

Expected Outcome

African American clergy in central Texas will increase their understanding of how to encourage and support members of their communities who have disabilities to gain access to necessary services and supports and to be fully included in their communities.

Project Description

TCDD staff will continue to work in collaboration with state agencies, community organizations, legislative offices, clergy, and other community members to reach the expected outcome. TCDD, the Hogg Foundation, the HHSC Center for Disproportionality and Disparities and others will collaborate with 4ABHN to develop a workplan that may include the following activities: It is expected that TCDD funds will be used to support to the following activities:

- Funding for a fellowship at one of the 4ABHN member organizations to coordinate various activities of 4ABHN and include additional organizations in that group;
- Speakers, trainers, purchase or distribution of materials, necessary travel, and other items as needed to support the work of 4ABHN;
- Evaluation(s) of the results of 4ABHN activities as appropriate;
- The sponsoring organization will receive, account for and disperse TCDD funds, assure timely progress towards activities on an approved plan, and comply with various reporting requirements.

It is expected that organizations currently participating in 4ABHN will jointly select an organization to serve as fiscal agent for TCDD funds. In that manner, the organization will be able to maintain a supportive relationship with African American clergy and show evidence of cultural competency.

Proposed Funding Amount

TCDD will provide funding up to \$75,000 per year including support for a fellowship. The selected entity will be responsible for contributing match to the project, in the amount of 25% of the total project costs for activities that are not in federal poverty areas and 10% for total project costs for activities that are in federal poverty areas.

Proposed Duration

TCDD funding will be available for up to five years.

Other Considerations

Note: There is some disagreement among developmental disability advocates about mental illness meeting the federal definition of “developmental disability.” Federal guidance provided in the past clearly indicated that if there is evidence that the mental illness first became evident prior to the individual’s 22 birthday, and results in at least three functional limitations as required by the federal definition of developmental disabilities, whether on an ongoing basis or episodically, that individual can be considered to have a developmental disability for purposes of the DD Act.

Attachment 4

Management Team Emergency Backup At-A-Glance

This document provides an overview of the standing appointees and first backups of the Management Team. See the emergency backup plans for each individual position for details.

Martha Cantu, Operations Director

- 1st Backup: Roger Webb, Executive Director
- 2nd Backup: Barbara Booker, Budget Specialist

Joanna Cordry, Planning Coordinator

- 1st Backup: Sonya Hosey, *Grants Management Director*
- 2nd Backup: Cynthia Ellison, *Senior Grants Specialist*

Sonya Hosey, Grants Management Director

- 1st Backup: Cynthia Ellison, *Senior Grants Specialist*
- 2nd Backup: Joanna Cordry, *Planning Coordinator* with Grants Specialists support

Jessica Ramos, Public Policy Director

- 1st Backup: Melissa Loe, *Communications Coordinator* (Public information activities) and Roger Webb, *Executive Director* (Policy activities)
- 2nd Backup: Lucy Walker, *Public Information Specialist* and Belinda Carlton, *Public Policy Specialist*

Approval and Annual Update: Responsibility of the appropriate management team member and the Executive Director.

Approved by:

Roger Webb, Executive Director

Date

Texas Council for Developmental Disabilities

Executive Director Succession Procedure

Introduction

A change in executive leadership is inevitable for all organizations. An executive transition is a time of both risk and opportunity. It is a period in an organization's history when Council members and/or the Chair must increase their level of engagement. It is also a time when some may seek assurance of the organization's viability and long-term sustainability.

A succession procedure for the Executive Director position is a routine risk management and sustainability planning tool. The Procedure ensures organizational sustainability by providing a proactive, orderly plan for executive leadership transitions.

To that end, the Texas Council for Developmental Disabilities (TCDD) is adopting this succession procedure for purposes of:

- Focusing Council attention on leadership team development through annual communications between the Executive Director and Council about the depth of staffing and succession plans for Management Team positions, and
- Establishing principles, role clarity and procedures to support positive leadership transitions that foster good endings and beginnings with departing and arriving leaders and build organizational capacity when a planned or unplanned executive leadership change occurs.

The Council Chair shall be responsible for overseeing the implementation of this procedure and any related procedures, and for ensuring that the procedure is reviewed at least annually and updated as needed.

In the event of a planned or unplanned leadership transition, the Council shall immediately appoint a Transition Committee which shall plan and manage the transition, including the search for a new Executive Director.

Guiding Principles

- The Texas Council for Developmental Disabilities is open to and will consider both internal and external candidates when filling the Executive Director position. A competitive search will be conducted unless the Board concludes that a current staff member is appropriate and available for the job.
- In organizations such as Texas Council for Developmental Disabilities, the Executive Director's position is often shaped by the incumbent's talents and areas of specialized interest. That person's departure might necessitate other organizational changes including the creation of new positions and/or realignment of current positions.
- The preeminent goal of a transition to a new Executive Director is maintaining continuity of Texas Council for Developmental Disabilities' mission-related work.

- In conducting the executive search and hiring process for the Executive Director position, the Texas Council for Developmental Disabilities has agreed to follow the job posting and recruitment procedures of the Councils' designated state agency, the Texas Education Agency (TEA), as applicable to this specific situation. Those procedures may include training of the interview team on recruitment and interview process.

Lines of Authority

1. The selection of the Executive Director is the responsibility of the Council.
2. The current Executive Director has the responsibility to continuously identify, encourage, and help to develop senior management within the organization who are qualified to meet future leadership needs.
3. The current Executive Director has the responsibility to plan for the orderly transition of all senior management.

Emergency Backup Plan

1. Related to the position of Executive Director: To be prepared at all times for a leadership transition, the organization shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned, short-term and long-term absence of the Executive Director. This plan is approved by the Executive Committee on behalf of the Council and should be reviewed annually. The plan can also serve as the Transition Plan when there is a vacancy in the Executive Director position.
2. Related to Management Team Positions: To be prepared at all times for a senior management transition, the Executive Director shall maintain an up-to-date Emergency Backup Plan with guidelines for the planned or unplanned, short-term and long-term absence of members of the Management Team. Those plans are approved by the Executive Director with input from the Council Chair and Executive Committee and shall be made available to the Council.

