

**Texas Council for Developmental Disabilities
Quarterly Meeting
Holiday Inn Austin - Midtown
6000 Middle Fiskville Road
Austin, Texas 78752**

Meeting Schedule

Wednesday, May 7, 2014

3:00 PM – 6:00 PM
Executive Committee Meeting
Room: Cedar/Cherry

Thursday, May 8, 2014

9:00 AM – 1:15 PM
Committee of the Whole
Room: Hill Country B
Lunch provided for Council Members and staff

1:30 PM – 5:00 PM
Project Development Committee Meeting
Room: Cedar/Cherry

Public Policy Committee Meeting
Room: Maple/Mesquite

Friday, May 9, 2014

8:30 AM – 12:00 Noon
Council Meeting
Room: Hill Country B



Texas Council for Developmental Disabilities

Executive Committee Meeting - Agenda

Holiday Inn Austin – Midtown

Room: Cherry/Cedar

Wednesday, May 7, 2014 3:00 PM – 6:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of April 4, 2014, Minutes** Tab 1 
4. **Chair's Report**
5. **Executive Director's Report** Tab 2
 - A. Stipends Approved
 - B. Other Updates
6. **Grants Activities Reports** Tab 3
 - A. Grants and Projects Update
 - B. Independent Audit Status Report
 - C. Grants Monitoring Exceptions Report
7. **Review Panel Recommendations – IDD Public Policy Fellowships** Tab 4 
8. **Consideration of Outreach and Development Project Proposals** Tab 5 
 - A. Special Kids, Incorporated (SKI)
 - B. Growing Roots
9. **Continuation Grant Awards** Tab 6
 - A. Epilepsy Foundation of Texas – *Health & Fitness* 
 - B. Imagine Enterprises – *Self-Advocates as Speakers* 
 - C. Region 17 Education Service Center – *Families in Schools* 
10. **TCDD Quarterly Financial Report** Tab 7
11. **Succession Planning Procedures Discussion**
12. **Conflict of Interest Disclosures**
13. **Other Updates**

Adjourn



Texas Council for Developmental Disabilities

Committee of the Whole Meeting - Agenda

Holiday Inn Austin – Midtown

Room: Hill Country B

Thursday, May 8, 2014 9:30 AM – 1:30 PM



Action Item

Call to Order

1. Introductions
2. Public Comments
3. Chair & Executive Director Remarks
4. Presentation: Centro di Mi Salud Outreach and Development Project
5. Grant Project Highlights Tab 9
6. Presentation: Austin SSLC Transition Effort
Lunch Buffet
7. TCDD 2017-2021 State Plan Discussion Tab 11
8. Other Updates

Adjourn



Texas Council for Developmental Disabilities

Project Development Committee Meeting - Agenda

Holiday Inn Austin – Midtown

Room: Cedar/Cherry

Thursday, May 8, 2014 1:30 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions**
2. **Public Comments**
3. **Consideration of February 6, 2014, Minutes** Tab 8 
4. **Chair's Remarks**
5. **Member Updates**
6. **Staff Reports** Tab 9
 - A. Public Information Report Tab 15
 - B. Status of New/Approved Projects
 - C. Projected Available Funds
 - D. Future Project Funding Priorities
 - D. Other Updates
7. **Future Activities for State Plan Implementation** Tab 10
 - A. Webinars and Training 
 - B. Scholarships/Internships for People with Developmental Disabilities 
8. **Using Visuals in Planning** Tab 11
9. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Public Policy Committee Meeting - Agenda

Holiday Inn Austin – Midtown

Room: Maple/Mesquite

Thursday, May 8, 2014 1:30 PM – 5:00 PM



Action Item

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consideration of February 6, 2014, Minutes** Tab 12 
4. **Chair's Remarks**
5. **Member Updates**
6. **Revisions to TCDD Position Statements** Tab 13
 - A. Aging with Developmental Disabilities 
 - B. Community Living 
 - C. Criminal Justice 
 - D. Service Coordination 
 - E. Transition from School to Adult Life 
7. **Public Policy Issues** Tab 14
 - A. State Policy Issues
 - B. State Supported Living Center Activities
 - C. Federal Policy Issues
8. **Public Information Report** Tab 15
9. **Public Policy Priorities**
10. **Other Discussion Items**

Adjourn



Texas Council for Developmental Disabilities

Council Meeting - Agenda

Holiday Inn Austin – Midtown

Room: Hill Country B

Friday, May 9, 2014 8:30 AM – 12:00 Noon



Action Item

Call to Order

1. **Introductions of Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items**
 - A. Consideration of Minutes Tab 16 
 - B. Excused Absences of Council Members 
4. **Chair’s Report**
5. **Executive Director's Report**
6. **Election of Council Vice-Chair** Tab 17 
7. **Election of Consumer (Self-Advocate) Member to Executive Committee** Tab 17 
8. **Revisions to TCDD Position Statements** Tab 13
 - A. Employment 
 - B. Guardianship and Supported Decision Making 
 - C. Public Transportation 
 - D. Aging with Developmental Disabilities 
 - E. Community Living 
 - F. Criminal Justice 
 - G. Service Coordination 
 - H. Transition from School to Adult Life 
9. **Council Member Training – Robert’s Rules of Order**
10. **Future Activities for State Plan Implementation** Tab 10 
 - A. Webinars and Training
 - B. Scholarships/Internships for People with Developmental Disabilities
 - C. Other Discussion
11. **Executive Committee Report**
 - A. Grants Activities Report Tab 3
 - B. Grant Awards Tab 4-6
 - C. TCDD Quarterly Financial Report Tab 7
 - D. Conflict of Interest Disclosures
 - E. Other Discussion Items
12. **Project Development Committee Report**
 - A. Grants and Projects Report Tab 9
 - B. Future Funding Activities for State Plan Implementation
 - C. Other Discussion Items
13. **Public Policy Committee Report**
 - A. Public Information Report Tab 15
 - B. Public Policy Issues Tab 14
 - C. Other Discussion Items
14. **Announcements and Updates** Tab 18

Adjourn

| | |
|--|--------------|
| Executive Committee Meeting Minutes | Tab 1 |
|--|--------------|

Background:

Minutes of the April 4, 2014, 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
APRIL 4, 2014**

COMMITTEE MEMBERS PRESENT

| | | |
|----------------------------|---------------|-------------|
| Mary Durham, Council Chair | Gladys Cortez | Kristen Cox |
| Andrew Crim | | |

COMMITTEE MEMBERS ABSENT

Diana Kern

STAFF PRESENT

| | | |
|--------------------------------|------------------|---------------|
| Roger Webb, Executive Director | Theresa Esquivel | Susan Mihalik |
| Martha Cantu | Sonya Hosey | Jessica Ramos |
| Joanna Cordry | Wendy Jones | Koren Vogel |
| Cynthia Ellison | | |

GUESTS PRESENT

| | | |
|--------------|---------------|-----------------|
| Pam Anderson | Kathy Holdway | Shelley Killian |
|--------------|---------------|-----------------|

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Friday, April 4, 2014, in Bluebonnet Room at the Marriott Austin South Hotel, 4415 IH 35 South, Austin, TX 78745. Council Chair Mary Durham called the meeting to order at 9:30 AM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

Public comments were deferred until the topic of discussion.

3. CONSIDERATION OF MINUTES

The minutes were reviewed and no revisions were offered.

MOTION: To approve the minutes of the October 23, 2013, Executive Committee meeting with the corrections as noted.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously. Committee members also reviewed a summary of discussion in February when a quorum of members was not present and did not offer revisions.

4. CHAIR'S REPORT

Chair Durham thanked members for their work in February when a quorum was not present for the meeting and therefore no action could be taken. The discussion with the members present

was of great value as she made decisions for continuation funding of grant projects. All projects were approved for funding as recommended by staff.

Durheim reported that Council members Gladys Cortez and Kristen Cox and Public Policy Specialist Erin Lawler are attending the Disability Policy Seminar in Washington DC, April 6-9, 2014. The NACDD Annual Conference will be held in conjunction with the Administration on Intellectual and Developmental Disabilities Technical Assistance Institute in Washington DC, July 7-9, 2014. Presentations from two TCDD grantees, OneStar Foundation and DARS Project HIRE, have been accepted for the conference. Members interested in attending should contact Durheim or Executive Director Roger Webb.

Durheim further reported that Webb has been named Chair of the Employment-First Task Force and he is beginning those responsibilities. Other members of this Task Force will soon be announced.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb reviewed dates and activities for TCDD's Sunset Review. Sunset Commission staff expect to meet with TCDD executive staff as well as the Council Chair and Vice-Chair in early June. The Sunset staff report on TCDD should be prepared and public hearings scheduled to take place in late October or early November. Webb also reviewed dates of interest for the 84th Texas Legislature.

Webb reported that the final notice of federal funds for TCDD for FY 2014 provides \$4,804,064 which is \$10,000 more than estimated.

Public Information Specialist Lucy Walker plans to retire effective May 2, 2014, after nearly 25 years with TCDD. Public Policy Director Jessica Ramos expects to begin interviews soon for the Communications Coordinator position and does not expect to fill the Public Information Specialist position at this time.

TCDD has contracted with Austin-Travis County Integral Care (ATCIC) for \$10,535 to assist with the production of a video on individuals transitioning from Austin State Supported Living Center to community settings. ATCIC has begun production on this project and Webb and Ramos expect a preliminary version of the first video to be available for the May Committee of the Whole meeting. Ramos hopes to coordinate a presentation with representatives of ATCIC and the Department of Aging and Disability Services (DADS) on these transition efforts.

Webb and NACDD Director of Technical Assistance Support Sheryl Matney provided technical assistance in March to the Washington State DD Council related to the Council's relationship with the designated state agency. They also provided a one day "Budget 101" training with staff from six DD Councils. The Washington Council was especially appreciative of TCDD's process of completing risk assessment of each grantee. TCDD has also provided assistance to other Councils recently on succession planning, Council-DSA relations, and other topics.

Webb discussed Council member training on topics such as the history of the DD Act, Robert's Rules of Order, a budget overview, and other topics. Members noted that short trainings allow for breaks from more intense meeting discussions.

6. GRANT AND PROJECTS REPORT

Grants Management Director Sonya Hosey welcomed new Project Management Assistant Theresa Esquivel. Hosey and Grants Management Specialist Susan Mihalik discussed the Inclusive Faith-Based Communities Symposium project at West Central Texas Foundation noting that the project is “back on track” following the difficulties reviewed during the October 2013 discussion for continuation of grant funding. A mini-symposium was successful and the full symposium held in late February was much improved over the first symposium.

Hosey discussed the two Accessible Parking Campaign projects that are now developing proposed public awareness activities. Committee members had asked that the two grantees collaborate but this was not feasible due to different approaches of those projects.

NAMI-TX elected not to continue the third and final year of the Leadership Development and Advocacy Skills training project due to staff turnover. The project will end June 30, 2014.

Outreach and Development project grantee ALMA was approved for a match reduction of \$587, but is still providing more than the required match.

Hosey discussed the Building Community Capacity through Collaboration project at Texas Tech University. Grants staff worked with the grantee to address concerns about Phase II of this project including a lack of stakeholder involvement and gaps in the needs assessment. Grants staff feel that the project is moving in a positive direction.

7. CONSIDERATION OF OUTREACH AND DEVELOPMENT PROJECT PROPOSALS

Planning Coordinator Joanna Cordry reviewed two Outreach and Development project proposals received recently. Staff clarified that the Nuevos Horizontes de Starr County organization headquarters is in McAllen but the work is done with residents of Starr County. The organization proposes providing mentors to young adults and hosting bilingual conferences to build advocacy skills. TCDD has historically not had many projects in this region. It was noted that the organization comes highly recommended from individuals in the area for their work.

MOTION: To approve funding of up to \$10,000 to Nuevos Horizontes de Starr County for an Outreach and Development project.

MADE BY: Kristen Cox

SECOND: Andy Crim

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

The Committee next discussed a proposal from Baylor Autism Resource Center. Staff indicated that the application does not meet the intent of the Request for Proposals (RFP). Although proposed services would be offered to Hispanic students and families, the organization’s focus is not ethnic/minority based nor is it partnered with that type of organization. Committee

members also noted that activities planned for students with diagnoses on the Autism Spectrum Disorder should be provided by local school districts.

MOTION: To not award funding to the Baylor Autism Resource Center for an Outreach and Development project.

MADE BY: Andy Crim

SECOND: Gladys Cortez

The motion **passed** unanimously.

8. CONSIDERATION OF GRANT AWARDS

Grants Management Director Hosey reviewed the Building Community Capacity through Collaboration RFP. During Phase 1 projects develop a strategic plan that targets enhancing services that address physical needs, healthcare, behavioral support, and respite support in the communities. At the end of Phase 1, strategic plans will be evaluated and considered by TCDD for Phase 2 funding to implement the proposed plan. In general, the proposed strategic plans submitted thus far for review have not had a detailed comprehensive needs assessment or a thorough identification of the leading causes of SSLC admissions, and have been weak on the analysis of health care services available in the community particularly related to individuals with complex medical needs. TCDD staff have provided assistance to these grantees and have shared the guide staff are using to review these strategic plans. The review guide includes items such as support for self-advocates, identification of services that will enhance health care, identification of a community support network, evidence of self-advocate involvement in developing strategic plans, public policy implications, and examples of building on the strengths and assets identified in the assessment. This guide was provided to all grantees so they understand how TCDD expects to evaluate their strategic plans. TCDD Public Policy staff have also provided assistance including data on SSLC admissions.

Chair Durham invited Kathy Holdway, President of A Circle of Ten, to provide public comments at this time on the Circle of Ten (C10) grant project. Ms. Holdway provided a handout that illustrates the proposed collaborative activities for the C10 Building Community Capacity through Collaboration project. Holdway noted that the center of all activities focuses on the consumer and family, and services will include adaptive behavioral analysis, respite, mental health, physical and medical, ancillary services such as transportation, vocational, socialization, and recreation, and network building. Holdway identified collaborative organizations for these services.

Grants Management Specialist Wendy Jones discussed the strategic plan submitted by A Circle of Ten for proposed Phase 2 implementation. Jones indicated that the staff review identified areas where the plan needed to be strengthened. Concerns include the need for a more detailed needs assessment, evidence of SSLC involvement in indentifying services needed in communities to avoid the need for institutional placement, clarification of how physical and medical needs

will be addressed in community settings, and clarification of roles of the network partners. Staff also have concerns that the proposal appears to indicate C10 will serve in a “pass-through” capacity for five pilot projects instead of a contracting organization with monitoring and reporting of outcomes. Staff also have questions about some budget items including consultant travel expenses related to the delivery of sustainability/grant writing workshops with no clear connection to the RFP intent or project objectives. Due to the number of concerns and questions, staff recommend an extension of Phase 1 for up to four additional months with additional funding of up to \$40,000 so that concerns can be addressed by the grantee and a revised proposal can be submitted. In response to questions from Committee members Holdway indicated that the proposed timeframe would be adequate as she felt most of the information was available but was not provided in the format required. Holdway also agreed that assistance was needed to better identify the public policy implications.

MOTION: To approve up to \$35,000 to \$40,000 for a period of up to four months for A Circle of Ten to address concerns noted in the proposed Strategic Plan for the Building Community Capacity through Collaboration project.

MADE BY: Kristen Cox

SECOND: Andy Crim

Committee members further discussed the need for additional funding since most of the work was expected by the RFP but the grantee indicated additional funding was necessary for staff operations. The motion **passed** unanimously. (Attachment 2)

Hosey, Webb and Grants Management Specialist Susan Mihalik reviewed the intent of the Enabling Technology RFP and clarified that the RFP authorized funding for five years. The Executive Committee subsequently approved funding for two projects for up to three years, with an option for years 4 and 5 based on a review to determine if that additional period of funding was appropriate. Mihalik provided an overview of the technology developed by the two grantees. Educational Programs Inspiring Communities developed an iPad application allowing trainees to service vending machines. Strategic Education Solutions developed a Virtual Job Coach website that includes training modules for job seekers.

Mihalik indicated that the Enabling Technology project of Educational Programs Inspiring Communities will include intensive testing of the application and development of new features in year three. Skills obtained by trainees include computer and technological literacy; inventory control and maintenance; coding, sorting, and grouping of products; and navigating the work environment. Mihalik reported that the project could develop a more generic version of the app to be used by other employers in years four and five. She recommended Council members

discuss objectives for the additional years of the project. Members asked that the grantee develop a report of lessons learned from the project.

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

MADE BY: Andy Crim

SECOND: Gladys Cortez

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

Mihalik also reviewed the Strategic Education Solutions Enabling Technology project that currently has 25 students testing the job coach website. The third year of the project will include more testing of the website, development of additional modules, and additional pilot groups for the site. Members noted that this website could be of value to people with and without disabilities and recommended that the site be marketed to school districts for transition services. Grants Director Hosey noted that the grantee has requested a reduction in match of \$2,439 because of a misunderstanding about project activities in poverty vs. non-poverty areas

MOTION: To approve funding of up to \$225,000 to Strategic Education Solutions for the third year of an Enabling Technology project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

Ms. Mihalik reviewed the executive summary for the third and final year of the Jewish Family Services of Dallas Inclusive Faith-Based Communities Symposium project. One symposium has taken place and over 175 people have been trained. The grantee has developed a 14-minute video on inclusion that will be distributed along with other materials on faith-based inclusion. The second symposium is scheduled for June 2014 and will be held in conjunction with the Summer Institute on Theology and Disability.

MOTION: To approve funding of up to \$75,000 to Jewish Family Services of Dallas for the third and final year of an Inclusive Faith-Based Communities Symposium project.

MADE BY: Gladys Cortez

SECOND: Andy Crim

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

Mihalik reviewed the executive summary for the third and final year of the OneStar Foundation Inclusive Faith-Based Communities Symposium project. During year three, OneStar will reach out to organizations in different areas as the project has already satisfied the requirements of the RFP. The OneStar project will present at the NACDD conference in July.

MOTION: To approve funding of up to \$66,931 to OneStar Foundation for the third and final year of an Inclusive Faith-Based Communities Symposium project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

Senior Grants Management Specialist Cynthia Ellison reviewed the executive summary for the fourth and final year of the SafePlace Meaningful Relationships project. During the final year, project participants and other stakeholders will participate in focus groups to identify creative solutions to barriers encountered by individuals in trying to develop personal relationships.