Council Board Action in the Event of Vacancy in the Executive Director Position

1. Organizational Assessment: The Council Board or Executive Committee shall take time to fairly assess the leadership needs of the organization before the search for a new Executive Director is conducted. The assessment shall include a review and update (if needed) of the organization's future directions and the current Executive Director position description. The assessment will be designed to help assure the selection of a qualified and capable leader who fits well with the organization's mission, vision, values, culture, goals, and objectives, and who has the necessary skills to lead the organization. The Committee or Board will also determine an appropriate outreach strategy to recruit qualified applicants with skills necessary to carry out the organization's mission, vision, values, goals and objectives.
2. Option of appointing an Acting or Interim Executive Director: To assure the organization's operations are not interrupted while the Council assesses the leadership needs and recruits a new Executive Director, the Executive Committee may determine to appoint an Acting Executive Director from among senior management staff or hire an Interim Executive Director from outside the organization.

3. Duties of the Acting/Interim Executive Director: Among such duties will be to ensure that the organization continues to operate without disruption and that all organizational commitments previously made are appropriately executed, including but not limited to, grant and contract obligations, financial monitoring and reporting, program reports, speaking engagements, coordination and support for meetings of the Council and Committees, and other obligations to funders and other stakeholders.
4. Simultaneous transitions for the Executive Director and Senior Management Positions: Should the Executive Committee determine to appoint an Acting or Interim Executive Director from within, the Council may make other temporary senior management appointments from among other senior management staff, external hires, or whatever combination of those options best assures continuity in leadership and program success through the transition period and afterwards.

Preparation Time Frame for Replacement of the Executive Director

1. The optimal period for the Executive Director to announce his/her departure from that role – or proposed commencement of a new role in the organization – is at least six to twelve months before the date of departure.
2. The Council understands that the time required for successfully completing a planned leadership transition is approximately eight to twelve months.

Role of the Outgoing Executive Director in Planned Transitions

The departing Executive Director, unless otherwise directed by the Transition Committee, will be involved in some transition-related activities such as communicating with funders and other stakeholders, and briefing the incoming Executive Director. The departing Executive Director's role during the transition and after the new Executive Director starts shall be developed in consultation with the Council Chair and/or Transition Committee and communicated to the Council.

Initial Implementation of the Transition Plan

1. Within fifteen (15) days of the announcement of a planned departure, the Council Chair shall make recommendations to the Executive Committee for the membership of an Executive Transition Committee. The Executive Committee shall make the final determination of membership of the Executive Transition Committee and the appointment of that committee's chair. The Executive Transition Committee shall be comprised of at least two Executive Committee members and three council members. Other Council members, TCDD staff, and a representative of the Texas Education Agency may be recruited to advise or assist the Committee at the discretion of the Council Chair and Executive Committee.
2. The Executive Transition Committee shall be responsible for implementing this transition plan and further developing the plan based on state processes as needed. The responsibilities of this committee include:
 - Plan and oversee the executive director transition process including determining the need for, contracting with and supervising the work of any external search or transition consultant(s).

- Work with the Executive Committee to review and revise the executive director job description and qualifications to ensure they reflect TCDD's current and future leadership needs, including:
 - Minimum knowledge, skills and abilities required for the position.
 - Education and experience requirements.
- Ensure that a robust pool of candidates is developed for the Executive Director position.
- Coordinate or conduct the interview and selection process and, in a timely fashion, bring a recommended candidate to the Council for ratification.
- Provide support and counsel to the Acting or Interim Executive Director; the Acting or Interim Executive Director reports to the Council Chair, but receives advice and counsel from the Transition Committee as it relates to the transition process and preparing the organization to work effectively with the next Executive Director.
- Determine the role and substantive involvement of senior staff in the transition planning process and how they may be consulted in the selection process.

The Executive Transition Committee may also be given additional direction by the Executive Committee.

The Executive Transition Committee will sunset upon completion of the onboarding process of the new Executive Director, expected to be on or before 90 days after the new Executive Director's start date.

3. The Executive Transition Committee, or a subset of its members, will serve as the Interview Panel in accordance with TEA procedures. Composition of the Interview Panel shall include, at a minimum, the Council Chair as the hiring manager and at least two other council members or staff. The Interview Panel's responsibilities include:
 - Developing the job posting and determining the length of posting.
 - Developing the interview questions, application screening matrix, and job simulation exercise as appropriate.
4. The Texas Open Meetings Act allows discussions concerning certain personnel matters, including discussions to deliberate the appointment or employment of employees, to be held in a closed meeting.
5. Pursuant to federal and state statutes establishing TCDD, the Council shall be responsible to recruit and hire the Executive Director, when the position becomes vacant, to and supervise and evaluate the Executive Director. Council recruitment and hiring shall be conducted in a manner consistent with Federal and State nondiscrimination laws, and consistent with State personnel policies.
6. The Executive Transition Committee and/or Committee Chair shall coordinate with TEA concerning training on job posting and recruitment procedures and an orientation for the entire selection team.
7. The Interview Panel will identify a recommended finalist who will be considered for appointment to the Executive Director position by the Council in an open meeting..

8. As needed, the Council Chair shall authorize an organizational assessment and schedule a Council Board Retreat to review and refresh the organization's long range plan and strategic direction.

Texas Council for Developmental Disabilities Commitment Regarding Diverse Candidates and Staff Leader Development

1. In order to provide career advancement for staff, the organization shall encourage the professional development of current TCDD employees.
2. In order to support the Council's due diligence and ensure that the best possible candidate is hired, the organization shall implement a search and selection process that is open to internal and external candidates.
3. In order to develop a finalist pool that is reflective of the community, the organization shall work proactively to develop a diverse pool of candidates for the Executive Director position.
4. The Council shall fully comply with the nondiscrimination provisions of all federal and state laws and regulations.

Adopted by the Council Board on the 10th day of August, 2010.

Revised and adopted by the Council Board on the ___ day of _____, 2013.

Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Executive Director EMERGENCY BACKUP SUCCESSION PLAN

Guideline for the Appointment of an Acting Executive Director in the Event of an Unplanned Absence of the Incumbent

1. Rationale

The Executive Director position in an organization is a central element in the organization's success. Therefore, ensuring that the functions of the Executive Director are well understood and shared among the executive team and senior staff is important to ensure organizational stability and leadership continuity in the event of unplanned and unexpected change. This kind of risk management is equally helpful in facilitating a smooth leadership transition even when it is predictable and planned.

The purpose of this plan is to ensure the continuous coverage of duties critical to the ongoing successful operations of the Texas Council for Developmental Disabilities (Texas Council). The Council has adopted policies and procedures that allow for the temporary appointment of an Acting Executive Director in the event of an *unplanned and extended absence* of the Executive Director when it is in the best interest of the Council. The Council Chair, or Council Vice Chair in the absence of the Council Chair, may determine the appropriate time to initiate the implementation of this plan.

While the Council acknowledges that such an absence is highly improbable and certainly undesirable, they believe that due diligence in exercising executive-level management functions requires that it have an emergency backup succession plan in place. It is expected that this plan will ensure continuity in the administration of the organization's day-to-day programs and operations, management of external relationships and supervision of staff and finances.

2. Priority functions of the Executive Director position at Texas Council

The full Executive Director position description is attached. *(See Attachment 1)*

Of the duties listed in the position description, the following are considered to be examples of the key functions of the Executive Director, and therefore, have a corresponding temporary staffing strategy. Functions to be covered by an Acting Executive Director are attached. *(See Attachment 2: Emergency Backup Succession Plan Detail: Executive Director)*

The positions assigned in the Temporary Staffing Strategy are based on TCDD organizational structure as displayed in the organizational chart of April 2013. In the event this plan is implemented and those assigned are no longer available or positions are vacant, the Council Chair may select other senior staff to support each of the key Executive Director functions. It is the responsibility of the Executive Director to ensure that positions have appropriate cross-training to successfully implement the temporary staffing strategy.

3. Business as Usual

This emergency backup succession plan and the staffing structure at TCDD are intended to minimize disruption in quality service and maintain business as usual to the extent possible. In the absence of the Executive Director, unless otherwise determined by the Council Board, business as usual includes maintenance of the following.

(See Attachment 2):

- A. [Delivery of services TCDD Program Activities](#)
- B. Fiscal Matters: Budgets, Purchase Orders, Planning and Accounting
- C. Grants Matters: ~~Fundraising Federal Allotment Activities~~ & Grant Management
- D. ~~Maintain relations with Council and government offices~~ [Support quarterly Council & Committee meetings, Chair and Committee Chairs](#)
- E. Personnel Matters
- F. Public Policy [and relations with State Policymakers](#)

4. Emergency Backup Succession Plan Implementation

The Council authorizes the Council Chair to make a determination that it is in the best interest of the Council to implement the terms of this emergency backup succession plan in the event of a planned or unplanned temporary, short-term absence of the Executive Director. The Vice Chair is authorized to implement this plan in the event that the Council Chair unavailable or cannot be reached..

As soon as feasible, following notification of an unplanned temporary or short-term absence, the Council Chair may convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed.

While this timeline may vary based on circumstances, the suggested steps for implementation are:

- The Operations Director informs the Council Chair immediately of unplanned absence.
- The Council Chair appoints an Acting Executive Director.
- The Council Chair informs the Council of the Acting Executive Director appointment.
- The Council Chair (and potentially other officers) consults with the Acting Executive Director on the circumstances of the absence, organizational situation and related factors.
- After the Council Chair and Acting Executive Director consult, stakeholders will be notified following the communications plan outlined below.

5. Definitions

- A temporary absence is one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved.
- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation, a planned medical procedure, or a sabbatical.
- A short-term absence is three months or less.
- A long-term absence is one that is expected to last more than 3 months.

- A permanent absence is one in which it is firmly determined that the Executive Director will not be returning to the position.

6. Emergency Backup plan in event of a temporary, unplanned absence (SHORT-TERM)

A. Who may appoint the Acting Executive Director?

1. The Council authorizes the Council Chair to make a determination that it is in the best interest of the Council to implement the terms of this emergency backup succession plan in the event of the unplanned absence of the Executive Director.
2. In the event of an unplanned absence of the Executive Director, a member of the management team shall immediately inform the Council Chair of the absence.
3. As soon as is feasible, the Council Chair may convene a meeting of the management team to affirm the procedures prescribed in this plan or to make modifications the Council Chair and team deems appropriate.
4. The Council Chair may consult with other members of the Executive Committee as he/she may deem necessary.

B. First backup to the position of Executive Director

Due to the organizational structure of TCDD, the backup designated as the Acting Executive Director will serve as the primary “Point of Coordination” for the team, lead specific functions, and defer to other directors for matters in their areas of responsibilities and expertise. (See *Emergency Backup Detail* for complete listing.)

The Council Chair may designate Martha Cantu, Operations Director, to the position of Acting Executive Director. Her position description will specify that she may serve as Acting Executive Director in the absence of the Executive Director unless otherwise decided by the Council Chair. She will have an emergency backup succession plan with designated appointees if she becomes Acting Executive Director or if she is otherwise unable to serve her own functions as Operations Director.

C. Second backup for the position of Executive Director

The Council Chair may also consider splitting duties among designated appointees based on the primary functions to be carried out. (See *Emergency Backup Detail* for complete listing.)

Sonya Hosey, Grants Management Director and Jessica Ramos, Public Policy Director may jointly serve as second backups for the position of Acting Executive Director. They may serve should Martha Cantu, Operations Director, be unable or unwilling to serve as Acting Executive Director or otherwise decided by the Council Chair. They will have emergency backup succession plans with designated appointees.