MOTION: To approve funding of up to \$115,029 to SafePlace for the fourth and final year of the Meaningful Relationships project.

MADE BY: Andy Crim

SECOND: Kristen Cox

The motion **passed** unanimously. (Attachment 7)

Ms. Ellison reviewed the executive summary for the third and final year of the Texas A&M University Leadership Development and Advocacy Skills Training project. This project trains high school students with disabilities and their parents. The third year of the project will conclude Phase 1 classroom training and Phase 2 in which participants complete community projects.

MOTION: To approve funding of up to \$75,000 to Texas A&M University for the third and final year of the Leadership Development and Advocacy Skills Training project.

MADE BY: Andy Crim

SECOND: Kristen Cox

The motion **passed** unanimously. (Attachment 8)

Grants Specialist Jones reviewed the executive summary from Texas Advocates for the third and final year of a Leadership Development and Advocacy Skills Training project. This project trains and supports residents of State Supported Living Centers to become advocates for change in issues such as transition and employment. Goals for the third year include training of advocates in Denton, Lubbock and El Paso and supporting advocates who have previously been trained.

MOTION: To approve funding of up to \$75,000 to Texas Advocates for the third and final year of the Leadership Development and Advocacy Skills Training project.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

The motion **passed** unanimously. (Attachment 9)

Ms. Jones reviewed the executive summary for the third and final year of the Arc of Texas Leadership Development and Advocacy Skills Training project. This project partners with local Arc chapters, Texas Advocates chapters, Easter Seals, Down Syndrome Associations, and other organizations to provide training. Training has been provided in eight communities for 234 individuals during the first two years of the project. The project will expand during the third year to additional communities and will develop an advocacy toolkit for advocates.

MOTION: To approve funding of up to \$75,000 to the Arc of Texas for the third and final year of a Leadership Development and Advocacy Skills Training project.

MADE BY: Andy Crim

SECOND: Gladys Cortez

The motion **passed** unanimously. (Attachment 10)

9. PROCESS TO REVIEW ACCESSIBLE PARKING CAMPAIGN PROPOSED ACTIVITIES

Grants Management Specialist Jones and Planning Coordinator Cordry reviewed staff recommendations for the process to consider Accessible Parking Campaign proposals. Two grantees are currently developing campaign proposals in Phase 1 of this project. Staff recommend a review panel that includes two marketing experts (neither of whom are associated with either project), 2-3 members of the Council and 2-3 staff members. The panel

will receive a presentation from each grantee and will make recommendations to the Executive Committee for final decisions. Proposed evaluation criteria include efficiency and sustainability of the efforts, diversity of the target audience and likelihood of achieving the desired project outcomes. Committee members concurred with the recommended process. Staff expect recommendations from the review process to be considered by the Executive Committee at the November 2014 meeting. The Council will need to approve funding amounts for each project since that was not included in the Executive Summary approved by the Council.

10. OTHER UPDATES

Committee members discussed the dates, location and major agenda items for May 2014 Council and Committee meetings.

Executive Director Webb discussed his recent review of TCDD succession planning procedures for the executive director position and noted that those procedures would take approximately 210 days to hire a replacement. Webb suggested that some work could be completed in advance to shorten that process. For example, the Committee could update the Executive Director position description at any time and could gather possible interview questions and sample recruitment materials from other DD Councils. Committee members agreed to begin reviewing this material during upcoming meetings.

11. EXECUTIVE SESSION – ANNUAL EVALUATION OF EXECUTIVE DIRECTOR

Chair Durham announced that the Executive Committee of the Texas Council for Developmental Disabilities would meet in closed session pursuant to Section 551.71 of the Government Code related to personnel matters. A quorum of the Committee was present. The time was 2:05 PM on April 4, 2014.

At 2:28 PM on April 4, 2014, the Executive Committee reconvened in open session. Chair Durham announced that the Committee did not take any action during its closed meeting discussion on personnel matters.

ADJOURN

Chair Durham adjourned the Executive Committee at 2:29 PM.

Roger A. Webb
Secretary to the Council

Date

EXECUTIVE COMMITTEE CLOSED SESSION

Certified Agenda

Wednesday, April 4, 2014

COMMITTEE MEMBERS PRESENT: Chair Mary Durham, Vice-Chair Andrew Crim, Gladys Cortez, Kristen Cox

STAFF PRESENT: Martha Cantu, Operations Director; Sonya Hosey, Grants Management Director; Jessica Ramos, Public Policy Director

CALL TO ORDER

Chair Mary Durham announced that a quorum of the Committee was present and called the meeting to order at 2:05 PM on Friday, April 4, 2014. The Committee met in closed session pursuant to Texas Government Code Chapter 551, Section 551.074, to discuss matters involving personnel.

I. EXECUTIVE DIRECTOR ANNUAL APPRAISAL

Council Chair Durham and other members of the Executive Committee discussed matters related to the annual performance appraisal of Executive Director Roger Webb. Durham and members of the Executive Committee acknowledged Webb's exceptional performance in implementing State Plan activities, oversight of the development of grants projects and overseeing fiscal affairs of the Council, including monitoring grant funds according to state and federal regulations. The Executive Committee further acknowledged Webb's leadership abilities and management of personnel matters, and his supportive role to the Chair, Council members, and national DD councils.

II. RECESS

Chair Durham announced the closed session was concluded 2:28 PM Friday, April, 4, 2014. No actions were taken.

Certified Agenda approved by the Committee:

Mary Durham, Chair

Date

Attachment 1



6201 E. Oltorf, Suite 600, Austin, TX 78741
E-Mail TXDDC@txddc.state.tx.us
<http://www.txddc.state.tx.us>

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

TO: TCDD Executive Committee

FROM: Sonya Hosey, Grants Management Director
Jessica Ramos, Public Policy Director
Joanna Cordry, Planning Coordinator

SUBJECT: Summary of Outreach and Development Proposals

DATE: March 19, 2014

The TCDD staff review panel reviewed 2 Outreach and Development proposals received this quarter.

Background

The Council offers grants of up to \$10,000 each for up to 18 months to groups made up of people who are black or African American, Hispanic/Latino, Asian, or Native American that are working to improve the lives of individuals with disabilities from ethnic minority cultures. TCDD expects these grants to be an avenue through which TCDD can partner with and learn from individuals who are typically unserved and/or underserved.

TCDD's Goals in Funding These Grants

1. Develop partnerships to increase TCDD's understanding of different values, cultures, and customs that exist in Texas, and how cultural issues may impact how services should be provided; and
2. Support activities that the group has determined will help members of their community who have disabilities to receive support that is culturally appropriate.

Criteria for Evaluation of Proposals

The TCDD staff review panel use the following criteria to evaluate if funding the proposal is consistent with the goals above:

- The group is made up of people who identify with a specific ethnic/cultural minority group who are working to increase access to culturally appropriate supports and services for individuals with disabilities of a similar cultural background.
- Working together will deepen TCDD's understanding of that cultures's values, cultures, and customs.

When proposals meet the criteria noted above, staff will recommend them for consideration for funding. If funded, TCDD grants staff ensure that all activities conducted are allowable under law and TCDD policies. Staff also provide technical assistance to assist the grantee to meet TCDD's expectations. *If proposed activities and budget items are both allowable and reasonable and will result in the intended outcomes, proposals are not expected to meet additional requirements.*

Recommendations:

TCDD staff recommend the Committee review and discuss both applications and fund those that best meet TCDD's goals. The complete proposals, 5-9 pages in length, will be available at the Executive Committee meeting.

| | | |
|--------------------------------------|--|---|
| Applicant: | Nuevos Horizontes de Starr County | Length of time in existence: 3 years |
| Group Size: | UNK | Geographic Location: Starr County |
| Amount Requested: | 16,000 | Meeting Frequency: weekly |
| Ethnic/Cultural Group Served: | Hispanic | |
| Organization Mission: | (1) To give support and education to parents so that our sons and daughters with special needs can be respected, accepted and integrated into the community. (2) To help build independent individuals. | |
| Planned Activities: | The grant will be used to establish a program to offer support to and enable young adults with disabilities to reach their goals. Nuevos Horizontes will provide mentors and advisors to the young adults and offer internships through which they can further develop and enhance their skills under direct supervision of their mentor. Participants will attend activities at the center, where qualified and licensed professionals such as: speech, occupational, physical therapists; a psychologist; teachers, a cosmetologist, police officers, and various people from the community will help them in projects specifically tailored to promote their interests. The organization plans to build capacity by recruiting additional volunteers, promoting the program, and training board members. The organization also plans to hold bilingual conferences every three months to build the advocacy skills of parents of children with disabilities. | |
| TCDD Staff Comments | <p>Nuevos Horizontes is an organization that appears to engage in numerous activities related to transitioning Hispanic youth and adults with disabilities on the Texas-Mexico Border. Most of the staff appear to be Hispanic and bilingual, and they plan to conduct activities in both English and Spanish. The organization also seems to be well-established in the community; they have a wide range of community partners, including a Spanish language newspaper and radio station. The applicant meets the criteria of the RFP.</p> <p>Nuevos Horizontes requests TCDD grant funds to support young adults (ages 18-30) with disabilities by providing them with mentors and advisors “to lead them and assist them throughout the way” and by facilitating activities for them to explore goals for the future – an activity frequently identified as a need by families of youth with disabilities. They indicate they will work with a wide range of partners, including: Starr County Community Closet; Down by the Border; Weslaco Parent Support Group; Down Syndrome Support Group; Brownsville Raza; Boys and Girls Club; Pediatric Care Center; Bounce Back; BrightStar Therapy; Enlace Newspaper; Town Crier Newspaper; and Radio Esperanza.</p> <p>The project is located in McAllen, an area in the part of the State that TCDD has only recently began to reach out to successfully; TCDD may potentially learn how to improve access to services and outreach to families and communities in this area.</p> <p>The applicant may need assistance on the front-end to narrow their proposed activities and align them with their funding request. For example, the budget allocates TCDD funds for costs of secretary and music teacher; however, the role of the music teacher in relation to the proposed grant activities is not clear. Additional funds are requested for operating costs for printing, postage, telephone, internet and travel - as would be expected - but the totals for operating costs and travel are incorrect. Match amounts are not determined. If approved by the Council, grants staff will get clarification of the music teacher role and complete final negotiations of the budget for TCDD amount and match.</p> <p>This proposal is consistent with the Council’s goals in offering these grants, and TCDD staff recommends authorizing up to \$10,000.</p> | |

Attachment 2

Texas Council for Developmental Disabilities`
Executive Committee

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: A

Grantee: A Circle of Ten, Inc.

Year: 1 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: Gulf Coast

Website: none

TCDD RFP Intent:

The project intent is to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution.

Authorized Funding: TCDD has approved up to \$150,000 for up to five years.

Expected Results: Develop a strategic plan, based on a community needs assessment, and identify resources necessary to build the capacity of a community to provide: culturally appropriate, person-centered or family-centered healthcare services (including both physical and mental); behavior supports; respite to community members who have developmental disabilities and their families; and other supports identified by the community support network.

Project Goals and Accomplishments for Planning Year:

Goal: The Expanding Community Collaborative Capacity Opportunities (ECCCO) will strengthen and grow the Gulf Coast Network of 30-50 diverse agencies/individuals collaboratively implementing the Strategic Plan, while increasing agency and community capacity to provide and multiply holistic services to people with disabilities and their families, and decreasing the need for institutionalization.

Accomplishments per goal:

Partnerships were established and/or strengthened with several community organizations to address respite, transportation, employment opportunities, behavior support, mental health, family support services and training. A strategic plan was developed and submitted for TCDD review.

Proposed Goals and Objectives for Year 1 of Phase 2:

Goal: Same as above. **Objectives:** 1) Support and guide network community agencies' program/grant teams and continue increasing their internal and collaborative capacity to implement and sustain the strategic plan. 2) Implement and replicate the strategic plan's pilot projects and provide identified community-based mental healthcare, behavior supports, respite and other services supporting people with developmental disabilities, decreasing the need for institutionalization.

Staff Recommendations:

Public Policy Considerations: Applicant did not present evidence that people at risk of SSLC admission are at risk of committing suicide, though it seems to be the basis for including the NAMI project. Legislation was passed in 2013 that requires Texas school teachers to learn about detecting and educating students with mental or emotional disorders and providing positive behavioral interventions and supports. It is unclear whether the proposed NAMI activity is intended to supplement or supplant those already required efforts. How are these efforts different and/or coordinated? The policy issues sections does not address policy issues pertaining to risk of SSLC admissions nor does it include a plan to address such. This is the best B3C plan we've seen. Based on the above and the grant specialist's comments, I recommend that this application requires more work and is not ready for approval at the April executive committee meeting.

Grant Management Considerations: The needs assessment does not take into account support needs of individuals with complex medical issues as required by the RFP. The grantee indicated that this was not identified as a need and will not be addressed in the strategic plan. Also, the overall plan consists of several apparently independent pilot projects lacking in cohesiveness, i.e. not community collaboration.

Staff Recommendation: Staff recommend approving funding for only 3 or 6 months at this time to allow C10 to revise and resubmit a strategic plan that addresses the key concerns noted in the staff review. A revised strategic plan for Phase 2 could be considered at that time. Estimated funding for 3 months – approximately \$18,000 - \$20,000, estimated funding for 6 months – approximately \$35,000 - \$40,000.

Continuation Budget Detail Summary

| | Federal | Match | Totals |
|---|-------------------|-------------------|---------------------|
| Expended Planning Year: (13 months) (Consultant:\$7,100) | \$75,000/\$75,000 | \$32,100/\$32,779 | \$107,100/\$107,779 |
| Amount requested for Year 1 budget: | | | |
| I. Personnel services | 80,102 | 0 | 80,102 |
| II. Travel | 2,632 | 4,012 | 6,644 |
| III. Purchased Services (\$31,631 consultants) | 48,081 | 31,434 | 79,515 |
| IV. Property/Materials | 11,385 | 1,977 | 13,362 |
| V. Rental/Leasing | 6,000 | 15,000 | 21,000 |
| VI. Utilities | 1,800 | 0 | 1,800 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$150,000 | \$52,423 | \$202,423 |

Attachment 3

Texas Council for Developmental Disabilities Executive Committee

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: B

Grantee: Educational Programs Inspiring Communities

Year: 3 of 5

Project Title: Enabling Technology

Project Location: Houston

Website: www.heartprogram.org

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

Authorized Funding: TCDD has approved up to \$225,000 per year for up to three years with an option of funding years four and five.

Expected Results: By accessing the iPads and the customized software, participants will gain valuable skills and be able to work more independently. Participants will be able to obtain more competitive employment and be more fully included in their communities and more fully connected to the growing online community.

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

Goal: To design, develop, deploy, and evaluate an interactive customized mobile tablet solution that will increase the employability of low-income adults with developmental disabilities in the H.E.A.R.T. Program.

Accomplishments per goal: In year one, the grantee administered a survey to program participants to gauge technology proficiency; Modules for the app were defined and designed. An evaluation was developed to solicit feedback from pilot participants once testing began. In year two, the project partner fully coded and deployed all aspects of the app which were designed and defined in the first year. The app was tested and de-bugged first by project staff. The requisition flow, vending run flow, and return from run were coded and deployed for testing. Participants were provided with training on how to use the iPads per needs assessment. Testing of the entire application by pilot participants began in the last quarter of year two.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: Design two new features for the app; Add capabilities to support new vending machine platforms for participant testing; Coding of change requests and/or money handling, Reconciliation, Shopping, Return modules; Completion of the deployment, fine tuning, testing and evaluation by May 31, 2015. Input from the technology partner, the grantee, the PAC, and the program participants will be incorporated into the evaluations. Participant wages will be compared to determine and document whether there was an increase in employment following implementation of this project. Participant timesheets will be compared to determine if there was an increase in efficiency on certain tasks. A formal evaluation will be submitted to TCDD.

Staff Recommendations:

Public Policy Considerations: The grantee identified the lack employment assistance as a barrier to employment for persons in the HCS waiver program. As a result of a broader advocacy effort, all Medicaid waivers will soon include both supported employment and employment assistance. Also, the successful use of accessible technology to improve employment outcomes may be of interest to state agencies involved in employment of people with disabilities or accessible technology, including DARS, TWC, and the Accessibility Council of Texas, a workgroup through DIR. **Grant Management Considerations:** No concerns; high risk monitoring (awards within awards) **Staff Recommendation:** TCDD staff recommends Council to consider continuation funding for this project and recommends discussion about expectations for considering funding for years 4 and 5.

| Continuation Budget Detail Summary | | | |
|--|---------------------|--------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$175,000) | \$225,000/\$225,000 | \$75,000/\$100,456 | \$300,000/\$325,456 |
| Expended Year 2 (7 months) (Consultant: \$175,000) | \$225,000/\$193,943 | \$85,000/\$128,046 | \$310,000/\$321,989 |
| Amount requested for Year 3 budget: | | | |
| I. Personnel Services | 40,018 | 0 | 40,018 |
| II. Travel | 0 | 0 | 0 |
| III. Purchased Services (\$175,000 consultants) | 177,000 | 90,000 | 267,000 |
| IV. Property/Materials | 863 | 0 | 863 |
| V. Rental/Leasing | 759 | 0 | 759 |
| VI. Utilities | 6,360 | 0 | 6,360 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$225,000 | \$90,000 | \$315,000 |

Attachment 4

Texas Council for Developmental Disabilities

Executive Committee

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: F

Grantee: Strategic Education Solutions

Year: 3 of 5

Project Title: Enabling Technology

Project Location: Houston

Website: www.strategicedolutions.com

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

Authorized Funding: TCDD has approved up to \$225,000 per year for up to three years with an option of funding years four and five.

Expected Results: Adults with cognitive disabilities will have access to a low-cost instructional resource that will assist them with career planning, the job search, and sustaining competitive employment.