D. Cross-training plan for designated appointees

The Executive Director, in collaboration with the Council Chair, will develop a plan for training the potential appointees in the priority functions of the Executive Director which are listed in section 2 above. The cross-training plan will be attached to this document when the plan is completed. The TCDD Operations Director, will have the responsibility of handling the logistics of the plan's implementation.

E. Authority and restrictions of the appointee

The person appointed as Acting Executive Director may have the same authority for day-to-day decision making and independent action as the Executive Director as provided in existing policy and procedures except as further defined by the Council Chair. Decisions that will be made in consultation with the Council Chair or other appropriate committee chairs include senior management staff hiring and terminations, financial issues that may arise, taking on a new project or program, on behalf of TCDD, and taking public policy positions on behalf of the organization.

F. Compensation

The Council Chair, in consultation with the Executive Committee, may consider a salary adjustment for the Acting Executive Director to the extent allowed by state personnel policies and practices.

G. Council Chair responsibility for oversight and support to the Acting Executive Director

As with the Executive Director, the Council Chair and Council will have the responsibility for monitoring the work of the Acting Executive Director. The Acting Executive Director will provide regular updates and meet with the Council Chair as necessary. The Council Chair will also be alert to the special support needs of the Acting Executive Director serving in this temporary leadership role and act to address them.

H. Communications plan

Within eight (8) hours after an Acting Executive Director is appointed, the Council Chair and the Acting Executive Director will meet to implement an external communications plan to announce the organization's temporary leadership structure, including the kind of information that will be shared and with whom (e.g. councils, state agencies, government officials). (For a full overview of the communications plan, see *Attachment 2: Emergency Backup Succession Plan Detail: Executive Director.*)

Within 24 hours after an Acting Executive Director is appointed, the Council Chair and Acting Executive Director will implement the communications plan to announce the organization's temporary leadership structure to the management team, the Council and the Advisory Boards.

Notifications will take place in sequence on the following timetable:

- Within 24 hours, the Acting Executive Director will notify the Council Chair, staff, and the Executive Committee.

- Within 48 hours, the Acting Executive Director will notify the governor's office, TEA, and Council Members.
- Within seven days, the Acting Executive Director will notify AIDD and the disability and advocate community.
- Within seven days, the Planning Coordinator will notify other developmental disability councils.
- Within two weeks, the Acting Executive Director will notify grantees as needed, state agency colleagues and other parties/constituents.

Updated Key Contact information will be maintained in the organization's Outlook, listserves, directories, and rosters for easy access on an ongoing basis by a member designated by the Executive Director.

7. Emergency Backup plan in event of a temporary, unplanned absence (LONG-TERM)

The procedures and conditions to be followed will be the same as for a short-term absence with one addition: The Council Chair will give immediate consideration, in consultation with the management team, to temporarily back-filling the position left vacant by the Acting Executive Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary appointment would focus on covering the priority areas in which the Acting Executive Director needs assistance.

8. Emergency Backup plan in event of a PERMANENT unplanned absence

The procedures and conditions will be the same as for a long-term temporary absence with one addition: The Council Chair may appoint a Transition and Search Committee of no less than five members in accordance with the terms outlined in the TCDD Succession Procedure.

9. Approvals and maintenance of record

A. Emergency Backup plan approval

This emergency backup plan will be approved by the full Council and reviewed annually by the Executive Committee which shall recommend to the Council any needed changes in the designated appointees serving as backups. The Council Chair may review and amend the plan at other times if a designated appointee is no longer available to serve in an Acting Executive Director capacity. The Council Chair may reevaluate the plan when new designees are appointed.

B. Signatories

This plan will be signed by the Council Chair, the Executive Director, the Operations Director and the designated appointees serving as backups in this plan.

C. Maintenance of record

Copies of this plan will be maintained by the Council Chair, the Executive Director, the Operations Director and the designated appointees serving as backups in this plan.

| Adopted by the Council Board on the 10th day of August, 2010.

| ~~Revisions Approved~~ approved by Texas Council for Developmental Disabilities on _____.

Mary Durham, Council Chair

Roger Webb, Executive Director

I acknowledge that I have reviewed this plan:

Martha Cantu, Operations Director

Executive Director
Position Description

Functional Title	Executive Director	(Roger Webb)
Classification Title & No.	Director II / 1621	
Office Name & Address	Texas Council for Developmental Disabilities 6201 E. Oltorf, Suite 600, Austin, TX 78741	
Salary Group	B-27	
FLSA Status	Executive Exempt	
Position No.	02463	

General Description

The Executive Director serves as the chief executive officer of the Texas Council for Developmental Disabilities (TCDD). The Executive Director is selected by the TCDD Executive Committee of the Council and works under the limited direction of the Council Chair. The Executive Director performs a wide range of highly advanced senior level managerial work overseeing TCDD daily operations and public policy, planning, advocacy, public information and grants activities; serves as the TCDD chief audit officer; and coordinates TCDD fiscal, and administrative affairs. The Executive Director is the lead TCDD public liaison with various external publics, directs programmatic activities of TCDD staff consistent with Council directives, and oversees personnel functions of TCDD staff. The Executive Director coordinates development of the Council's State Plan and the formulation of policies and positions of the Council consistent with the intent of federal law, the Developmental Disabilities Assistance and Bill of Rights Act, development of innovative activities to implement the Council's State Plan, and evaluation of TCDD activities.

The Executive Director works under general direction, exercising extensive latitude for the use of initiative and independent judgment in the planning and managing of TCDD activities as authorized by state and federal law. The Executive Director coordinates directly with designated state agency concerning administrative services and supports provided to TCDD and ensures that TCDD administrative procedures are in accordance with the Memorandum of Understanding between TCDD and the designated agency and coordinates internal audit and legal affairs matters.

The Executive Director is responsible for coordinating with the Governor's office; state legislators; state and federal agencies; and consumer and provider organizations to ensure implementation of activities in the Council's approved State Plan. The Executive Director assures compliance with applicable state and federal regulations. Frequent overnight travel is required. Performs other duties as may be assigned and required by the Council to maintain effective operations.