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

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

Accomplishments per goal: The Virtual Job Coach team developed 20 additional user modules in year 2 including modules on preparing for an interview, negotiating a job offer, and researching your career. The grantee recruited one teacher and 10 students from a mixed high school transition class who have been using the training site since September, 2013. The project partner responsible for technology deployment is currently developing a feature that will enable support staff—teachers, job coaches, case workers, etc. to create “classes” of users, assign content on a customized schedule, and monitor users’ progress. A pre-pilot survey was distributed to the year 2 pilot group (post surveys will be distributed in March). *The Project Advisory Committee (PAC) recruited a high school transition teacher and a transition specialist from Region 4. The grantee also facilitated a presentation at SXSW Edu Conference on transition.*

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: Increase user group within Texas significantly to test wider-scale implementation of the product/program; Develop and implement expansion/sustainability plan for year four to ensure that expansion is strategic and does not diminish the usability of the product; Evaluate project activities and effectiveness; Recruit, convene, and monitor PAC.

Staff Recommendations:

Public Policy Considerations: SES reports that 40% of project participants identified the fear that employment will result in a loss of public benefits as a barrier. These fears are the result of both perceived and real threats. TCDD’s upcoming employment conference project should develop video training materials that communicate options for maintaining benefits and identify when loss of benefits is likely. SES’ experience and perspective also could inform the work of the Employment First Task Force. Because of SES’ unique perspective, they might be called upon to provide comments about the need for policy improvements that address aspects of the identified barrier.

Grant Management Considerations: No concerns; high risk monitoring (awards within awards)

Staff Recommendation: TCDD staff recommends Council to consider continuation funding for this project and recommends discussion about expectations for considering funding for years 4 and 5.

| Continuation Budget Detail Summary | | | |
|---|---------------------|-------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$147,827) | \$224,967/\$224,967 | \$27,617/\$29,995 | \$252,584/\$254,962 |
| Expended Year 2 (10 months) (Consultant: \$156,180) | \$225,000/\$165,370 | \$50,042/\$36,680 | \$275,042/\$202,050 |
| Amount requested for Year 3 budget: | | | |
| I. Personnel Services | 72,000 | 39,108 | 111,108 |
| II. Travel | 0 | 1,442 | 1,442 |
| III. Purchased Services (\$150,680 consultants) | 151,320 | 30,077 | 181,397 |
| IV. Property/Materials | 1,680 | 588 | 2,268 |
| V. Rental/Leasing | 0 | 600 | 600 |
| VI. Utilities | 0 | 756 | 756 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$225,000 | \$72,571 | \$297,571 |

Attachment 5

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: C

Grantee: Jewish Family Service of Dallas

Year: 3 of 3

Project Title: Inclusive Faith-Based Communities Symposium

Project Location: Dallas (Dallas, Collin, Rockwall, and Denton counties) **Website:** www.jfsdallas.org

TCDD RFP Intent: The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased.

Authorized Funding: TCDD has approved up to \$75,000 per year for up to three years.

Expected Results: Faith communities will understand the benefits of inclusion.

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

Goal 1: Continue to increase formal and informal community supports available to individuals with intellectual and developmental disabilities and their families through faith-based communities.

Goal 2: Continue to measure consumer satisfaction with new and increased programming to ensure that individuals with intellectual and developmental disabilities and their families feel a sense of belonging in their faith community.

Accomplishments per goal: Created the Faith Inclusion Network of Dallas (FIND); Trained 175 people in formal/informal supports and reached 98 organizations as a result of Project Advisory Committee (PAC) efforts; Held first symposium in February, 2013 to discuss the challenges and benefits of inclusion and explore and develop successful models for inclusion; Over 150 participants attended the event; Attendees represented more than 20 faith-based organizations (Christian, Jewish, Muslim, and Hindu faiths), 20 community service organizations, and 21 self-advocates and family members; Developed and conducted a survey to measure consumer satisfaction; Produced a 14 minute video promoting the project; Prepared FIND information packets (brochure, video, book, handouts) that will be mailed out to members of the FIND listserv; Added new subpages to the FIND website including a calendar of inclusive events; Plans to host two workshops in April on faith inclusion and current efforts being made by faith-based organizations.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: Continue to implement new, and maintain existing, forums for communicating the critical need for formal and informal community supports, the inherent benefits of faith-based community inclusion, and provide a steady stream of available resources; Continue to measure the success of inclusion initiatives, both for the target consumers and the community leaders of target organizations by online vehicles such as surveys, social media, blogs, and webinars.

Staff Recommendations:

Public Policy Considerations: Per their stated goal, the grantee has connected self-advocates with faith leaders and key decision makers on faith inclusion. Building strong ties between disability organizations and faith leaders to promote inclusion and social justice should make each entity more effective in achieving their respective missions, however, the benefits of these relationships are not clearly stated by the grantee.

Grant Management Considerations: Project Director is new to the grant, so the completion of some year 2 activities was delayed. No additional concerns; moderate risk monitoring (award-within-award).

Staff Recommendation: TCDD staff recommends Council to consider continuation funding for this project.

| Continuation Budget Detail Summary | | | |
|---|-------------------|-------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$11,250) | \$75,000/\$75,000 | \$25,000/\$25,000 | \$100,000/\$100,000 |
| Expended Year 2 (10 months) (Consultant: \$13,125) | \$75,000/\$30,323 | \$25,000/\$10,109 | \$100,000/\$40,432 |
| Amount requested for Year 3 budget: | | | |
| I. Personnel Services | 45,413 | 15,137 | 60,550 |
| II. Travel | 336 | 112 | 448 |
| III. Purchased Services (\$14,486 consultants) | 29,251 | 9,751 | 39,002 |
| IV. Property/Materials | 0 | 0 | 0 |
| V. Rental/Leasing | 0 | 0 | 0 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$75,000 | \$25,000 | \$100,000 |

Attachment 6

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: D

Grantee: OneStar Foundation

Year: 3 of 3

Project Title: Austin Interfaith Inclusion Network (AIIN)

Project Location: Central Texas

TCDD RFP Intent: The project intent is to collaborate with leaders of faith-based organizations in order to compare experiences and share resources so that formal and informal community supports available to people with developmental disabilities may be increased.

Authorized Funding: TCDD has approved funding of up to \$75,000 per year for up to three years.

Year 1: \$71,453 Year 2: \$64,833 Year 3: \$66,931

Expected Results: The number of inclusion opportunities at faith-based organizations for people with disabilities and their families will increase in Central Texas.

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

Goal year(s) 1-2: To create and maintain the Austin Interfaith Inclusion Network (AIIN) that increases the number of inclusion opportunities at faith-based organizations for people with disabilities and their families.

Accomplishments per goal: In year one, the grantee created and developed the AIIN. OneStar held their first symposium on October 17, 2012. In year two, a second symposium was held on October 16, 2013. The event was attended by representatives of 99 faith-based communities and one Texas State Representative, Elliot Naishtat. The AIIN continues to grow with over 28 faith and disability community participants attending quarterly meetings on average. A survey on year one action plans and inclusion was distributed to symposium participants in September of 2013. Held first faith and inclusion awards and recognition event with nine nominees and three awards given out at the second symposium. The grantee collected information regarding inclusion successes, concerns, and barriers through focus groups and outreach to faith-based organizations from January to September, 2013. Additional resources were collected and shared via OneStar Foundation's website.

Proposed Goals and Objectives for Year 3 :

Goal(s): Same as above

Objective(s): Engage 25+ AIIN and PAC members in quarterly meetings and trainings; Evaluate impact of year one and two grant activities; Engage 30+ faith-based partners in outreach and training; Engage 100+ participants in faith and inclusion trainings statewide.

Staff Recommendations: Public Policy Considerations: The Austin Interfaith Inclusion Network of Texas faith and disability communities continue dialogue on attitudinal, administrative, architectural and programmatic barriers identified by people with disabilities as barriers to faith inclusion. Finding practical solutions to these barriers to the inclusion of people with disabilities in faith communities will expand dialogue on how to improve inclusion everywhere. **Grants Management Considerations:** No concerns; moderate risk monitoring (awards-within-awards). **Staff Recommendation:** TCDD staff recommends Council to consider continued funding for this project.

| Continuation Budget Detail Summary | | | |
|--|-------------------|-------------------|------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$13,000) | \$71,453/\$71,453 | \$23,818/\$26,298 | \$95,271/\$97,75 |
| Expended Year 2 (7 months) (Consultant: \$10,000) | \$64,833/\$41,458 | \$27,785/\$23,680 | 1 |
| Amount requested for next year budget: | | | |
| I. Personnel services | 5,641 | 0 | 5,641 |
| II. Travel | 6,020 | 0 | 6,020 |
| III. Purchased services (\$31,680 consultants) | 44,902 | 18,299 | 63,201 |
| IV. Equipment/Supplies | 3,000 | 0 | 3,000 |
| V. Rental/leasing | 437 | 0 | 437 |
| VI. Utilities | 238 | 0 | 238 |
| VII. Other | 6,693 | 1,800 | 8,493 |
| Budget period totals | \$66,931 | \$20,099 | \$87,030 |

Attachment 7

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 4/4/2014

Item: E

Grantee: SafePlace

Year: 4 of 4

Project Title: Meaningful Relationships

Project Location: Austin, Seguin, Travis and Guadalupe Counties

Website: None

TCDD RFP Intent: The project intent is to try to ensure that people with developmental disabilities will become more satisfied and happier with their personal relationships after participating in project activities and organizations will change their policy and/or procedures to improve their ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships.

Authorized Funding: TCDD has approved up to \$125,000 for up to 3 years. After successfully completing three years and achieving the outcomes stated above, the grantee may apply for funds for one additional year.

Expected Results: At least 60 people with developmental disabilities will indicate that they have more satisfied and happier personal relationships; and 3 organizations will change their policy and/or procedures to improve their ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships at the end of the project period.

Project Goals and Accomplishments for Year 3:

Goal: To create lasting change for community inclusion by demonstrating a replicable, sustainable, 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: 3 agencies were chosen to participate in year 3 activities; 46 adults were identified and recruited to participate and currently there are 33 that are actively participating; 12 participate on a regular basis in self-chosen recreational activities; 7 of the year 2 participants regularly participate in self-chosen activities and are provided follow-along services.

Proposed Goals and Objectives for Year 4:

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; up to 5 disability service provider agencies, 20 project participants with developmental disabilities, and other stakeholders will participate in focus groups and roundtable discussions to identify creative solutions to barriers among residential and community based services to support adults with developmental disabilities in developing personal relationships through integrated and self-selected activities and social contact with community members with shared interest; and, provide education, training, technical assistance and coaching to partner agency staff to increase their capacity to work with recreational, volunteer, faith-based, leisure, civic or other organizations chosen by project participants to gain access to integrated activities and programs, which will increase opportunities for people with developmental disabilities now and in the future to connect with others who have common interests.

Staff Recommendations:

Public Policy Considerations: Despite organizational commitment on the part of LTSS providers, staff turnover, staff shortages and rate reductions severely curtailed the inclusion of individuals in their communities. At the same time, the grantee noted the value of peer consultants and their institutional knowledge in mitigating staff turnover. This will be useful in developing the case to expand peer to peer opportunities in the LTSS system. The grantee also mentioned working on grief and loss training modules. The grantee might like to know that the Institute for Person Centered Practices is engaging in similar activities.

Grant Management Considerations: No concerns; considerable risk monitoring (awards within awards).

Staff Recommendations: TCDD staff recommends the Council to consider continued funding.

Continuation Budget Detail Summary

| | Federal | Match | Totals |
|---|---------------------|-------------------|---------------------|
| Expended Year 1 (Consultants: \$17,250) | \$105,475/\$105,475 | \$35,176/\$35,176 | \$140,651/\$140,651 |
| Expended Year 2 (Consultant: \$8700) | \$117,022/\$117,022 | \$48,571/\$48,571 | \$165,593/\$165,593 |
| Expended Year 3 (based on 6 months) (Consultant: \$8700) | \$123,527/\$54,809 | \$45,744/\$21,531 | \$169,271/\$76,340 |
| Amount requested for Year 4 budget: | | | |
| I. Personnel Services | 96,619 | 35,200 | 131,819 |
| II. Travel | 3150 | 120 | 3270 |
| III. Purchased Services (Consultants: \$8320) | 14,660 | 1641 | 16,301 |
| IV. Property/Materials | 600 | 60 | 660 |
| V. Rental/Leasing | 0 | 541 | 541 |
| VI. Utilities | 0 | 1522 | 1522 |
| VII. Other (Indirect Costs) | | | |
| Budget period totals | \$115,029 | \$39,084 | \$154,113 |

Attachment 8

Texas Council for Developmental Disabilities

Executive Committee

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: G

Grantee: Texas A&M University

Year: 3 of 3

Project Title: Leadership Development and Advocacy Skills Training Projects

Project Location: Brazos County

Website: <http://projectlead.tamu.edu/>

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.

Authorized Funding: TCDD has approved up to \$75,000 for up to 3 years.

Expected Results: At least 300 individuals, including at least 125 self-advocates and 100 family members, will receive training regarding advocacy, leadership, and community organizing through project activities during the three years.

Project Goals and Accomplishments 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 over 3 months, presenting support information to parents at parent organizations, providing ongoing mentoring for skill practice to 30 selected high school students in phase 2, taking place over a second 3 month period, and providing an end of the school/project year 3-day celebration/reflection/future planning session.

Accomplishments per goal: The project worked in 4 schools in the Bryan and College Station school districts. There are 102 students with varying disabilities and instructional settings participating in the project and all are at risk of dropping out of school. These students participate in 15 weekly classroom sessions using a self-determination curriculum. All of the students will participate in the second phase which will consist of completing a community or school leadership project. The students that complete their project will then be invited to attend a camp training. Parents are also expected to participate in the 6 parent seminars. To date, 3 parent seminars have been held and 70 parents have participated in these seminars.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: Successfully organize and provide phase 1 training on leadership and advocacy during a semester period; provide information to parents of students with disabilities concerning the support of leadership and advocacy skills of their students; upon completion of phase 1 training, project staff, advisors, and mentors will provide regular and ongoing mentoring to participants during phase 2 to facilitate practice of the learned leadership and advocacy skills through community projects; and, upon completion of skills practice, project staff will provide a follow-up celebratory event to include participants who complete their community projects.

Staff Recommendations:

Public Policy Considerations: The curriculum used in this project, 1-2-3 Break, includes a focus on self-determination, disability advocacy, public policies, rights and responsibilities and ends with a community leadership project. THIS is how policy change happens: change to the individual's awareness - to civic participation - to policy change that corrects injustice. **Grants Management Considerations:** No concerns; moderate risk grantee required to submit RAR's monthly. **Staff Recommendations:** TCDD staff recommends the Council to consider continued funding.

| Continuation Budget Detail Summary | | | |
|--|-------------------|-------------------|--------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultants: \$3640) | \$75,000/\$75,000 | \$24,886/\$24,746 | \$99,886/\$99,746 |
| Expended Year 2 (6 months) (Consultant: \$3030) | \$75,000/\$30,344 | \$25,000/\$10,105 | \$100,000/\$40,449 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel Services | 61,382 | 795 | 62,177 |
| II. Travel | 392 | 0 | 392 |
| III. Purchased Services (Consultants: \$2200) | 5528 | 0 | 5528 |
| IV. Property/Materials | 880 | 0 | 748 |
| V. Rental/Leasing | 0 | 0 | 0 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other (Indirect Costs) | 6818 | 24,205 | 31,023 |
| Budget period totals | \$75,000 | \$25,000 | \$100,000 |

Attachment 9

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: H

Grantee: Texas Advocates

Year: 3 of 3

Project Title: LDATA-New: Project SAVE (Self Advocate Voices Engaged)

Project Location: Travis, Williamson, Bexar, Cameron, Fort Bend, Lubbock, El Paso, Denton

Website: http://www.thearcoftexas.org/site/PageServer?pagename=arctx_ProjectMove_ProjectSave

TCDD RFP Intent:

The intent of the new Leadership Development and Advocacy Skills Training Projects RFP is to create programs that provide leadership development and advocacy skills training for people with developmental disabilities, their families, and their allies.

Authorized Funding: TCDD has approved up to \$75,000 for up to three years.

Expected Results: At least 300 individuals, including at least 125 self-advocates and 100 family members, will receive training regarding advocacy, leadership, and community organizing through project activities during the three years.

Project Goals and Accomplishments for Years 1-2:

Goal: Texas Advocates will train and support State Supported Living Center (SSLC) residents and community organizations so that **Self Advocate Voices** are **Engaged** to create change for themselves and their community. Self Advocates will learn to speak up for themselves on real life issues such as transition and employment. For Year 2, the project goal was to conduct trainings in at least 4 communities and present at conferences, reaching a grand total of 121 individuals.

Accomplishments per goal:

Texas Advocates conducted a total of 23 trainings in 4 communities for a total of 71 participants. Project staff presented at community events, the Autreat self-advocate conference, Inclusion Works, and TALAC, reaching an additional 45 individuals for a total of 116 participants.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: 1) Training 20 self-advocates a piece (60 total) in Lubbock, El Paso, and Denton 2) Provide a peer-led community event for 20 participants in Lubbock, El Paso, and Denton 3) Provide a community event, led by SAVE graduates, for 20 participants in a new SSLC community such as Brenham 4) Training and supporting 10 self-advocates from years 1-3 of the project to come to Austin to interact with legislators

Staff Recommendations: Public Policy Considerations: Because of Project SAVE, TCDD staff have a greater awareness of individual SSLC strengths and weaknesses, SSLC residents are participating in more community events and organizations and SSLC staff are developing respectful relationships with community based self-advocates.

Grant Management Considerations: No concerns; moderate risk monitoring due to award amount and sub-awards. **Staff Recommendation:** TCDD staff recommends Council to consider continued funding for this project.

| Continuation Budget Detail Summary | | | |
|---|-------------------|-------------------|-------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$51,622) | \$75,000/\$75,000 | \$14,729/\$17,912 | \$89,729/\$92,912 |
| Expended Year 2 (7 months)(Consultant: \$50,822) | \$75,000/\$39,790 | \$14,729/\$7,839 | \$89,729/\$47,629 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel services | 0 | 13,553 | 13,553 |
| II. Travel | 0 | 0 | 0 |
| III. Purchased services (\$65,325 consultants) | 71,860 | 0 | 71,860 |
| IV. Property/Materials | 2,240 | 0 | 2,240 |
| V. Rental/Leasing | 300 | 1,200 | 1,500 |
| VI. Utilities | 600 | 0 | 600 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$75,000 | \$14,753 | \$89,753 |

Attachment 10

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 4/4/2014

Review of Proposed Activities & Budget

ITEM: I

Grantee: The Arc of Texas

Year: 3 of 3

Project Title: LDATA-New: Project MOVE (Mobilized Organized Voices Empowered)

Project Location: Austin, San Antonio, Rio Grande Valley, and the Amarillo/Central Plains region **Website:** http://www.thearcoftexas.org/site/PageServer?pagename=arctx_ProjectMove_ProjectSave

TCDD RFP Intent:

The intent of the new Leadership Development and Advocacy Skills Training Projects RFP is to create programs that provide leadership development and advocacy skills training for people with developmental disabilities, their families, and their allies.

Authorized Funding: TCDD has approved up to \$75,000 for up to three years.

Expected Results: At least 300 individuals, including at least 125 self-advocates and 100 family members, will receive training regarding advocacy, leadership, and community organizing through project activities during the three years.

Project Goals and Accomplishments for Years 1- 2:

Goal: Project MOVE (Mobilized Organized Voices Empowered) will provide training and ongoing support to **mobilize** and **organize** self advocates, families, and allies to use their **voices** together to **empower** communities to create meaningful change for themselves, their community, and Texas. For Year 2, the project goal was to conduct trainings for at least 141 individuals in at least 3 communities.

Accomplishments per goal:

The Arc partnered with local Arc chapters, Texas Advocates chapters, local Easter Seals, local Down Syndrome Associations and other relevant organizations in each target area to implement Project MOVE. As of December 2013, recruitment and training has taken place in 5 communities for 124 individuals in Year 2. A grand total of 8 communities and 234 individuals have been trained in Years 1 and 2 combined. Additional trainings have been scheduled in San Antonio, Austin, San Angelo and the Rio Grande Valley.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: 1) Select at least one new community for training (staff have selected North Texas, Fort Bend, and Temple/Georgetown); 2) Continue to work with some or all of the current training communities; 3) Provide training in 6 communities for at least 60 new participants and new community members; 4) Develop advocacy toolkits that will include information on advocacy, legislative advocacy, partnerships and peer supports, disability policy issues, etc.

Staff Recommendations: Public Policy Considerations: Grassroots organizing and community training are key to effective policy changes for persons with developmental disabilities. Staff continues to look forward to details re the outcomes associated with policy change efforts chosen by local groups trained by Project MOVE.

Grant Management Considerations: No concerns; moderate risk monitoring (award-within-award).

Staff Recommendation: TCDD staff recommends Council to consider continued funding for this project.

Continuation Budget Detail Summary

| | Federal | Match | Totals |
|--|-------------------|-------------------|-------------------|
| Expended Year 1 (Consultant: \$3,800) | \$75,000/\$75,000 | \$12,513/\$19,729 | \$87,513/\$94,729 |
| Expended Year 2 (7 months)(Consultant: \$2,400) | \$75,000/\$32,876 | \$12,190/\$10,925 | \$87,190/\$43,801 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel services | 53,532 | 11,315 | 64,847 |
| II. Travel | 6,137 | 0 | 6,137 |
| III. Purchased services (\$2,400 consultants) | 11,981 | 0 | 11,981 |
| IV. Property/Materials | 2,450 | 0 | 2,450 |
| V. Rental/Leasing | 300 | 1,200 | 1,500 |
| VI. Utilities | 600 | 0 | 600 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$75,000 | \$12,515 | \$87,515 |

Executive Director's Report

Tab 2

Background:

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to approve applications for Events Stipends and Presentation Support Stipends. One (1) stipend application was approved during the quarter to the following organization. The summary is enclosed.
 1. **Texas Parent to Parent** for the *10th Annual Texas Parent to Parent Conference* June 12-14, 2014, in San Marcos. (Event Stipends)
- **State and Federal Affairs Update** – TCDD staff may provide updates about state or federal matters of interest to the committee during the meeting.
- **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 11.

Expected Action:

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

CONSUMER STIPENDS PROPOSALS

Date: 2/20/14

Executive Director Review

ITEM: 1

Organization: Texas Parent to Parent
City, State: Austin, TX

Federal: \$ 6,000
Match: \$ 2,980

Event: Conference: 10th Annual Texas Parent to Parent Conference
Date: June 12-14, 2014
Location: Embassy Suites
City, State: San Marcos, Texas

Previously Funded: **Yes:** 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005
Comments: We will provide information to parents, siblings, and youth/young adults with disabilities on advocacy, special education law, Medicaid Waiver Programs, transition to adulthood, self-determination, resources, and health care issues.

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

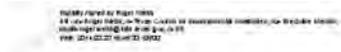
Lodging – 36 individuals
(36 @ \$85/individual for 2 nights) = \$ 6,000.00
Total lodging cost is \$6,120, difference in match
Total cost (federal): = \$ 6,000.00

Applicant match registration difference, child care & meals:
Child Care – 36 individuals
(12 providers @ \$115/day for 2 days + \$100 = \$ 2,860.00
Supplies)
Lodging – 36 individuals
(36 @ \$1.67/individual for 2 nights) = \$ 120.00
Total cost (match): = \$ 2,980.00

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

Approved: yes

no Roger Webb



Date: 02/20/2014

Comments: _____

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
May 2012 – February 2014**

| Council Member | 2/14 | 10/13 | 8/13 | 5/13 | 2/13 | 10/12 | 7/12 | 5/12 |
|-----------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|
| H. Adkins | P | P | P | EA | P | P | P | P |
| K. Blackmon | P | P | P | EA | P | P | EA | P |
| K. Clark | P | EA | EA | P | EA | P – Th EA – Fr | P | EA |
| G. Cortez | P | P | P | P | P | EA | P | P |
| K. Cox | P | P | EA | P | P | P | P | P |
| A. Crim | EA | P | P | EA | EA | P | EA | P – Th EA – Fr |
| M. Delgado | P | EA | EA | P | EA | P | P | EA |
| M. Durham | EA | P – Th EA – Fr | P | P | P | P | P | P |
| S. Gersuk | EA | P – Th EA – Fr | P | P | P | P | NA | NA |
| C. Johnston | EA | EA | P | P | EA | EA | P | P |
| D. Kern | EA | P | EA – Th P – Fr | P | P – Th EA – Fr | P | EA | P |
| S. McAvoy | P | P – Th EA – Fr | P | P | P | EA | P | P |
| J. Morris | P | P – Th EA – Fr | EA | P | P | P | P | EA |
| D. Perry | EA | EA | P | EA | EA | EA | P | P |
| D. Taylor | P | P | P | P | P | P | P | P |
| L. Taylor | P | EA | EA | P | P | P | P | P |
| R. Tisch | EA | P | EA | P | P | P | P | P |
| S. Vardell | EA | P – Th EA – Fr | EA | EA | EA | P – Th EA – Fr | P | P |
| DRT (AI) | P | P | P | P | P | P | P | EA |
| UT CDS | EA | P | P | P – Th EA – Fr | P | P | P | EA |
| A&M CDD | P | EA – Th P – Fr | P | EA | P | P – Th EA – Fr | P | EA |
| DADS | P | P | P | P | P | P | P | P |
| DARS | P | P | P | P | P | P | P | EA |
| DSHS | P | P | P | P | P | P | P | P |
| HHSC | P | | P | P | P | P | P – Th EA-Fr | 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: Grants Management Staff will review these reports:

- **Independent Audit Status Report** – summarizes the status of desk reviews of annual independent audits submitted by grantees.
- **Grants Monitoring Exceptions Report** – summarizes concerns noted by TCDD Grants Management staff in their ongoing monitoring activities, and the status of resolving those concerns.
- **Grants Risk Assessment of TCDD Projects & Quarterly Update Report** – summarizes the risk assessment matrix for considerations of continuation grant awards, new grant awards and provides more detail about monitoring activities for all TCDD funded projects. A revised format was used this quarter that now includes any concerns identified by grants staff from ongoing monitoring of projects.

Executive Committee

Agenda Item 6.

Expected Action:

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

Council

Agenda Item 11. 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 |
|--|------------|----------------------|---------------------------------------|-------------------------|---|
| Brighton School, Inc. | 8/31/2013 | 3/17/2014 | Schriver, Carmona, Carrera, P.L.L.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 Abi Abankole, CPA, for desk review. |
| Community Healthcore | 8/31/2013 | 1/28/2014 | 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. |
| Educational Programs Inspiring Communities, Inc. | 12/31/2012 | 10/23/2013 | McConnell & Jones LLP | None. | None/Done. |
| Region 17 ESC | 8/31/2013 | 1/7/2014 | Bolinger, Segars, Gilbert & Moss, LLP | None. | None/Done. |
| Region 19 ESC | 8/31/2013 | 1/23/2014 | 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 Abi Abankole, CPA, for desk review. |
| Region 19 ESC | 8/31/2012 | 1/29/2014 | 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 Abi Abankole, CPA, for desk review. |

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). 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 |
|-----------------------|------------|----------------------|--|-------------------------|-------------------------------------|
| SER Jobs for Progress | 8/31/2013 | 1/10/2014 | Carr, Riggs & Ingram CPAs and Advisors | None. | None/Done. |
| The Arc of Texas | 12/31/2011 | 10/17/2013 | Dunagan & Jack LLP | None. | None/Done. |
| The Arc of Texas | 12/31/2012 | 10/17/2013 | Dunagan & Jack LLP | None. | None/Done. |

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2013 – Sept. 30, 2014). 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 <i>PROJECT TITLE</i> | TYPE OF ONSITE | DATE OF ONSITE | CONCERNS NOTED | CORRECTIVE ACTIONS | STATUS |
|--|----------------------|----------------------|---|--|----------|
| Region 17 Education Service Center <i>(Families In Schools)</i> | Initial | 11/19/13 | Annual audit; service agreements; equipment list; utility cost; and volunteer time. | Documents requested: 12/16/13 Some documents received: 12/19/13 Documents received: 1/7/14 | Complete |
| Helpful Interventions <i>(Gulf Coast African American Family Support Conference)</i> | Follow-up | 3/11/14 | Consultant/service agreements; project advisory committee minutes; fiscal control procedures; grant-related income; match costs; *audit | Document requested: 3/11/14 *Documents due: 6/30/14 | Pending |
| Access Empowerment <i>(Accessible Parking Campaign)</i> | Initial | 3/31/14 | Audit; photocopy logs; match costs; and written procedures for purchase/procurement of goods. | Document requested: 3/31/14 Documents due: 5/1/14 | Pending |

Date of report –

*Audit due within 9-months after the end of the budget period.

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 | Epilepsy Foundation of Texas (Health & Fitness) | \$250,000 | \$389,371 | 2 | |
| B | Imagine Enterprise (Self-Advocacy as Speakers) | \$125,000 | \$725,000 | 2 | |
| C | Region 17 ESC (Families in Schools) | \$300,000 | \$1,583,796 | 2 | |

OUTREACH & DEVELOPMENT - NEW AWARDS

| Item | Grantee | TCDD Funds | Other Fed Funds | Risk Activity | Risk Code |
|------|----------------------------------|------------|-----------------|---------------|-----------|
| A | Special Kids, Incorporated (SKI) | \$10,000 | \$0 | NA | NA |
| B | Growing Roots | \$9,110 | \$0 | NA | NA |

KEY

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

RISK ASSESSMENT OF TCDD PROJECTS – QUARTERLY UPDATE

| Grantee | | TCDD Fund Amt. | Other Federal Fund Amt. | Date of Last Onsite | Next Review to be Completed by | Risk Activity | Risk Code |
|--------------------------|---|----------------|-------------------------|---------------------|--------------------------------|---------------|-----------|
| Extensive Risk | | | | | | | |
| 1. | Any Baby Can (<i>Health & Fitness</i>) | \$205,749 | \$ 0 | 6/5/2013 | 6/2014 | 2 | |
| 2. | DARS-(<i>Higher Education</i>) | \$225,000 | \$488 mil | 8/15/2013 | 8/2014 | 2 | |
| 3. | Educational Programs Inspiring Communities, Inc. (<i>Enabling Technology</i>) | \$225,000 | \$312,000 | 10/9/2013 | 2/2014 | 2 | |
| 4. | Epilepsy Foundation of Texas (<i>Health & Fitness</i>) | \$250,000 | \$389,371 | 5/23/2013 | 6/2014 | 2 | |
| 5. | Region 17 ESC (<i>FIS</i>) | \$300,000 | \$1,583,796 | 11/19/2013 | 9/2014 | 2 | |
| 6. | Strategic Education Solutions, LLC (<i>Enabling Technology</i>) | \$225,000 | \$ 0 | 10/18/2013 | 12/2014 | 2 | |
| 7. | Texas A&M University (<i>Higher Education</i>) | \$225,000 | \$244 mil | 6/3/2013 | 12/2014 | 2,3 | |
| 8. | Texas State Independent Living Council (<i>Health & Fitness</i>) | \$245,000 | \$315,000 | 6/10/2013 | 9/2014 | 2 | |
| Considerable Risk | | | | | | | |
| 9. | Imagine Enterprises (<i>Self-Advocates as Speakers</i>) | \$125,000 | \$725,000 | 7/9/2013 | 4/2016 | 2 | |
| 10. | SafePlace (<i>Meaningful Relationships</i>) | \$115,029 | \$2,340,306 | 9/26/2013 | Final 2015 | 2 | |
| 11. | Texas Tech University-Burkhart Center for Autism Education and Research (<i>BC3</i>) | \$150,000 | \$35 mil | 1/16/2013 | 12/2015 | 2 | |
| 12. | Texas Tech University (<i>Project SEARCH</i>) | \$174,666 | \$35 mil | 1/16/2013 | 12/2015 | 2,3 | |
| 13. | VSA Arts of Texas- (<i>Self-Advocates as Speakers</i>) | \$125,000 | \$50,000 | 8/14/2013 | 12/2015 | 2 | |
| Moderate Risk | | | | | | | |
| 14. | Circle of Ten, Inc. (<i>BC3</i>) | \$75,000 | \$ 0 | 3/8/2013 | TBD | 1,2 | |
| 15. | East Texas Center for Independent Living (<i>BC3</i>) | \$75,000 | \$276,948 | 3/21/2013 | TBD | 1,2 | |
| 16. | Helpful Interventions (<i>Gulf Coast African American Family Support Conference</i>) | \$75,000 | \$ 0 | 3/11/2014 | Final 2015 | 2 | |
| 17. | Jewish Family Services of Dallas (<i>Inclusive Faith-Based Symposium</i>) | \$75,000 | \$20,000 | 6/28/2012 | Final 2015 | 2 | |
| 18. | NAMI Texas, Inc. (<i>LDATP</i>) | \$75,000 | \$70,000 | 6/26/2012 | | 2 | |
| 19. | OneStar Foundation (<i>Inclusive Faith-Based Symposium</i>) | \$66,931 | \$1,024,926 | 6/27/2012 | Final 2015 | 2 | |
| 20. | Sabine Valley Regional MHMR Center (dba Community Healthcare) (<i>BC3</i>) | \$75,000 | \$4 mil | 4/17/2013 | TBD | 2 | |
| 21. | Texas Advocates-Project SAVE (<i>LDATP</i>) | \$75,000 | \$ 0 | 3/21/2012 | 6/2014 | 2 | |
| 22. | Texas A&M University (<i>LDATP</i>) | \$75,000 | \$244 mil | 7/20/2012 | Final 2015 | 2,3 | |
| 23. | Texas State Independent Living Council (<i>NLDATP</i>) | \$75,000 | \$815,000 | 5/17/2012 | 6/2014 | 2 | |
| 24. | Texas Tech University Burkhart Center for Autism Education and Research (<i>Project CASE</i>) | \$74,996 | \$35 mil | 1/16/2013 | 9/2014 | 2 | |

| | | | | | | | |
|--------------------------|--|----------|-----------|-----------|------------|-------|----|
| 25. | The Arc of Dallas (NLDATP) | \$75,000 | \$ 0 | 6/27/2012 | Final 2015 | 2 | |
| 26. | The Arc of Greater Tarrant County (Inclusive Faith-Based Symposium) | \$75,000 | \$ 0 | 6/26/2012 | Final 2015 | 2,5 | |
| 27. | The Arc of Texas (NLDATP) | \$75,000 | \$0 | 3/21/2012 | 6/2014 | 2 | |
| 28. | Volar Center for Independent Living (BC3) | \$75,000 | \$202,283 | 3/8/2013 | TBD | 1,2 | |
| 29. | West Central Texas Regional Foundation (Inclusive Faith-Based Symposium) | \$74,988 | \$2.9 mil | 5/31/2012 | Final 2015 | 2,5 | |
| Monitor or Accept | | | | | | | |
| 30. | Access Empowerment (Accessible Parking Awareness Campaign) | \$40,053 | \$ 0 | 3/2014 | TBD | 1,2,8 | |
| 31. | Texas Parent to Parent (Public Policy Collaboration Activities) | \$55,800 | \$97,500 | 7/2/2013 | NA | 2 | |
| 32. | The Arc of San Angelo (Alternatives to Guardianship) | \$75,000 | \$7,500 | 3/29/2012 | 9/2014 | 1 | |
| 33. | Travis County Constable Precinct 5-(Accessible Parking Awareness Campaign) | \$37,125 | \$11 mil | 2/19/14 | TBD | 1,2 | |
| NA | | | | | | | |
| 34. | Circle of Ten (Contract-Building Capacity for LDATP) | \$25,000 | \$75,000 | NA | NA | NA | NA |
| 35. | Moody Clinic (O & D) | \$10,000 | \$ 0 | NA | NA | NA | NA |
| 36. | The Arc Del Paso (O & D) | \$10,000 | \$ 0 | NA | NA | NA | NA |
| 37. | ARCF Community Services (O & D) | \$7,367 | \$ 0 | NA | NA | 5 | NA |
| 38. | REACH Families (O & D) | \$9,903 | \$ 0 | NA | NA | NA | NA |
| 39. | Nuevos Horizontes de Starr County (O & D) | \$10,000 | \$0 | NA | NA | NA | NA |

*Highlighted grantees indicate additional monitoring strategies this quarter.