Key Job Functions

1. Provides direction, guidance, and assistance to initiate innovative program activities to implement the TCDD State Plan including:
 - Public policy advocacy and public information activities;
 - Developing, monitoring and reporting on the TCDD *State Plan* ;
 - Planning and policy development activities, and related reporting requirements; and
 - Development, implementation and monitoring of DD funded grant projects.
 - a. Assures consistency with TCDD policy direction and approved State Plan.
 - b. Proposes and assists the Council in the formulation of organizational policy, position statements, program priorities, and annual operating budgets.
 - c. Provides status reports to the Council.
 - d. Assures consistency with requirements of the DD Act.

Functional Title Classification Title & No.	Executive Director (Roger Webb) Director II / 1621
<ul style="list-style-type: none"> e. Assures completion of key items. f. Maintains appropriate professional quality in all efforts. g. Coordinates Council Complaint Procedures to ensure enforcement of TCDD Rules and Policies. <p>2. Directs and oversees fiscal affairs of the TCDD.</p> <ul style="list-style-type: none"> a. Directs the development, implementation and management of the annual operating budget and legislative appropriations requests budget of the TCDD consistent with the budget and policy directives of the Council and in coordination with the DSA. b. Provides timely and accurate budget reporting and forecasting necessary for funds management by the TCDD. c. Assures all TCDD funds are fully obligated and liquidated within allowed timeframes. d. Oversees compliance with Council intent, Memorandum of Understanding and applicable state and federal law of all grant applications, reviews, awards, and project implementation and monitoring activities. e. Recommends staffing and funding to effectively carry out TCDD activities. <p>3. Manages and oversees personnel functions of TCDD staff.</p> <ul style="list-style-type: none"> a. Supervises the selection, supervision, and termination of TCDD staff within the staffing pattern authorized by the Council. b. Assures that TCDD staff comply with all personnel policies and procedures. c. Assures staff understanding of goals, priorities, and approved activities. d. Establishes policies and procedures to ensure Council staff carry out responsibilities and activities as approved by the Council in a timely and effective manner. e. Oversees completion of annual appraisals consistent with personnel procedures. f. Provides effective management and leadership of staff. <p>4. Provides support and assistance to the Council, Council Committees, the TCDD Chair, and Council Members.</p> <ul style="list-style-type: none"> a. Oversees and coordinates planning and preparation for Council and Committee meetings in a timely and effective manner. b. Coordinates preparation of meeting materials in a timely and effective manner. c. Supervises support provided to Council members which is flexible and responsive. d. Assures reasonable accommodations are provided to members and the public related to all Council activities. e. Provides assistance to the TCDD Chair necessary for conducting Council business in an orderly and effective manner. f. Oversees implementation of Council policies and directives and activities required by state or federal law. <p>5. Ensures effective relationships with disability community, state agencies, Governor's office, state legislature and federal agency.</p>	
<ul style="list-style-type: none"> a. Represents the Council in a professional and cordial manner. 	

Functional Title	Executive Director	(Roger Webb)
Classification Title & No.	Director II / 1621	
<ul style="list-style-type: none"> b. Represents the Policy Positions of the Council and oversees staff activities to assure consistency with Policy Positions. c. Maintains effective working relationships with Council members, grantees, legislators, disability organizations, agency personnel and the public. d. Serves as TCDD point of contact for other state and federal agencies. e. Coordinates with DSA personnel in a timely and professional manner regarding administrative services provided in support of the Council. 		
Job Qualifications		
As documented in personnel file, application for employment:		
Knowledge, Skills, and Abilities		
<p>Considerable knowledge of best practices in providing services and supports for people with developmental disabilities.</p> <p>Knowledge of the primary federal and state programs which provide funding mechanisms for services and supports for people with developmental disabilities, and of the health and human services delivery system in Texas.</p> <p>Knowledge of methods to develop action strategies and evaluation methods for projects and initiatives.</p> <p>Knowledge of state and federal government organization and administration.</p> <p>Knowledge of the intents and purposes of the developmental disabilities legislation and programs.</p> <p>Knowledge of accessibility issues for people with developmental disabilities.</p> <p>Skill in budgeting and fiscal management systems.</p> <p>Skill in managing and directing work activities of staff and consultants.</p> <p>Skill in providing support to volunteer Boards and Committees.</p> <p>Skill in identifying key public policy issues and presenting those issues and recommendations to policymakers.</p> <p>Ability to gain knowledge of regulations, policies and procedures related to administration of federal grant funds.</p> <p>Ability to plan, coordinate, and complete a complex project as scheduled.</p> <p>Ability to communicate orally and in writing.</p> <p>Ability to work effectively with individuals and groups holding divergent opinions in such a way as to obtain prescribed goals.</p> <p>Ability to perform complex, highly detailed tasks that involve budgets, payment requests, etc.</p> <p>Ability to gather and assimilate information from several sources and make decisions regarding funding programs, etc.</p> <p>Ability to work independently and manage time effectively.</p>		

Education and Training
Graduation from an accredited college or university with a master's degree in psychology, sociology, education, business, public administration, or related equivalent areas.
Experience
Eight years of progressively responsible professional or administrative experience in positions that provided a thorough working knowledge of the delivery of human services. At least four years experience in programs, services, or initiatives that foster independence and inclusion of individuals with developmental disabilities, and at least three years experience must have been in an administrative, managerial, public policy, or consultative capacity in a governmental or state agency position. Experience requirements may be concurrent.
Career Progression Requirements
Not applicable.