KEY

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

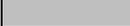
RISK ACTIVITIES

| | |
|--------------------------------|-------------------------|
| 1 – New Grantee | 2 – Awards within Award |
| 3 – Funding Issues | 4 – Compliance Issues |
| 5 – Performance Issues | 6 – Legal Actions |
| 7 – Fiscal Office Out of State | 8 – No Prior Audit |

**TCDD RISK MATRIX
FY 2013**

| <i>Award Amounts</i> → | - \$75,999. | \$76,000. – \$199,999. | \$200,000.- \$499,999. | \$500,000. + |
|---|-------------|---------------------------|---------------------------|--------------|
| Risk Activities ↓ | | | | |
| 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 or Review Determination:

| | |
|--|--|
|  | Red indicates areas to be audited or reviewed by independent CPA. |
|  | 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 |

Mini-Grants (\$10,000. Or less):

| | |
|---------------------------------------|---|
| Orientation | Program Performance Review = Six Months |
| Technical support (Senior Specialist) | Final Program Performance Report |
| RAR & Supplemental Report | Approvals (e.g., dissemination, etc) |
| RAR Documentation Review = Six Month | |

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

Consideration of Continuation Grant Awards

Tab 6

Background:

Executive Summaries for three (3) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee (Items A-C). Grants monitoring strategies are noted under staff recommendations which follow the grants risk assessment report. Note that grantee organizations' names below are "hyperlinks" to summary information about each project on the TCDD website.

- A. [Epilepsy Foundation of Texas](#) – Health & Fitness
- B. [Imagine Enterprise](#) – Self Advocacy as Speakers
- C. [Region 17 Education Service Center](#) – Families in Schools

Grants Risk Assessment Report (found under Tab 3) – The Grants Risk Assessment Report enclosed summarizes the risk assessment matrix for consideration of grant awards and provides more detail about monitoring activities for all TCDD funded projects.

Important Terms:

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

Executive Committee

Agenda Item 9.

Expected Action:

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

Council

Agenda Item 11. B.

Expected Action:

The Council will receive a report on Executive Committee decisions.

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

Date: 5/7/14

Review of Proposed Activities & Budget

ITEM: A

Grantee: Epilepsy Foundation of Texas (EFTX)

Year: 3 of 5

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

Project Location: Statewide rural communities

Website: <https://www.getfittexas.org>

TCDD RFP Intent:

The RFP 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.

Authorized Funding: TCDD has approved up to \$250,000 per year for up to five years project.

Expected Results: At least 2 sustainable programs will be created or modified to provide individualized community health and fitness programs/opportunities for people with developmental disabilities. Data will be collected on each project’s impact for at least 30 people per site.

Project Goals and Accomplishments for Years 1-2:

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: The project will focus on the rural Texas communities of at least four geographic locations and include a minimum of 170 participants.

Accomplishments per goal:

A comprehensive, 12-week health and wellness program was created to improve the physical fitness, nutrition and healthy lifestyles of adults with DD and epilepsy and their caregivers. First year total enrollment was 88, which was expanded to 200 by the end of the second year. The development of an individualized Get FIT plan of action with “at home activities” was created and applied. The program served rural areas surrounding major cities including Austin, Dallas, Plano, Houston, and San Antonio.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: 1) Expand service demographic to individuals aged 10 years and older; 2) Serve a minimum of 250 individuals in Year 3; 3) Develop a Get FIT program that will work well for school programs; 4) Expand the project service area to rural communities in West Texas (Lubbock).

Council Considerations: Public Policy Considerations: Get FIT states a public policy goal to bring individuals with developmental disabilities to the table in developing and promoting opportunities in physical activity and health resources. By the end of the 2nd year 90% of Get FIT participants lost inches and increased endurance. Being physically fit impacts public policy by lessening the onset of conditions such as diabetes and reducing the demand on publicly funded health care and long term services and supports.

Grant Management Considerations: No concerns; extensive risk monitoring (amount, award-within-award).

Staff Recommendation: TCDD staff recommends Council to consider continued funding for this project.

| Continuation Budget Detail Summary | | | |
|---|---------------------|-------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (Consultant: \$35,000) | \$249,538/\$249,538 | \$80,848/\$81,869 | \$330,386/\$331,407 |
| Expended Year 2 (8 months)(Consultant: \$59,375) | \$249,750/\$129,319 | \$83,624/\$63,285 | \$333,375/\$192,604 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel services | 165,347 | 66,697 | \$232,044 |
| II. Travel | 7,392 | 0 | 7,392 |
| III. Purchased services (\$62,000 consultants) | 64,000 | 5,556 | 69,556 |
| IV. Property/Materials | 13,261 | 1,500 | 14,761 |
| V. Rental/Leasing | 0 | 11,251 | 11,251 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$250,000 | \$85,004 | \$335,004 |

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

Date: 5/7/14

Review of Proposed Activities & Budget

ITEM: B

Grantee: Imagine Enterprises

Year: 2 of 4

Project Title: Self-Advocates as Speakers

Project Location: Statewide

Website: www.imagineenterprises.org

TCDD RFP Intent: To develop a project that will support and promote a diverse pool of self-advocates who can present or serve as facilitators or mentors at in-state conferences or training events.

Authorized Funding: TCDD has approved up to \$125,000 per year for up to four years.

Expected Results: There will be an increase in the number of organizations that include self-advocates as speakers, facilitators, and mentors in conferences or trainings.

Project Goals and Accomplishments for Year 1:

Goal: Project Sharing Personal Experiences and Knowledge (SPEAK) will recruit, train and support at least 50 self-advocates from diverse backgrounds to deliver presentations in local and state venues where their message will have an impact.

Accomplishments per goal: Project SPEAK coordinated efforts with 3 organizations that will serve as training sites for participants; Created an info sheet and application for prospective participants; Distributed these materials to the various sites for recruitment of participants; A selection process for candidates was developed for local site use; Developed a curriculum that is used to conduct both a 3-day and 1-day follow up training; The project consultant and peer mentor play key roles in providing the trainings; 15 SPEAKers were recruited and trainings began in February, 2014; Self-Evaluations are provided to SPEAKers during the trainings in order to encourage reflection and the desire to improve; Evaluations will also be collected and used to assess the effectiveness of the trainings.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: Implement the infrastructure plan for the Project SPEAK, including modifications of the curriculum for self-advocates, needed supports for project outcomes and sustainability; Develop and implement marketing strategies to: (a) promote Project SPEAK, (b) recruit candidates from self-advocate and advocacy groups, service providers, schools, or other organizations and agencies (c) promote self-advocates as speakers for conferences, and (d) position the project for sustainability; Develop three new Project SPEAK team sites to recruit five participants per site (15 new participants total per year), to train and sustain as speakers, facilitators or mentors by May 31, 2015; Coordinate each Project SPEAK team site to prepare and deliver a minimum of one presentation per member at in the local area and at least two state conferences by May 31, 2015.

Staff Recommendations:

Public Policy Considerations: Project Speak is supporting people to speak about how they choose to live their lives. Those trained will be able to provide living examples of self determination and leadership. These skills would be valuable to include in future self advocacy curricula to be used in the broader system of supports for persons with DD. Such training might be particularly important for persons who choose to participate on statewide boards, committees and councils. Persons with training in public speaking also might be ideal candidates to be invited to participate on statewide boards, committees and councils.

Grant Management Considerations: No concerns; considerable risk monitoring (awards within awards; award amount) **Staff Recommendations:** TCDD staff recommends Council to consider continued funding for this project.

| Continuation Budget Detail Summary | | | |
|--|--------------------|------------------|--------------------|
| | Federal | Match | Totals |
| Expended Year 1 (8 months) (Consultant: \$25,974) | \$124,999/\$57,489 | \$41,767/\$6,801 | \$166,766/\$64,290 |
| Amount requested for Year 3 budget: | | | |
| I. Personnel Services | 80,846 | 12,653 | 93,499 |
| II. Travel | 5,868 | 1,200 | 7,068 |
| III. Purchased Services (\$24,294 consultants) | 38,250 | 22,120 | 60,370 |
| IV. Property/Materials | 36 | 2,700 | 2,736 |
| V. Rental/Leasing | 0 | 0 | 0 |
| VI. Utilities | 0 | 3,000 | 3,000 |
| VII. Other (Indirect Costs) | 0 | 0 | 0 |
| Budget period totals | \$125,000 | \$41,673 | \$166,673 |

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

Date: 5/7/2014

Review of Proposed Activities & Budget

ITEM: C

Grantee: Region 17 Education Service Center

Year: 2 of 5

Project Title: Family Involvement in Schools

Project Location: Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent, Gaines, Dawson, Borden **Website:** None

TCDD RFP Intent:

The intent of the Family Involvement in Schools proposal is for one project to recruit, engage, empower and support families of children with special needs attending schools in the Region 17 Educational Service Center (ESC) to become involved with their child's public school.

Authorized Funding: TCDD has approved up to \$300,000 for up to five years.

Expected Results: At least 2,220 parents or other family members (including fictive kin) who have children attending schools in the Region 17 ESC will be actively engaged in schools and other education-focused community collaborative efforts because they receive training and other necessary services to support that involvement.

Project Goals and Accomplishments for Year 1:

Goal: Build collaborations within ESC 17 to demonstrate ways to create measureable improvement in at least 2 identified indicators of educational success for students with developmental disabilities. The percentage of parents with a child receiving special education services who report that schools facilitated parent involvement will increase.

Objectives: 1) Provide training and coaching to support active engagement by at least 1 family member for every 4 students who have developmental disabilities in ESC 17; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year; 3) increase the attendance of parents/family members at ARD meetings; 4) increase the attendance of parents/family members at training and events; and 5) increase parents' level of satisfaction with the school environment, communication between parents and school and ARD/IEP participation

Accomplishments per goal:

A total of 4 school districts (Slaton, Roosevelt, Wilson and Southland ISD) were recruited to participate in training and coaching for Cohort 1. Slaton ISD hosted Conscious Discipline book study for parents at 3 out of 4 elementary campuses; ESC 17 supplied the resources. Wilson ISD hosted 2 parent activities, including a BLOCK Fest with 16 parents, 22 children and 5 staff in attendance. The Building Strong Families Conference, a collaboration of multiple community agencies, was held on October 24th, 2013. Parents from Slaton ISD and Roosevelt ISD attended the Inclusion Works Conference.

Proposed Goals and Objectives for Year 2:

Goal: Same as above.

Objectives: 1) Same; 2) Increase the number of home and school activities that participating districts provide to families of students with disabilities within the school year and to increase parents' level of satisfaction with the school environment and with communication between parents and schools; and 3) Increase parent/family members' attendance at trainings and events.

Council Considerations: Public Policy Considerations: Region 17's approach to increasing the attendance of family members of students with disabilities in school activities is to increase the quality of what the districts are already doing. The grantee offered a variety of trainings in Spanish (not just translated), including Spanish language tracks at the Building Strong Families Conference and BLOCKfest activities on campus. The grantee also hosted a "Poverty Simulation" for school personnel which resulted in teachers noting that it gave them insight into the daily lives of families. Families also report higher expectations for their children academically and professionally. Public policy staff will highlight successes and recommend similar approaches throughout Texas.

Grant Management Considerations: No concerns; extensive risk monitoring due to award amount and sub-awards.

Staff Recommendation: TCDD staff recommends continued funding for this project

| Continuation Budget Detail Summary | | | |
|---|---------------------|-------------------|---------------------|
| | Federal | Match | Totals |
| Expended Year 1 (9 months)(Consultant: \$95,500) | \$300,000/\$144,413 | \$33,333/\$24,695 | \$333,333/\$169,108 |
| Amount requested for Year 2 budget: | | | |
| I. Personnel services | 134,808 | 0 | 134,808 |
| II. Travel | 11,150 | 0 | 11,150 |
| III. Purchased services (\$97,912 consultants) | 119,062 | 12,758 | 131,820 |
| IV. Property/Materials | 17,296 | 6,235 | 23,531 |
| V. Rental/Leasing | 17,684 | 0 | 17,684 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other (Indirect Costs) | 0 | 14,340 | 14,340 |
| Budget period totals | \$300,000 | \$33,333 | \$333,333 |

Background:

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

- **Summary of Funds FY 2012-2014** – The report summarizes funds budgeted from the federal allotment for each fiscal year and 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 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. This report reflects a small amount of FY 12 funds were not fully expended (lapsed) by grantees (\$2,129 or .04% of total funds available). However, funds not spent by current grantees or for staff operations and other funds management strategies are expected to address that concern.
- **FY 2013 Expense Budgets** – This report compares the approved budget for fiscal year 2013 (Oct. 1, 2012, thru Sept. 30, 2013) with expenses year-to-date (Oct. 1, 2012 thru Sept. 30, 2013), and provides year-to-date projected expenses for each category if expenses were evenly distributed during the year. All expenses are reported by expense category and by type of staff activity, and indicate that expenses are within the approved budget for the year.
- **FY 2014 Expense Budgets** – This report compares the approved budget for fiscal year 2014 (Oct. 1, 2013, thru Sept. 30, 2014) with expenses year-to-date (Oct. 1, 2013 thru Mar. 31, 2014), and provides year-to-date projected expenses for each category if expenses were evenly distributed during the year. All expenses are reported by expense category and by type of staff activity, and indicate that expenses are within the approved budget for the year.
- **2012, 2013 and 2014 Grants & Contracts Awards Reports** –The Grants and Contracts Awards Reports provide simplified information of active grantees during each funding year. The reports include the budget period for each award; approved RFP amounts; awarded amounts (regardless of the year of funds used); expended amounts to date; and balances to be spent before the current budget period ends. Amounts shown as expended year to date are based on requests for reimbursements from grantees that have been processed. 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.

Executive Committee

Agenda Item 10.

Expected Action:

The Committee will review the Quarterly Financial Report and may provide additional guidance to staff.

Council

Agenda Item 11. C.

Expected Action:

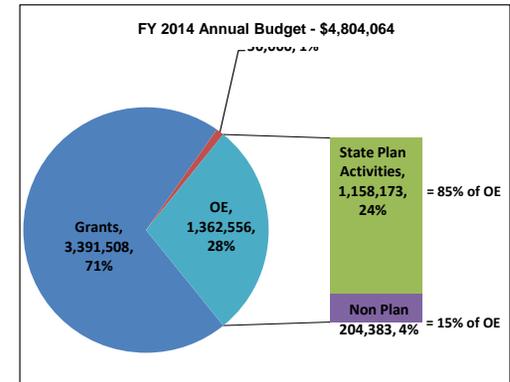
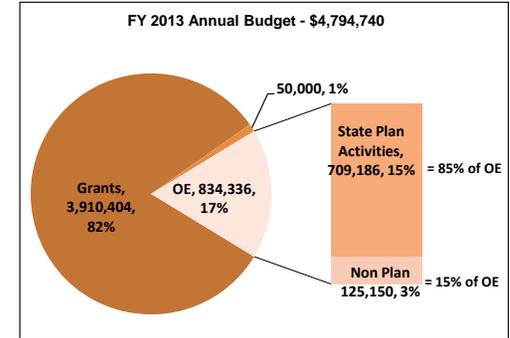
The Council will receive a report from the Executive Committee about the Committee’s review of the Quarterly Financial Report and may also provide additional guidance.

Texas Council for Developmental Disabilities
 Summary of Funds FY 2012 - 2015
 April 2014

| Model Key | | | | |
|--|-----------------------------|---------------------|---------------------|---------------------|
| Numbers in black represent budget numbers or actuals for the current or prior years. | | | | |
| Numbers in blue represent forecast numbers. | | | | |
| Line Item | 10/1/2010-9/30/2013 | 10/1/2011-9/30/2014 | 10/1/2012-9/30/2015 | 10/1/2013-9/30/2016 |
| REVENUES | FY 2012 | FY 2013 | FY 2014 | FY 2015 |
| Federal Funds | | | | |
| Estimate of Federal Award | \$5,084,018 | \$4,794,740 | \$4,804,064 | \$4,804,064 |
| Actual Award ¹ | \$5,084,018 | \$4,794,740 | \$4,804,064 | \$4,804,064 |
| Prior year difference (Current FY Award - Prior FY Award) | (\$10,213) | (\$289,278) | \$9,324 | \$0 |
| EXPENDITURES | | | | |
| Operating Expenses | | | | |
| Approved by Council | \$1,788,829 | \$1,782,379 | \$1,678,208 | \$1,725,000 |
| Expenses ² | \$1,263,412 | \$884,336 | \$1,412,556 | \$1,725,000 |
| Balance of Operating Expense funds | \$525,417 | \$898,043 | \$265,652 | \$0 |
| Grants and Projects Expenses | | | | |
| Available from Current Fiscal Year | \$3,820,606 | \$3,910,404 | \$3,391,508 | \$3,079,064 |
| Actual/Estimated Grant Awards ^{3 & 4} | \$3,818,477 | \$3,879,054 | \$2,874,234 | \$2,052,887 |
| Current Projects Difference (Available - Actual) | \$2,129 | \$31,350 | \$517,274 | \$1,026,177 |
| Prior Year Funds Available | \$0 | \$0 | \$31,350 | \$109,159 |
| BALANCE OF FUNDS AVAILABLE | \$0 | \$0 | \$548,624 | \$1,135,336 |
| Planned Projects ^b | \$0 | \$0 | \$439,465 | \$1,295,000 |
| BALANCE AFTER PLANNED PROJECTS ⁶ | \$2,129 ⁷ | \$31,350 | \$109,159 | (\$159,664) |

NOTES:

- ¹ Final FY14 NOGA \$4,804,064 received 3-18-14.
- ² FY13 operating expenses charged to FY12 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 2013 Balance will be fully obligated by the end of Sept. 2014.
- ⁷ FY 12 balance lapsed by grantee, not available for future years.