Date of FJD Revision
mo./yr. – new or revised
<i>Draft Revisions 10/05</i>
Approved: 02/06

Emergency Backup Succession Plan Detail

Name: **Roger Webb, Executive Director**

First Backup: **Martha Cantu, Operations Director**

First Backup Support: Provides support in collaboration with Martha Cantu, Operations Director

- Public Policy: *Jessica Ramos, Public Policy Director*
- Grants: *Sonya Hosey, Grants Director*
- Planning & Project Development: *Joanna Cordry, Planning Coordinator*

Second Backup(s): **Sonya Hosey, Grants Management Director**
And Jessica Ramos, Public Policy Director

Second Backup Support: Provides support in collaboration with First Backup Support

- Grants: *Cynthia Ellison, Senior Grants Specialist*
- Public Policy: ~~*Belinda Carlton, Public Policy Specialist*~~ [*Melissa Loe, Communications Director*](#)
- Planning & Project Development: *Cynthia Ellison, Senior Grants Specialist*

Short-Term Staffing of Key Functions

Key Functions	Short Term Staffing Strategies <i>(Define short-term: <u>Up to 2 months</u>)</i>
Provides direction, guidance, & assistance to initiate program activities including: <ul style="list-style-type: none"> - Public policy & public information, - State Plan dev, monitor, report, - Planning & project development, & - Grants management 	Martha Cantu, <i>Operations Director</i> (in collaboration with) Jessica Ramos, <i>Public Policy Director</i> Joanna Cordry, <i>Planning Coordinator</i> Joanna Cordry, <i>Planning Coordinator</i> Sonya Hosey, <i>Grants Management Director</i>
Directs and oversees fiscal affairs of the TCDD	Martha Cantu, <i>Operations Director</i>
Manages and oversees personnel functions	Martha Cantu, <i>Operations Director</i>
Provides support to the Chair, Council, Committees, and Council Members.	Martha Cantu, <i>Operations Director</i> <u>and/or</u> Koren Vogel, <i>Executive Assistant</i>
Ensures effective relationships with state agencies, disability community, Governor's office, state legislature and federal agency.	Martha Cantu, <i>Operations Director</i> Jessica Ramos, <i>Public Policy Director</i> <u>and</u> consultation with Council Chair

Notifications

Notify: Temporary Leadership Change	Accountability: Person to Send Notification	Timeline: Notification to be Made
Family	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	ASAP
Chair	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 hours
Staff	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 hours
Executive Committee	Martha Cantu, <i>Operations Director</i> <u>or</u> Council Chair	1 st 4 hours
Council Members	Martha Cantu, <i>Operations Director</i> <u>or</u> Council Chair	1-2 days
TEA - HR/payroll, Adam, Shirley, Harvester, Others as appropriate	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 days
Governor's Office	Martha Cantu, <i>Operations Director</i> <u>or</u> Council Chair	1-2 days
ADD	Martha Cantu, <i>Operations Director</i> <u>or</u> Joanna Cordry, <i>Planning Coordinator</i>	1 st week
Disability/Advocate Community	Jessica Ramos, <i>Public Policy Director</i> <u>or</u> Martha Cantu, <i>Operations Director</i>	1 st week
Other DD Councils	Joanna Cordry, <i>Planning Coordinator</i> <u>or</u> Jessica Ramos, <i>Public Policy Director</i>	1 st week
Grantees as needed	Martha Cantu, <i>Operations Director</i> <u>or</u> Sonya Hosey, <i>Grants Management Director</i>	1-2 weeks
State Agency Colleagues	Martha Cantu, <i>Operations Director</i> <u>or</u> Jessica Ramos, <i>Public Policy Director</i>	1-2 weeks
Other Interested Parties	Martha Cantu, <i>Operations Director</i> <u>or</u> Koren Vogel, <i>Executive Assistant</i>	1-2 weeks

Contact information for the above contacts is located in the following:

- ◆ *Emergency contact information*
- ◆ *Council Roster*
- ◆ *Outlook Address List*
- ◆ *TEA Directory*
- ◆ *DPC Listserve*
- ◆ *NACDD Listserve*
- ◆ *Grantee Database*

Required: Contact information lists for the above contacts to be developed:

- ◆ *State Agency Colleagues*
- ◆ *AIDD Members*
- ◆ *Governor's Office*

Cross-Training Plan (on Executive Director Role)

Training area	Staff to be Cross-Trained		Timeline
	Trainee	Trainer	
DD Act and Regs	Martha Cantu	Roger Webb	Ongoing Training: self review
Board relations activities and coordination	Council Chair Koren Vogel	Roger Webb	Ongoing
Issues/topics of Board, Council and Government office	TBD	Roger Webb	Ongoing
Understanding of how to develop agendas, etc.	Koren Vogel Martha Cantu	Roger Webb	ASAP Develop: written procedures

Underlying Assumptions to remain “Business As Usual”

1. Delivery of services
2. Fiscal Matters: Budgets, Purchase Orders, Planning, Accounting, Approvals
3. Grants Matters: Fundraising Activities, Grant Awards, Workplan Activities
4. Maintain relations with board, council and government office
5. Personnel Matters: Appraisals, Personnel actions, leave, schedules, etc.
6. Coordinating workflow
7. Public Policy

Temporary Change/Hold During Absence: Any unusual or “special” projects should be considered for delay or cancellation.

Future Consideration: Coordinate Sunset Review (fall 2013 through 84th Texas Legislature) & Sunset for readoption of TCDD Rules through TX Register rules process by Aug 2016.

Critical Relationships

Relationships must be maintained	Accountability: Maintained by...	Contact information
Council Members	Martha Cantu / Koren Vogel	Council Roster
Governor’s Office	Jessica Ramos <u>with</u> Council Chair	List Required
State Agencies	Jessica Ramos <u>and</u> Public Policy Staff	List Required
Legislative Offices	Jessica Ramos, Public Policy Staff <u>and</u> Council Chair	List Required
Sunset Commission (2013-2015)	Martha Cantu <u>and</u> Council Chair	
AIDD	Joanna Cordry <u>and</u> Council Chair	List Required
DPC member organizations	Jessica Ramos <u>and</u> Public Policy Staff	DPC Listserve
TX Council of Comm MHMR Centers	Jessica Ramos	
PPAT, PACSTx	Jessica Ramos	
Other advocate organizations	Jessica Ramos <u>and</u> Public Policy Staff	