Texas Council for Developmental Disabilities

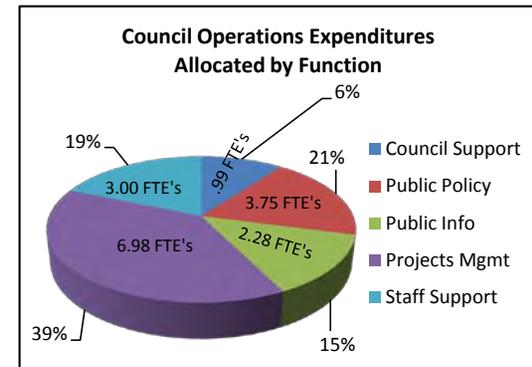
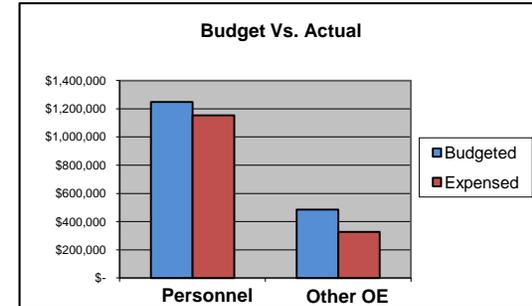
FY 13 Admin & Expense Budget

Oct. 1, 2012 thru
Sep. 30, 2013

| Expenses (Council Operations) | Budget | Year to Date Projected | Expended | Variance | |
|---------------------------------------|------------------------|------------------------|---------------------|----------------------|----------------------|
| Personnel (17 FTEs) | | | | | |
| Salaries | 960,403 | 960,403 | 887,984 | 72,419 | |
| Benefits | 287,138 | 287,138 | 265,255 | 21,883 | |
| Total Personnel | \$ 1,247,541 | \$ 1,247,541 | \$ 1,153,238 | \$ 94,303 | |
| Operating | | | | | |
| Professional Services ¹ | 82,000 | 82,000 | 62,488 | 19,512 | |
| Out-of-State Travel ² | 26,050 | 26,050 | 18,415 | 7,635 | |
| In-State Travel ³ | 63,000 | 63,000 | 53,485 | 9,515 | |
| Supplies | 10,000 | 10,000 | 13,117 | (3,117) | |
| Utilities | 41,700 | 41,700 | 26,729 | 14,971 | |
| Rent - Building - Space | 79,618 | 79,618 | 63,450 | 16,168 | |
| Rent - Computers - Equip ⁴ | 64,220 | 64,220 | 25,639 | 38,581 | |
| Capital Expenditures | - | - | - | - | |
| Other OE ⁵ | 118,250 | 118,250 | 64,557 | 53,693 | |
| Total Operating | \$ 484,838 | \$ 484,838 | \$ 327,879 | \$ 156,959 | |
| Total Expenses | Budget | YTD Budgeted | Actual | Variance | |
| | 1,732,379 | 1,732,379 | 1,481,117 | 251,262 | |
| Admin Reim to TEA | 50,000 | 100.0% | 85.5% | | |
| TOTAL | \$ 1,782,379 | | \$ 1,531,117 | | |
| Expended by Function | | | | | |
| | Council Support | Public Policy | Public Info | Projects Mgmt | Staff Support |
| \$ | 152,054 | \$ 278,443 | \$ 199,889 | \$ 573,978 | \$ 276,754 |

NOTES:

- ¹ Auditor - \$25,000/\$22,913; CPA Desk Reviews - \$8,000/\$4,500; Legal Svs - \$3,000/\$1,934
 Web Hosting - \$2,000/\$1,800; Data Center Services - \$15,000/\$9,260
 Other Professional Services - \$13,000/\$10,246; Reviewers - \$10,000/\$1,905; Temp Services - \$0/\$9,931
² Travel - Out-of-State Council - \$14,200 /\$13,264; Travel - Out-of-State Staff - \$13,050 /\$5,150
³ Travel - In-State Council - \$45,000 /\$39,504; Travel - In-State Staff - \$18,000 /\$13,980;
⁴ Computer lease - \$22,800/\$1,816; AV Equipment - \$35,000/\$19,118; Copier - \$6,420/\$4,672
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-\$43,723.



Texas Council for Developmental Disabilities

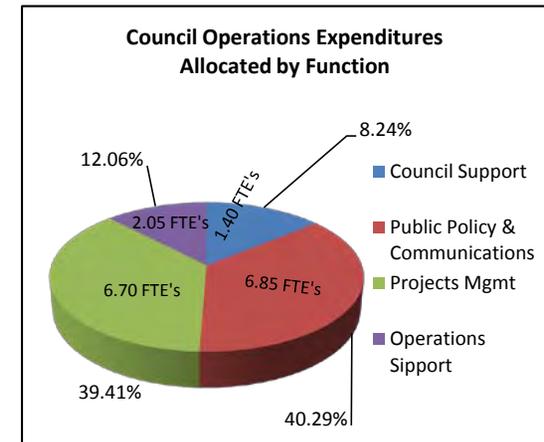
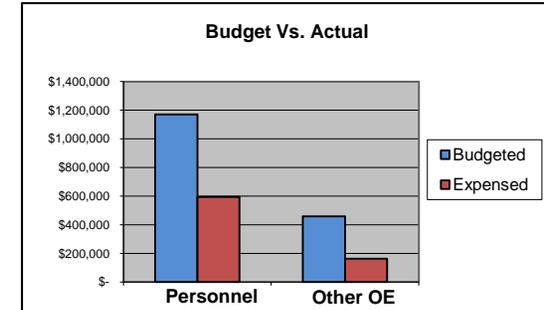
FY 14 Admin & Expense Budget

Oct. 1, 2013 thru
Mar. 31, 2014

| Expenses (Council Operations) | Budget | Year to Date Projected | Expended | Variance |
|---------------------------------------|------------------------|---|----------------------|---------------------------|
| Personnel (17 FTEs) | | | | |
| Salaries | 909,359 | 454,680 | 451,082 | 3,598 |
| Benefits | 261,249 | 130,625 | 143,173 | (12,548) |
| Total Personnel | \$ 1,170,608 | \$ 585,304 | \$ 594,255 | \$ (8,951) |
| Operating | | | | |
| Professional Services ¹ | 75,000 | 37,500 | 41,973 | (4,473) |
| Out-of-State Travel ² | 27,000 | 13,500 | - | 13,500 |
| In-State Travel ³ | 63,000 | 31,500 | 20,384 | 11,116 |
| Supplies | 10,000 | 5,000 | 4,999 | 1 |
| Utilities | 35,000 | 17,500 | 13,213 | 4,287 |
| Rent - Building - Space | 69,450 | 34,725 | 27,414 | 7,311 |
| Rent - Computers - Equip ⁴ | 46,000 | 23,000 | 17,953 | 5,047 |
| Capital Expenditures | - | - | - | - |
| Other OE ⁵ | 132,150 | 66,075 | 36,604 | 29,471 |
| Total Operating | \$ 457,600 | \$ 228,800 | \$ 162,539 | \$ 66,261 |
| Total Expenses | Budget | YTD Budgeted | Actual | Variance |
| | 1,628,208 | 814,104 | 756,794 | 57,310 |
| Admin Reim to TEA | 50,000 | 50.0% | 46.5% | |
| TOTAL | \$ 1,678,208 | | \$ 806,794 | |
| Expenditures by Function | | | | |
| | Council Support | Public Policy & Communications | Projects Mgmt | Operations Support |
| \$ | 106,187 | \$ 276,874 | 281,259.32 | \$ 92,473 |

NOTES:

- ¹ Auditor - \$25,000/\$12,086; CPA Desk Reviews - \$8,000/\$3,300; Legal Svs - \$3,000/\$0
 Web Hosting - \$2,000/\$900; Data Center Services - \$15,000/\$6,953
 Other Professional Services - \$13,000/\$462; Reviewers - \$10,000/\$1,296; Temp Services - \$0/\$16,976
² Travel - Out-of-State Council - \$14,200 /\$0; Travel - Out-of-State Staff - \$13,050 /\$0
³ Travel - In-State Council - \$45,000 /\$14,190; Travel - In-State Staff - \$18,000 /\$6,194;
⁴ Computer lease - \$22,800/\$3,704; AV Equipment - \$35,000/\$11,889; Copier - \$6,420/\$2,336
⁵ Other OE - NACDD Dues - \$23,942, interpreter svs, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-cap equip, security, and janitorial services-\$12,662



2012 GRANTS & CONTRACTS AWARDS REPORT

| Budget Period | RFP Amount | Awarded Amount | YTD Expended Amount | Balance |
|--|------------|--|---------------------|---------|
| A Circle of Ten | | Capacity Building (Contract) | | |
| 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 (Contract) | | |
| 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 (Contract) | | |
| 9/1/2012 - 8/31/2013 | \$8,060 | \$8,060 | \$2,027 | \$6,033 |
| 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 - 9/30/2013 | \$10,000 | \$10,000 | \$10,000 | \$0 |
| 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 | | | | |
| 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 | \$75,000 | \$0 |
| 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 (Contract) | | |
| 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 | \$117,022 | \$0 |
| 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 | \$75,000 | \$0 |
| Texas A&M University | | L&A Statewide Advanced Training | | |
| 7/1/2012 - 4/30/2013 | \$150,000 | \$214,742 | \$213,923 | \$819 |
| 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 | \$44,704 | (\$6,158) |
| 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 |
| 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 |
| 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 |

| Budget Period | RFP Amount | Awarded Amount | YTD Expended Amount | Balance |
|---|--------------------|--|---------------------|-----------------|
| 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 | \$10,000 | \$0 |
| 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: | \$3,670,596 | \$3,793,193 | \$3,780,291 | \$12,902 |

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 - 8/14/2014 | \$75,000 | \$75,000 | \$75,000 | \$0 |
| A Circle of Ten | | Capacity Building (Contract) | | |
| 1/2/2013 - 11/30/2013 | \$37,000 | \$37,000 | \$36,627 | \$373 |
| Advocacy for Living in Mainstream America (ALMA) | | Outreach & Development 8 | | |
| 1/1/2013 - 12/31/2013 | \$10,000 | \$10,000 | \$9,362 | \$638 |
| Any Baby Can of San Antonio, Inc | | Health & Fitness 1 | | |
| 3/1/2013 - 2/28/2014 | \$250,000 | \$228,610 | \$228,610 | \$0 |
| ARCF Community Services | | Outreach & Development 9 | | |
| 7/1/2013 - 6/30/2014 | \$10,000 | \$7,367 | \$611 | \$6,756 |
| Austin Travis County Integral Care | | Central Texas African American Family Support Conference (Contract) | | |
| 9/1/2013 - 8/31/2014 | \$6,870 | \$6,870 | \$1,681 | \$5,189 |
| Brighton School, Inc. | | Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 2) | | |
| 10/1/2012 - 9/30/2013 | \$20,000 | \$20,000 | \$20,000 | \$0 |
| Community Healthcare | | Building Community Capacity through Collaboration Projects-2 | | |
| 2/1/2013 - 7/31/2014 | \$75,000 | \$75,000 | \$30,590 | \$44,410 |
| Data Momentum | | Support for Advocacy U (Contract) | | |
| 3/1/2013 - 2/28/2014 | \$15,000 | \$15,000 | \$6,998 | \$8,002 |
| Department of Assistive and Rehabilitative Services | | Higher Education 3 | | |
| 2/1/2013 - 3/31/2014 | \$225,000 | \$225,000 | \$175,824 | \$49,176 |
| East Texas Center for Independent Living | | Building Community Capacity through Collaboration Projects-3 | | |
| 1/1/2013 - 5/31/2014 | \$75,000 | \$74,640 | \$66,705 | \$7,935 |
| Educational Programs Inspiring Communities, Inc. | | Enabling Technology 1 | | |
| 6/1/2013 - 5/31/2014 | \$225,000 | \$225,000 | \$193,943 | \$31,057 |

| | | | | |
|---|-----------|--|-----------|-----------|
| | | | | |
| Epilepsy Foundation Texas | | Health & Fitness 2 | | |
| 6/1/2013 - 6/30/2014 | \$250,000 | \$249,750 | \$129,319 | \$120,431 |
| Imagine Enterprises Inc | | Self-Advocacy as Speakers 2 | | |
| 5/1/2013 - 5/31/2014 | \$125,000 | \$124,999 | \$57,489 | \$67,510 |
| Imagine Enterprises Inc | | Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 3) | | |
| 1/1/2013 - 12/31/2013 | \$20,000 | \$20,000 | \$19,962 | \$38 |
| Jewish Family Service of Dallas | | Inclusive Faith-Based Symposium 3 | | |
| 5/1/2013 - 4/30/2014 | \$75,000 | \$75,000 | \$30,323 | \$44,677 |
| NAMI Texas | | New Leadership Development & Advocacy Skills Trng (NLDAST 3) | | |
| 4/1/2013 - 6/30/2014 | \$75,000 | \$74,971 | \$59,910 | \$15,061 |
| OneStar Foundation | | Inclusive Faith-Based Symposium 1 | | |
| 4/16/2013 - 4/30/2014 | \$75,000 | \$64,833 | \$41,458 | \$23,375 |
| 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 | \$19,872 | \$128 |
| REACH Families | | Outreach & Development 10 | | |
| 9/1/2013 - 8/31/2014 | \$10,000 | \$9,903 | \$4,413 | \$5,490 |
| Region 17 ESC | | Families in Schools | | |
| 6/1/2013 - 6/30/2014 | \$300,000 | \$300,000 | \$182,695 | \$117,305 |
| Region 19 ESC | | Exp of Existing Leadership Development & Advocacy Skills Trng Projects (ELDAST 4) | | |
| 10/1/2012 - 9/30/2013 | \$20,000 | \$20,000 | \$19,716 | \$284 |
| SafePlace | | Meaningful Relationships | | |
| 8/1/2013 - 7/31/2014 | \$125,000 | \$123,527 | \$67,379 | \$56,148 |
| Strategic Education Solutions, LLC | | Enabling Technology 2 | | |
| 5/1/2013 - 4/30/2014 | \$225,000 | \$225,000 | \$186,853 | \$38,147 |
| Texas A&M University | | Higher Education 1 | | |
| 3/1/2013 - 2/28/2014 | \$225,000 | \$225,000 | \$225,000 | \$0 |

| | | | | |
|---|-----------|---|-----------|-----------|
| | | | | |
| Texas A&M University | | L&A Statewide Advanced Training | | |
| 4/1/2013 - 10/31/2013 | \$150,000 | \$214,742 | \$213,923 | \$819 |
| Texas A&M University | | New Leadership Development & Advocacy Skills Trng (NLDAST 2) | | |
| 8/1/2013 - 7/31/2014 | \$75,000 | \$75,000 | \$49,476 | \$25,524 |
| Texas Advocates | | New Leadership Development & Advocacy Skills Trng (NLDAST 1) | | |
| 5/1/2013 - 4/30/2014 | \$75,000 | \$75,000 | \$39,790 | \$35,210 |
| Texas Center for Disability Studies | | Support for Advisory Committee Member Travel | | |
| 10/1/2012 - 10/31/2012 | \$38,546 | \$38,546 | \$44,704 | (\$6,158) |
| Texas Center for Disability Studies | | Support for Advisory Committee Member Travel | | |
| 11/1/2012 - 9/30/2014 | \$45,747 | \$45,747 | \$34,129 | \$11,618 |
| Texas Parent to Parent | | Public Policy Collaboration Activities | | |
| 3/1/2013 - 2/28/2014 | \$0 | \$58,700 | \$47,915 | \$10,785 |
| Texas State Independent Living Council | | New Leadership Development & Advocacy Skills Trng (NLDAST 7) | | |
| 2/1/2013 - 1/31/2014 | \$75,000 | \$75,000 | \$75,000 | \$0 |
| Texas State Independent Living Council | | Health & Fitness 3 | | |
| 4/1/2013 - 5/31/2014 | \$250,000 | \$250,000 | \$183,698 | \$66,302 |
| Texas Tech University | | Project SEARCH | | |
| 10/1/2012 - 9/30/2013 | \$175,000 | \$174,854 | \$174,844 | \$10 |
| Texas Tech University | | Building Community Capacity through Collaboration Projects-4 | | |
| 1/1/2013 - 12/31/2013 | \$75,000 | \$74,996 | \$74,935 | \$61 |
| Texas Tech University | | Higher Education 2 | | |
| 12/1/2012 - 1/31/2014 | \$225,000 | \$217,079 | \$196,049 | \$21,030 |
| The Arc of Dallas | | New Leadership Development & Advocacy Skills Trng (NLDAST 4) | | |
| 4/1/2013 - 3/31/2014 | \$75,000 | \$75,000 | \$75,000 | \$0 |
| The Arc of Greater Tarrant County | | Inclusive Faith-Based Symposium 2 | | |
| 7/1/2013 - 7/31/2014 | \$75,000 | \$75,000 | \$23,333 | \$51,667 |

| | | | | |
|---|--------------------|---|--------------------|------------------|
| | | | | |
| The Arc of San Angelo | | Alternatives to Guardianship-Volunteer Advocate Pilot Program | | |
| 5/1/2013 - 4/30/2014 | \$75,000 | \$75,000 | \$52,054 | \$22,946 |
| The Arc of Texas | | New Leadership Development & Advocacy Skills Trng (NLDAST 5) | | |
| 5/1/2013 - 4/30/2014 | \$75,000 | \$75,000 | \$37,409 | \$37,591 |
| The Arc of Texas | | Texas Microboard Collaboration | | |
| 10/1/2012 - 9/30/2013 | \$0 | \$62,596 | \$62,596 | \$0 |
| Volar Center for Independent Living | | Building Community Capacity through Collaboration Projects-5 | | |
| 1/1/2013 - 6/30/2014 | \$75,000 | \$75,000 | \$67,440 | \$7,560 |
| VSA Arts of Texas | | Self-Advocacy as Speakers 1 | | |
| 5/1/2013 - 5/31/2014 | \$125,000 | \$125,000 | \$81,466 | \$43,534 |
| West Central Texas Regional Foundation | | Inclusive Faith-Based Symposium 4 | | |
| 2/1/2013 - 1/31/2014 | \$75,000 | \$74,322 | \$71,972 | \$2,350 |
| Totals: | \$4,328,163 | \$4,469,052 | \$3,496,073 | \$972,979 |

2014 GRANTS & CONTRACTS AWARDS REPORT

| Budget Period | RFP Amount | Awarded Amount | YTD Expended Amount | Balance |
|---|------------|---|---------------------|-----------|
| A Circle of Ten | | Capacity Building (Contract) | | |
| 11/1/2013 - 12/31/2013 | \$37,000 | \$37,000 | \$36,627 | \$373 |
| A Circle of Ten | | Capacity Building (Contract) | | |
| 1/1/2014 - 12/31/2014 | \$25,000 | \$25,000 | \$4,270 | \$20,730 |
| Access Empowerment | | Accessible Parking Awareness | | |
| 1/1/2014 - 6/30/2014 | \$40,000 | \$39,053 | \$13,232 | \$25,821 |
| Any Baby Can of San Antonio, Inc | | Health & Fitness 1 | | |
| 3/1/2014 - 2/28/2015 | \$250,000 | \$205,749 | \$0 | \$205,749 |
| Austin Travis County Integral Care | | Video Production (Contract) | | |
| 2/1/2014 - 4/4/2014 | \$10,535 | \$10,535 | \$0 | \$10,535 |
| Helpful Interventions | | Gulf Coast African American Family Support Conference | | |
| 10/1/2013 - 9/30/2014 | \$75,000 | \$75,000 | \$58,125 | \$16,875 |
| Moody Clinic | | Outreach & Development 11 | | |
| 1/1/2014 - 12/31/2014 | \$10,000 | \$10,000 | \$3,745 | \$6,255 |
| Texas Center for Disability Studies | | DADS PCT Training (Contract) | | |
| 1/1/2014 - 8/31/2014 | \$30,000 | \$30,000 | \$0 | \$30,000 |
| Texas Center for Disability Studies | | DADS PCT Training (Contract) | | |
| 9/1/2014 - 12/31/2014 | \$30,000 | \$30,000 | \$0 | \$30,000 |
| Texas State Independent Living Council | | New Leadership Development & Advocacy Skills Trng (NLDAST 7) | | |
| 2/1/2014 - 1/31/2015 | \$75,000 | \$75,000 | \$18,477 | \$56,523 |
| Texas Tech University | | Project SEARCH | | |
| 10/1/2013 - 9/30/2014 | \$175,000 | \$174,666 | \$37,993 | \$136,673 |
| Texas Tech University | | Building Community Capacity through Collaboration Projects-4 | | |
| 1/1/2014 - 12/31/2014 | \$150,000 | \$150,000 | \$25,775 | \$124,225 |

| Budget Period | RFP Amount | Awarded Amount | YTD Expended Amount | Balance |
|---|--------------------|---|---------------------|------------------|
| The Arc Del Paso | | Outreach & Development 12 | | |
| 1/1/2014 - 12/31/2014 | \$10,000 | \$10,000 | \$1,325 | \$8,675 |
| The Arc of Dallas | | New Leadership Development & Advocacy Skills Trng (NLDAST 4) | | |
| 4/1/2014 - 3/31/2015 | \$75,000 | \$75,000 | \$0 | \$75,000 |
| Travis County | | Accessible Parking Awareness | | |
| 1/1/2014 - 6/30/2014 | \$40,000 | \$37,125 | \$18,562 | \$18,563 |
| West Central Texas Regional Foundation | | Inclusive Faith-Based Symposium 4 | | |
| 2/1/2014 - 1/31/2015 | \$75,000 | | \$0 | |
| Totals: | \$1,107,535 | \$984,128 | \$218,131 | \$765,997 |

PLANNED GRANTS/CONTRACTS

| Budget Period | RFP Amount | Awarded Amount | YTD Expended Amount | Balance |
|---|------------------|--|---------------------|------------|
| 1A-Developmental Disability Policy Fellowships | | 1A-Developmental Disability Policy | | |
| 6/1/2014 - 5/31/2015 | \$135,000 | \$0 | \$0 | \$0 |
| 2-Self Advocate Community Organizing | | Self Advocate Community Organizing-9/1/14 | | |
| 12/1/2013 - 11/30/2014 | \$100,000 | \$0 | \$0 | \$0 |
| 4-Partnership with AA Clergy to Support Families | | Partnership with AA Clergy to Support Families- | | |
| 6/1/2014 - 11/30/2014 | \$75,000 | \$0 | \$0 | \$0 |
| Accessible Parking Campaign | | Accessible Parking Campaign-9/1/14 or 10/1/14 | | |
| 9/1/2015 - 8/31/2016 | \$150,000 | \$0 | \$0 | \$0 |
| Biennial Report | | Printing & Production | | |
| 6/1/2014 - 5/31/2015 | \$25,000 | \$0 | \$0 | \$0 |
| PP Committee-Capacity Building | | PP Committee-Capacity Building-Balance | | |
| 12/1/2013 - 9/30/2014 | \$50,000 | \$0 | \$0 | \$0 |
| Totals: | \$535,000 | \$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 9-30-13 | | | | | |
| ADTRC | Oct-2012 | 4,566 | 19 | 1 | ✓ |
| Volar Center for Independent Living | Oct-2012 | 6,000 | 53 | 11 | ✓ |
| Community Options, Inc. | Nov-2012 | 6,000 | 6 | 0 | ✓ |
| NAMI Texas | Nov-2012 | 5,890 | 62 | 0 | ✓ |
| Austin Travis County Integral Care | Feb-2013 | 5,500 | 16 | 0 | Speakers ✓ |
| ADDA-SR | Feb-2013 | 5,912 | 47 | 0 | ✓ |
| The Arc of Texas | Feb-2013 | 3,556 | 20 | 9 | ✓ |
| Austin Travis County Integral Care | Feb-2013 | 6,000 | 16 | 0 | ✓ |
| Jewish Family Services of Houston | Feb-2013 | 5,000 | 500 | 0 | ✓ |
| Texas A&M University | Feb-2013 | 5,813 | 34 | 3 | ✓ |
| Coalition of Texans with Disabilities | Mar-2013 | 1,893 | 7 | 4 | ✓ |
| Harris County Department of Education | Jun-2013 | 4,102 | | | Speakers ✓ |
| University of North Texas | Jul-2013 | 4,750 | 50 | 0 | ✓ |
| American Association on Intellectual & Developmental Disabilities Texas Chapter (AAIDD-TX) | Jul-2013 | 3,775 | 10 | 1 | ✓ |
| Texas Parent to Parent | Jul-2013 | 6,000 | 37 | 5 | ✓ |
| Texas Advocates | Aug-2013 | 5,988 | 54 | 19 | ✓ |
| The Arc of Greater Beaumont | Aug-2013 | 3,664 | | | Speakers ✓ |
| Providers Alliance for Community Services of Texas (PACSTX) | Sep-2013 | 5,000 | 246 | 0 | Speakers ✓ |
| TOTALS: | | \$89,409 | 1,177 | 53 | |

FYE 9-30-14

| | | | | | |
|--------------------------------------|----------|-----------------|------------|-----------|------------|
| Volar Center for Independent Living | Oct-2013 | 6,000 | 75 | 25 | ✓ |
| Barbara Jordan Endeavors Corp | Oct-2013 | 4,912 | 94 | 0 | ✓ |
| A Circle of Ten | Oct-2013 | 3,553 | 87 | 0 | ✓ |
| The University of Texas at El Paso | Oct-2013 | 5,000 | | | Speakers ✓ |
| Area Network on Disabilities & Aging | Oct-2013 | 2,600 | 55 | 6 | ✓ |
| Austin Travis County Integral Care | Feb-2014 | 6,000 | | | Conference |
| Austin Travis County Integral Care | Feb-2014 | 6,000 | | | Speakers |
| ADDA-SR | Feb-2014 | 4,872 | 41 | 0 | ✓ |
| Jewish Family Services of Houston | Feb-2014 | 6,000 | | | ✓ |
| The Arc of Texas | Feb-2014 | 5,982 | | | |
| DADS | Feb-2014 | 1,983 | | | |
| Family to Family Network Inc | Mar-2014 | 2,477 | | | Presenters |
| Family to Family Network Inc | Mar-2014 | 6,000 | | | Conference |
| TOTALS: | | \$61,379 | 352 | 31 | |

NOTE: Budgeted amount used if stipend is not closed.

Background:

Minutes of the February 6, 2014, 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, FEBRUARY 6, 2014
DRAFT MINUTES**

COMMITTEE MEMBERS PRESENT

| | | |
|----------------------|------------------|--------------|
| Gladys Cortez, Chair | Scott McAvoy | David Taylor |
| Kristine Clark | John C. Morris | |
| Manda Hall, DSHS | Cindy Swain, TEA | |

COMMITTEE MEMBERS ABSENT

| | | |
|-------------|---------------|------------|
| Andrew Crim | Rick Tisch | Diana Kern |
| Diana Perry | Susan Vardell | |

ATTENDANTS

Gina Fuller

STAFF PRESENT

| | | |
|-----------------|---------------|----------------|
| Martha Cantu | Sonya Hosey | Sandra Justice |
| Joanna Cordry | Wendy Jones | |
| Cynthia Ellison | Susan Mihalik | |

CALL TO ORDER

The Project Development Committee met on Thursday, February 6, 2014, at the Hilton Austin Airport Hotel at 9515 Hotel Drive, Austin, Texas 78719. Committee Chair Gladys Cortez called the meeting to order at 2:15 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 to the Committee.

3. APPROVAL OF MINUTES

The Committee reviewed minutes of the October 24, 2013, Project Development Committee meeting.

MOTION: To approve the minutes of the October 24, 2013, Project Development Committee meeting as presented.

MADE BY: Scott McAvoy

SECOND: John C. Morris

The motion **passed** unanimously.

4. CHAIR'S REMARKS

Chair Gladys Cortez reported a quorum was not present at the February 5, 2014, Executive Committee meeting. Therefore, the Committee did not vote on any items. Chair Cortez indicated that Mary Durham will make final decisions regarding continuation applications after reviewing comments from Committee members present. Cortez referred members to Texas Council for Developmental Disabilities (TCDD) Council Policies which describe the authority of the Chair to act for the Committee.

5. STAFF REPORTS

A. Public Information Report

Planning Coordinator Joanna Cordry presented the Public Information Report that included updates on grant publicity, materials distribution and TCDD's use of social media to share pertinent news stories, resources and policy information. She also announced that Jessica Ramos, Public Policy Director, is in the process of posting to refill the Communications Coordinator position.

B. Status of New/Approved Projects

Grants Director Sonya Hosey reported on the status of several new and approved projects. Grant awards were finalized for the Cultural Outreach and Development projects to the Moody Clinic in Brownsville and The Arc Del Paso, in El Paso. Both projects started January 1, 2014.

Ms. Hosey reported that TCDD finalized awards to two Accessible Parking projects for up to \$40K each for a six month period to develop proposed public awareness activities. Both projects started January 1, 2014, and are expected to end June 30, 2014. She indicated that staff will report back on those projects in August.

Ms. Hosey also provided updates on several current grant projects. Funds awarded to A Circle of Ten for the final year of a Building Capacity project did not include the \$25,000 approved for a Funders forum and conference. TCDD staff determined that TCDD staff time required to support the Funders forum was not realistic given other priorities. A Circle of Ten will complete training initially with grantees included during years one and two of the project but will not add additional grantees during year three.

Ms. Hosey reported that NAMI Texas decided to not continue the third year of the Leadership Development and Advocacy Skills Training project due to internal changes and inadequate infrastructure. The project will end June 30, 2014.

Ms. Hosey and Grants Specialist Susan Mihalik provided an update from the last Council meeting regarding concerns discussed with the Executive Committee during the consideration for continuation funding of the West Central Texas Inclusive Faith Based project. Mihalik reported that the project has met their intended accomplishments and addressed TCDD concerns in a positive manner. She reported that project activities are back on track and the Inclusive Faith Based Symposium is on target.

C. Projected Available Funds

Operations Director, Martha Cantu reviewed staff projections of Projected Available funds for FY 13 and FY 14.

D. Other Updates

Chair Gladys Cortez called attention to proposed revisions to TCDD position statements regarding Employment, Guardianship, Public Transportation Systems and Aging with Developmental Disabilities. The Public Policy Committee will recommend revisions to the Council. David Taylor voiced concerns on the impact of the new Texas Success Initiative (TSI) requirements, which change the college entrance requirements and will who may receive financial aid for College or Technical school. Chair Cortez recommended altering the Employment Position Statement if needed in the future.

6. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Planning Coordinator Joanna Cordry reported that Public Policy and Communications staff have begun to look at ways that TCDD can use visuals to relay information typically presented only in text format. Visual representation of information, sometimes called “infographics,” can be used either instead of or in addition to text to communicate the same information in a different manner or to help people grasp concepts more quickly. Ms. Cordry referenced handouts provided in the handout folder as examples of the work TCDD Communications staff has produced. Ms. Cordry noted that Austin Travis County Integral Care’s Strategic Plan uses infographics and suggested that the Committee might wish to explore using visuals to develop the State Plan. She requested feedback from the Committee about their interest in using a combination of pictures, images and words for the 2017 State Plan Goals and Objectives. Members requested examples of how to make the State Plan more understandable. Ms. Cordry will bring example graphs to the May Committee meeting.

7. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed and approved the Future Project Funding Priorities List as is and determined that no changes to priorities were needed:

1. Understanding Employment Options and Supports
2. Self Advocate Grassroots Community Organizing
3. Culturally Competent Family Support
4. Partnership with African American Clergy to Support Families
5. Accessible Transportation

MOTION: To recommend acceptance of the Future Funding Priorities in the current order as presented.

MADE BY: John C. Morris

SECOND: Scott McAvoy

The motion **passed** unanimously.

ADJOURN

There being no further business, Chair Gladys Cortez adjourned the meeting at 3:18 p.m.

Roger A. Webb, Secretary to the Council

Date

Background:

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

- Grant Project Highlights – This report provides highlights of grantee accomplishments for a number of current TCDD funded projects. The Project Highlights for Region 17 Education Service Center – Families in Schools will be presented by grants staff at the Committee of the Whole
- Future Project Funding Priorities - This chart includes all projects that have previously been approved by the Council but have not yet been initiated. The Project Development Committee 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.

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

- Public Information Report - includes recent public information staff activities that create awareness and build connections. Tab 15
- TCDD Quarterly Financial Report –summarizes TCDD’s approved budget and year-to-date expenditures and is used in projecting funds available for additional projects in future years. Tab 7

Project Development Committee

Agenda Item 6.

Expected Action:

Information items only; no action is anticipated.

Council

Agenda Item 12. A.

Expected Action:

The Council will receive a report on key discussions of the Committee on these items. No action is anticipated.

TCDD Project Highlights May 2014

Families in Schools

RFP Intent: The intent of the Family Involvement in Schools proposal is for one project to recruit, engage, empower and support families of children with special needs attending schools in the Region 17 Educational Service Center (ESC 17) to become involved with their child's public school.

Grantee: Region 17 Education Service Center (ESC 17)

Project Title: Families in Schools

Year: 1 of 5

Project Location: Bailey, Lamb, Hale, Floyd, Motley, Cottle, Cochran, Hockley, Lubbock, Crosby, Dickens, King, Yoakum, Terry, Lynn, Garza, Kent Gaines, Dawson and Borden Counties.

TCDD Budgeted: \$300,000

The Family Involvement project will provide training, coaching, technical assistance and access to resources for families and schools within Region 17's geographical area. Partnerships with families, local community agencies and schools will be developed in order to identify to family participations in Admission, Review and Dismissal (ARD) meetings and school activities. Online and written parental surveys, as well as input from local community partners and schools will also be used to identify barriers. The goal will be to increase the number of family and school activities hosted by the school and increase the attendance of family members of children/students with disabilities at ARD meetings and school activities. Trainings will focus on effective communication, home/school collaboration and pertinent topics for parents that will foster engagement in their child's education.

Accomplishments:

- Four school districts (Slaton, Roosevelt, Wilson, and Southland ISD) from the South East Lubbock County (SELCO) Shared Service Arrangement (SSA) were recruited to participate in training and coaching for Cohort 1.
- Slaton ISD elementary campuses hosted a Conscious Discipline book study for parents.
- The Building Strong Families Conference, a collaboration of multiple community agencies, was held on October 24th at ESC 17.
- Wilson ISD hosted 2 parent activities that were well attended; a BLOCK Fest was held with 16 parents, 22 children and 5 staff in attendance – a huge feat for a school with a student population of 150!
- A large group from Slaton and Roosevelt ISD, including 4 parents and 6 administrators, attended the ARC of Texas Inclusion Works Conference.

Sustainability:

Project activities are parent/family focused; the community (school) climate has become more inclusive of individuals with disabilities. Individuals with disabilities benefitted from participation in afterschool activities/community activities in Slaton that will build social skills and increase leisure and fitness activities. Several parents have increased expectations for their individual children's potential in academic and social settings as well as for their future involvement in the world of work following graduation. Several teachers have noted in their evaluations of the Poverty Simulation that they now have insight into the difficulties that many families live with on a daily basis.

In part, by participating with the schools in events that they have planned instead of creating extra events as the ESC, it is expected that the districts will be able to sustain their efforts. The grant has provided high quality professionals as presenters/trainers to address the concerns (such as behavior) of both parents and districts and has supported districts' efforts to provide incentives for participation and attendance. ESC 17 has also utilized a coaching model that will enable districts to continue utilizing strategies acquired through the trainings and collaborations. A library of resources for parents is currently being developed for each participating campus and the SELCO office. Additional resources are being provided to participating campuses to support their efforts to facilitate parent engagement and collaboration.