Annual Key Events/Milestones Calendar

Month	Key Events/Milestones <i>(directly involves: Executive Director position)</i>	Key Associated Activities/Responsibilities <i>(direct accountability: Executive Director position)</i>
<i>Monthly</i>		
<i>Bi-monthly</i>		
<i>Quarterly</i>	Quarterly Council & Committee Meetings (February, May, August & November)	Agendas posted 10 days before meeting in Tx Register; Materials Binder mailed to Members 7-10 days before meeting; Complete Meeting Highlights 2-3 wks after meetings; Prepare draft minutes of meetings prior to next binder; Prepare various meeting materials.
<i>January</i>	AIDD PPR (annual report) due by Jan 1 st Tx Legislature convenes 2 nd Tues, Odd-number years	Coordinate with Project Development Director as needed to ensure completed. Leg tracking system available; finalize priorities for session
<i>February</i>	Election of Vice-Chair and Consumer member	Preparations and notifications
<i>March</i>		
<i>April</i>	Executive Committee meeting (continuation grants)	Coordinate materials preparation as required by agenda items; Highlights and Minutes as above.
<i>May</i>		
<i>June</i>	Budget Planning & Preparation	Oversee preparation of next year OE budget.
<i>July</i>	Audit Risk Assessment Update	Review/update previous year's risk assessment with Auditor & Directors
<i>August</i>	Annual OE Budget MOU Amendments State Plan / Amendments Submitted	Oversee preparation of materials, highlights, minutes as per Feb. Oversee prep of proposed budget Coordinate with TEA re: any revisions Final approval by Council; final submit by Aug 15
<i>September</i>	Beginning of State Fiscal Year; End of Federal Fiscal Year Audit Report; Audit Plan Developed	Review re: 2 nd year to obligate; 3 rd yr to liquidate fed funds. Review and comment to auditor.
<i>October</i>	Beginning of Federal Fiscal Year Audit Committee Meeting (Audit Report, Audit Plan)	Coordinate meeting preparations and materials with Auditor
<i>November</i>	Final approval of Audit Plan Final Approval of Biennial Report Recommendations Audit Materials Submitted by Nov 1 Establish Council Nominating Committee	Coordinate materials prep with Auditor Coordinate with Public Policy Director Coordinate with Auditor to ensure submittal Coordinate with Chair
<i>December</i>	Biennial Report – (even number years) DSA Submits federal financial reports to ADD by Dec 31 st	Submitted to State Leadership Dec 1 st Review of DSA's federal financial reports to ADD.

Note: Legislature meets every other year. Calendar varies when in session.

Attach Authorized Signatories Chart

TCDD Policies allow the Executive Director to approve contracts under \$10,000 unless approved in the OE budget; and allow the Executive Director to make final decisions on stipend grant applications. Martha and Sonya should jointly review/approve stipends. Martha and a cognizant Director should jointly approve contracts. Executive Director designees should otherwise have the same authority vested in the Executive Director within the area of responsibilities outlined in this document with the understanding that the Chair will exercise additional oversight on various matters.

Attach Public Policy Issues Chart

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
MAY 2, 2013**

COUNCIL MEMBERS PRESENT

Mary Durham, Chair	Stephen Gersuk	Scott McAvoy
Kelly Chirhart, CDS - UT	Manda Hall, DSHS	John Morris
Kristine Clark	Cindy Johnston	Joe Rivas
Gladys Cortez	Jeff Kaufmann, DADS	Cindy Swain, TEA
Kristen Cox	Sara Kendall, DARS	David Taylor
Mateo Delgado	Diana Kern	Lora Taylor
Mary Faithfull, DRT	Kate Leyman, HHSC	Richard Tisch

COUNCIL MEMBERS ABSENT

Hunter Adkins	Kimberly Blackmon	Dana Perry
Mike Benz, CDD - TAMU	Andrew Crim	Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb, Executive Director	Joanna Cordry	Susan Mihalik
Martha Cantu	Sonya Hosey	Jessica Ramos
Belinda Carlton	Wendy Jones	Koren Vogel
	Melissa Loe	Lucy Walker

GUESTS PRESENT

Carol Axt	Cassie Fisher, DARS	Laura Warren
Matthew Curran	Amy Litzinger	
Amanda Dunnavant	Linda Litzinger	

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, February 7, 2013 in the Phoenix South Room of the DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 9:10 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Chair Durham and Council member John Morris discussed the recent Disability Policy Seminar in Washington, DC. Morris noted the large number of self-advocates in attendance and described the content as entry-level which was beneficial for those advocates. Durham indicated the event provided balanced political approach with representatives from each party discussing the issues. She noted there was a great deal of discussion around the sequestration of funds process as well as SSI and SSDI benefits.

Durheim noted the opportunity for Council members and staff to attend the AIDD Technical Assistance Institute and NACDD Conference which are being held together July 8-10, 2013 in Washington, DC.

Executive Director Roger Webb reviewed Council member absences for these meetings that include Hunter Adkins, Kimberly Blackmon, Andy Crim, Dana Perry, Susan Vardell and Mike Benz/Amy Sharp of the Center on Development and Disability – TX A&M. Health and Human Services (HHSC) representative Frank Genco has changed positions within the agency and is no longer the representative to the Council. HHSC will be represented at the meetings by Kate Leyman and Nancy Walker in a non-voting capacity.

4. GRANTEE PRESENTATION: TEXAS PARENT TO PARENT ADVOCACY NETWORK PROJECT

Grants Specialist Susan Mihalik introduced Laura Warren, Amy Litzinger and Linda Litzinger of Texas Parent to Parent who provided a presentation on the Advocacy Network Training project. Warren provided background information on Texas Parent to Parent and Linda and Amy Litzinger discussed the project. The project provides classroom and hands-on training throughout the state for self-advocates (children and adults) as well as family members in providing input on disability issues to state agencies and all levels of government officials. Linda Litzinger presented videos of advocates providing testimony at legislative hearings as well as participating in training exercises. The project has completed 2 years of a five year project and has trained over 250 individuals from approximately half of the state Representative's districts. Information was also provided about the upcoming Texas Parent to Parent conference taking place in San Marcos, July 26-27, 2013.

5. REVIEW OF COMMENTS ON PROPOSED STATE PLAN AMENDMENTS

Chair Durham reminded members that proposed State Plan Amendments were approved for posting for public comment during the February 2013 meeting. During the interim, proposed amendments were posted to the TCDD website and input was solicited from stakeholder groups. No comments were received. Planning Coordinator Joanna Cordry briefly reviewed the draft amendments in meeting materials as approved at the February meeting. No additional comments or substantive revisions were offered by Committee members. Members agreed by acclamation to forward for Council approval.

6. 83rd TEXAS LEGISLATURE UPDATE

Public Policy Director Jessica Ramos provided an update on legislative activities from the current session including a detailed review of the proposed budget for the 2014-2015 biennium and its impact on services for people with disabilities. Ramos noted that the outlook for human services programs is better than in previous years, but programs are still recovering from cuts of previous sessions. She reviewed House and Senate proposed funding and reminded members that final funding amounts will be determined by the budget conference committee. Ramos also discussed changes to acute care and long term services and supports proposed by Senate Bill 7. This bill establishes a new entitlement program known as Community First Choice that would provide basic attendant and habilitation services for people with developmental disabilities who are Medicaid eligible as an additional Medicaid Plan service provided via the Medicaid managed care program. Stakeholders have provided a great deal of input on this bill which is currently pending in the House Committee.

7. GRANT PROJECT HIGHLIGHTS

Grants Management Specialist Wendy Jones provided highlights on TCDD funded Health and Fitness projects. She discussed current projects of Any Baby Can, Epilepsy Foundation of Texas, and the Texas Statewide Independent Living Council. These projects demonstrate how appropriate supports may help people with developmental disabilities participate in nutrition and exercise programs to achieve fitness goals.

8. OTHER UPDATES

Mary Faithfull of Disability Rights Texas provided information on the National Disability Rights Network conference to be held in San Antonio June 2-6, 2013.

Chair Durham discussed Council committee membership and noted that Stephen Gersuk has requested to join the Public Policy Committee. However, that committee currently has more members than the Project Development Committee and she therefore asked if any member would be willing to move to the Project Development Committee. Rick Tisch volunteered to transfer.

ADJOURN

Council Chair Durham adjourned the Committee of the Whole at 12:46 PM.

Roger A. Webb
Secretary to the Council

Date

Quarterly Council and Committee Meetings

Tentative Dates

October 23-25, 2013

Wyndham Garden Hotel

February 5-7, 2014

May 7-9, 2014

August 6-8, 2014

Council Meeting

Agenda Item 15.

Expected Action:

Discussion only; no action is anticipated.

Background:

Updated documents of Council Member Information.

- Council Roster
- Committee Roster
- Member Terms

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Koren Vogel	Executive Assistant	(512) 437-5416 (512) 948-2035	Koren.vogel@tcdd.texas.gov
Lucy Walker	Public Information Specialist	(512) 437-5415	Lucy.walker@tcdd.texas.gov
Vacant	Communications Coordinator	(512) 437-5441	
Vacant	Public Policy Specialist	(512) 437-5430	
Vacant	Web Administrator	(512) 437-5433	

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

COMMITTEE ROSTER

August 2013

Public Policy Committee¹

Kristen Cox, Chair

Hunter Adkins

Michael Benz (Amy Sharp-Alternate), Texas A&M Center on Disability and Development

Mateo Delgado

Mary Faithfull (Patty Anderson-Alternate), Disability Rights Texas (DRT)

Stephen Gersuk

Cindy Johnston

Jeff Kaufmann, Department of Aging & Disability Services (DADS)

Sara Kendall, Department of Assistive and Rehabilitative Services (DARS)

Joe Rivas

Penny Seay, (Kelly Chirhart-Alternate), UT-Austin Center for Disability Studies

Lora Taylor

Vacant, Health & Human Services Commission (HHSC)

Project Development Committee¹

Gladys Cortez, Chair

Kimberly Blackmon

Kristine Clark

Manda Hall, MD (Kathy Griffis-Bailey-Alternate), Department of State Health Services (DSHS)

Diana Kern

Scott McAvoy

John Morris

Dana Perry

Cindy Swain (Barbara Kaatz-Alternate), Texas Education Agency (TEA)

David Taylor

Rick Tisch

Susan Vardell

Audit Committee

Andrew Crim, Chair

Jeff Kaufmann

Scott McAvoy

John Morris

Mary Durham (non-voting ex officio)

Executive Committee

Mary Durham, Chair

Andrew Crim, Vice-Chair

Gladys Cortez, Project Development Committee Chair

Kristen Cox, Public Policy Committee Chair

Diana Kern, Consumer Member-at-Large

¹ The Chair (Mary Durham) and Vice Chair (Andrew Crim) of the Council are voting, ex-officio members of the Public Policy and the Project Development Committees.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Ending Dates of Member Terms

Terms Expire February 1st

2013	2015	2017
Andrew Crim	Hunter Adkins	Kristine Clark
Mateo Delgado	Kimberly Blackmon	Gladys Cortez
Stephen Gersuk	Kristen Cox	Mary Durham (2011*)
Cindy Johnston	Diana Kern	Joe Rivas
John Morris	Scott McAvoy	David Taylor
Lora Taylor	Dana Perry	
Susan Vardell	Richard Tisch	

* serving in a holdover capacity for a term that expired in 2011.

Agency/Organization Representatives (Alternates)

Disability Rights Texas

Center for Disability Studies (UT)

Center on Disability and Development (A&M)

Texas Education Agency

Texas Health and Human Services Commission

Dept. of Aging and Disability Services

Dept. of Assistive and Rehabilitative Services

Dept. of State Health Services

Mary Faithfull (Patty Anderson)

Penny Seay (Kelly Chirhart)

Michael Benz (Amy Sharp)

Cindy Swain (Barbara Kaatz)

Vacant

Jeff Kaufmann

Sara Kendall

Manda Hall, MD (Kathy Griffis-Bailey)