TCDD Future Funding Activities Priority List

As of January 14, 2014

| # | Organization/Activity | Possible Projects | Funding "Up To" | Council Approved | Expected RFP Post | Expected Start | Expected End |
|-----|---|-------------------|---|------------------|--------------------|------------------|--------------------|
| N/A | Outreach & Development Projects – 2.0 Projects for up to 18 months | 5/yr | \$10,000/project | 10/25/13 | TBD | FY 14-16 | Variable |
| N/A | Developmental Disability Policy Fellows Program Award up to 2 two-year Fellowships in each of Year 1 and Year 2 up to 3 yrs | 1 | Year 1 up to \$135k Year 2 up to \$270K Year 3 up to \$135K | 8/09/13 | 2/21/14 1/16/15 | 7/1/14 7/1/15 | 5/31/16 5/31/17 |
| 1. | Self-Advocate Grassroots Community Organizing up to 3 yrs | 1 | \$100,000/yr | 5/03/13 | 4/04/14 | 11/1/14 | 5/31/17 |
| 2. | Understanding Employment Options and Supports Conference up to 2 yrs | 1 | \$150,000/yr | 10/25/13 | 6/06/14 | 12/1/14 | 11/30/16 |
| 3. | Culturally Competent Family Support up to 4 yrs | 5 | \$75,000/yr/project | 5/03/13 | 6/06/14 | 12/1/14 | 11/30/18 |
| 4. | Partnership with African American Clergy to Support Families up to 5 yrs | 1 | \$75,000/yr | 5/03/13 | N/A | TBD | TBD |
| 5. | Accessible Transportation Project Year 1 -3 funding up to \$150k; Year 4 up to \$125k; and Year 5 up to \$100k up to 5 yrs | 1 | \$150,000/yr | 10/25/13 | TBD | TBD | TBD |
| N/A | Accessible Parking Awareness Campaign Phase 2 – two proposals to be reviewed by TCDD in approximately 6 months | TBD | TBD | TBD | N/A | TBD | TBD |
| N/A | Support for Full Participation of Self-Advocates on Workgroups up to 1 yrs | 1 | *\$50,000/yr | 8/09/13 | N/A | 9/1/13 | 8/31/14 |

*\$50k/yr budgeted for Public Policy Activities

| | |
|--------|---|
| 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:

The Project Development Committee will have initial discussions regarding possible future activities to implement State Plan Goals and Objectives. The document behind this Tab briefly outlines possible activities related to:

- the development of webinars or other interactive training opportunities for TCDD stakeholders; and
- authorizing funding for scholarships or internships for people with developmental disabilities.

The Committee will also explore funding of additional leadership and advocacy development training projects as the projects currently funded by the Council are entering their final year of funding.

Project Development Committee

Agenda Item 7.

Expected Action:

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

Council

Agenda Item 10.

Expected Action:

The Council will consider recommendations from the Project Development Committee.

“Future Activities for State Plan Implementation” Discussion Guide

1. Develop webinars, podcasts, or interactive materials on various topics.

Expected Outcome(s)

Stakeholders such as self-advocates, families, and grantees would have access to materials that would increase their understanding of best practices and policy issues and might improve their ability to advocate on behalf of themselves and others.

Relevant State Plan Goal and Objective(s)

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 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.

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.

Considerations for Implementation

Examples of topics might include (but are not limited to):

- Information about emerging or time-sensitive issues, such as:
 - Changes to waiver eligibility
 - Public policy issues that become important during the legislative session
- Training to develop useful skills, such as:
 - Community organizing
 - Using of social media and internet-based marketing for advocacy
 - Identifying and addressing public policy issues
- Education around best practices, such as person-centered thinking or cultural competency

A project or projects could be implemented in different ways. For example:

- An organization or contractor could develop a template(s) and a guide for others to use the template. This might result in at a lower per-product cost. However, it might be difficult to ensure that the final products meet the needs of diverse learners unless the person using the template had a solid understanding of how to present information using universal learning and accessibility guidelines.
- An organization or contractor could work with multiple subject matter experts over multiple years to develop products. TCDD could determine the scope and type of the product(s) to be funded each year and develop projects accordingly.

2. Offer scholarships or internships for people with IDD, family members, and selected others.

Expected Outcome(s)

Individuals with developmental disabilities, their families, and allies would have increased opportunities to receive advanced training, gain important experience, or contribute meaningfully in a way that increases the body of knowledge related to supporting people with developmental disabilities.

Relevant State Plan Goal and Objective(s)

Goal 5: Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLCs) 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 5: Beginning in FY2013, 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.

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.

Considerations for Implementation

TCDD would need to provide solid guidelines regarding the types of activities that would be eligible for financial support. In addition, TCDD would need to define who would be eligible to apply for a scholarship or internship; the maximum funding amount allowed; the maximum duration of funding support allowed; and what the application and selection process would be.

Background:

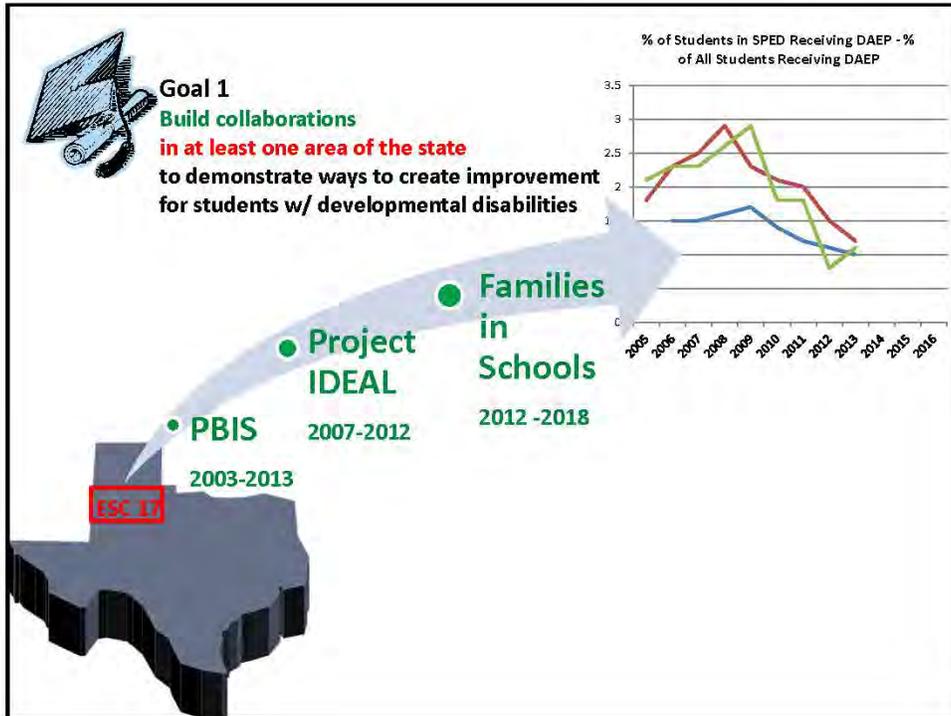
During the February meeting, the Project Development Committee briefly discussed the possible use of visual representations of information in the development of the 2017 State Plan Goals and Objectives. The Committee was interested in how a combination of pictures, images and words might be used to communicate the same information in a manner that is more accessible than text alone. Members requested that staff provide examples that could inform this discussion, and these are provided behind this Tab. If Council members have other examples to share, they are encouraged to contact Joanna Cordry at 512-437-5410 or Joanna.Cordry@tcdd.texas.gov.

Committee of the Whole**Agenda Item 7.****Expected Action:**

The Committee will discuss format options for the 2017-2021 State Plan.

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

The Committee will discuss format options for the 2017-2021 State Plan.



Goal 1 Past Projects

Project IDEAL (2007-2012)
WWW.ProjectIdealOnline.org *

- Teachers trained
- Systems changed
- Interest from colleges, universities & ESCs
- Legislators educated
- Public informed

PBIS, Region 17 ESC (2003-2013)
 2003-2008 General PBIS
 2008-2013 Disproportionality
 2008-2013 Head Start Focus

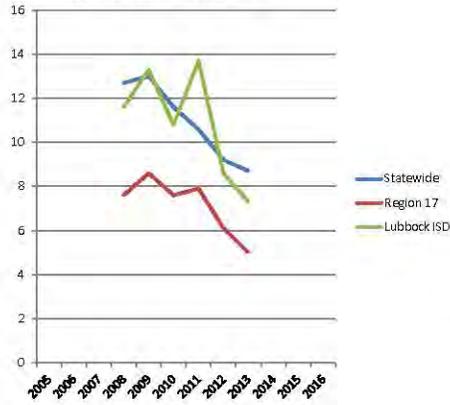
- Data showed positive impacts
- Fewer children expelled from settings for ages 2-5
- More campuses practicing PBIS
- Schools recognized worth

**includes info on PBIS*

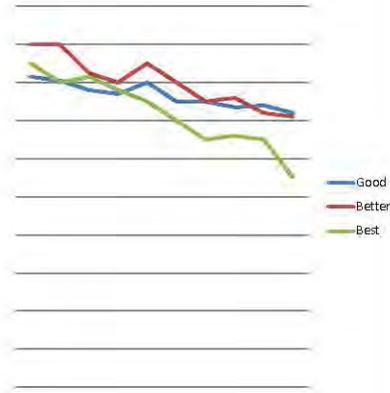


Indicator 4 – OSS

Potential Disproportionate Discretionary Placement (Out of School Suspension)

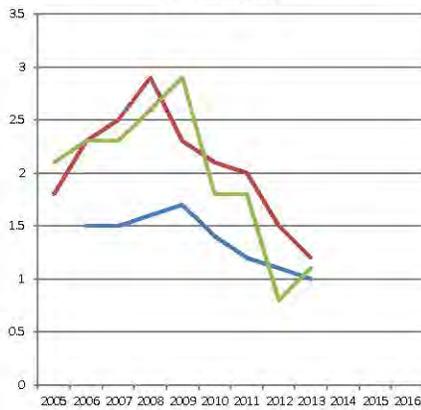


Example

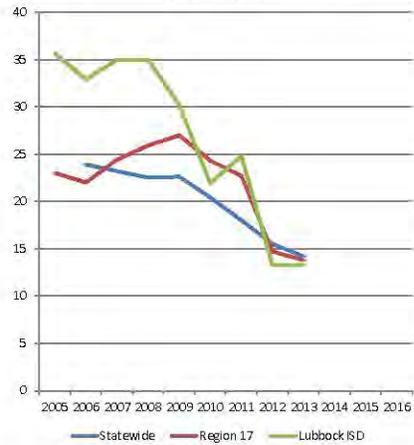


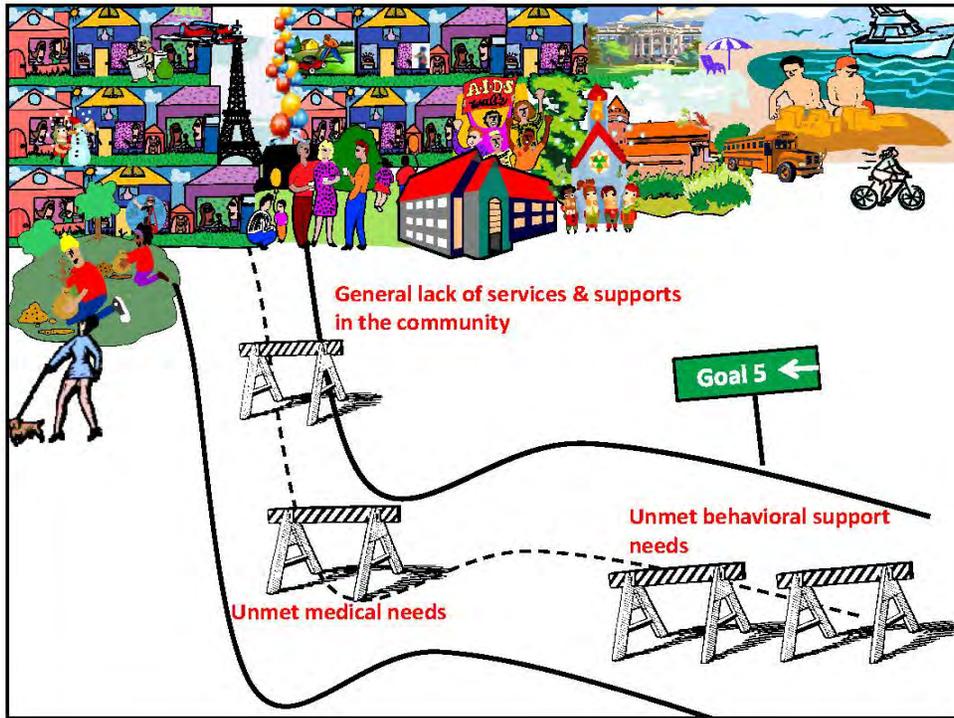
Indicator 4 – DAEP & ISS

Potential Disproportionate Discretionary Placement – DAEP

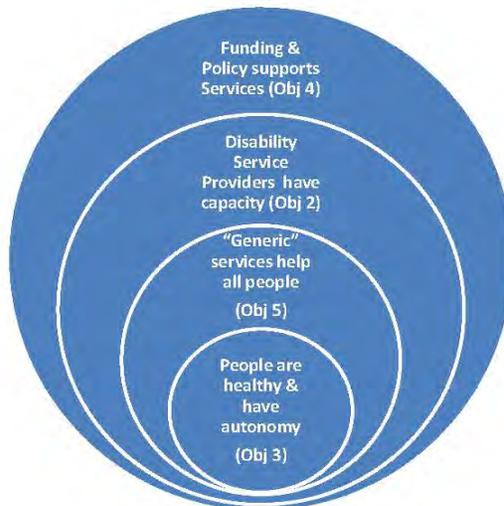


Potential Disproportionate Discretionary Placement - ISS





Goal 5: Community Services



NAME: _____

Pick YOUR Path.

GEARING UP FOR HIGH SCHOOL? STUDENTS ENTERING THE NINTH GRADE ARE REQUIRED TO SELECT AN ENDORSEMENT TO ESTABLISH A PLAN FOR COMPLETING REQUIRED GRADUATION CREDITS. FOLLOW THIS STEP-BY-STEP GUIDE TO HELP YOU START YOUR HIGH SCHOOL EDUCATION ON THE RIGHT PATH.

DALLAS
REGIONAL
CHAMBER®

START

✓ This step-by-step guide will help you move down the path to High School graduation. Check off milestones as you go to keep track of your progress.

8TH GRADE



MEET WITH YOUR MIDDLE SCHOOL COUNSELOR

RESEARCH JOBS

TRY CAREER CRUISING!

LOOK FOR VIDEOS ON JOBS

TALK WITH ADULTS ABOUT THEIR JOBS



TALK ABOUT WHAT YOU'VE LEARNED WITH YOUR MIDDLE SCHOOL COUNSELOR

CONSIDER YOUR OPTIONS AFTER HIGH SCHOOL

LEARN WHICH HIGH SCHOOLS YOU CAN ATTEND

RESEARCH COLLEGES

ATTEND COLLEGE & CAREER OPEN HOUSES AND FAIRS

VISIT HIGH SCHOOL WEBSITES

STOP



Pick YOUR Path.



STEM



BUSINESS AND INDUSTRY



PUBLIC SERVICES



ART AND HUMANITIES



MULTIDISCIPLINARY STUDIES



APPLY TO HIGH SCHOOL



PICK YOUR ENDORSEMENT PLAN

PARENT AND STUDENT SIGN GRADUATION PLAN WITH COUNSELOR

DISTINGUISHED LEVEL ACHIEVEMENT PLAN IS AVAILABLE ON ALL ENDORSEMENTS



CONFIRM FINAL COURSE SELECTION & SCHEDULE

GET YOUR SCHEDULE

CAN YOU EARN AN INDUSTRY CERTIFICATE?

PICK YOUR ENDORSEMENT CLASSES

GET ACCEPTED AND ENROLL IN YOUR NEW SCHOOL

YOU ARE READY FOR HIGH SCHOOL



COMPLETE ALL THE CLASSES ON YOUR PLAN

JUNIOR YEAR SPRING: TAKE SAT/ACT/TSI TESTS

JUNIOR & SENIOR YEARS: MEET WITH YOUR COUNSELOR ABOUT OPTIONS AFTER HIGH SCHOOL

SENIOR YEAR FALL: APPLY TO AT LEAST 3 COLLEGES

COMPLETE INDUSTRY CERTIFICATIONS

SENIOR YEAR SPRING: APPLY FOR FAFSA

APPLY FOR SCHOLARSHIPS

AIM FOR THE DISTINGUISHED PLAN!



GRADUATE WITH AN ENDORSEMENT!



What is the Foundation High School Program?

The Foundation High School Program is a core set of classes in the areas of math, English, science, social studies, foreign language, fine arts, physical education and electives that all students must complete as a foundation to graduate from high school in Texas.

What is an Endorsement?

All incoming ninth grade students will select an Endorsement as a plan to complete the required credits for graduation.

The five endorsements you can earn are:



STEM (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)

This path includes courses directly related to science (including environmental science), technology (including computer science), engineering and advanced mathematics, or a coherent sequence of some Career and Technology Education courses



BUSINESS AND INDUSTRY

Includes courses directly related to database management, information technology, communications, accounting, finance, marketing, graphic design, architecture, construction, welding, logistics, automotive technology, agricultural science and heating, ventilation, and air conditioning



PUBLIC SERVICES

Includes courses directly related to health sciences and occupations, education and training, law enforcement and culinary arts and hospitality



ARTS AND HUMANITIES

Includes courses directly related to political science, world languages, cultural studies, English literature, history and fine arts



MULTIDISCIPLINARY STUDIES (APPLIES TO SOME DALLAS ISD MAGNET SCHOOLS)

Includes courses from the curriculum of each Endorsement area and credits in a variety of advanced courses from multiple content areas sufficient to complete the Distinguished Level of Achievement under the Foundation High School Program

What is the Distinguished Level of Achievement?

A student can earn the Distinguished Level of Achievement by completing 26 credits. These credits must include the Foundation Program requirements and at least one Endorsement. Algebra II must be completed as one of the four math credits and a fourth advanced science credit must be earned as one of the Foundation or elective credits. Students must graduate at the Distinguished Level of Achievement to be eligible for automatic admission to state colleges and universities through the Top Ten Percent Plan.

My neighborhood high school does not have the Endorsement I want. What are my options?

 Dallas ISD has magnet programs, academies, and pathways that can help you meet your goals. You can apply for a magnet program that specializes in certain Endorsements, and if you are accepted Dallas ISD will provide transportation to the magnet high school. You must apply to be considered for acceptance and certain grade and test score criteria apply.

Academy programs are another option.

You must apply to be considered, but no specific grade or test scores are required. If accepted, you will need to provide your own transportation to the academy.

You also can take several courses along a pathway at your neighborhood high school.

Have more questions about selecting an Endorsement?

Talk with your guidance counselor to determine the best path for you.



CHICAGO CULTURAL PLAN 2012

Create + Collaborate + Innovate



The Department of Cultural Affairs and Special Events launched the Chicago Cultural Plan 2012 to identify opportunities for arts and cultural growth for the city. A comprehensive public engagement campaign with Chicagoans reaffirmed the role of culture in everyday life. The primary goal of the plan is to **create a blueprint for Chicago to elevate its profile as a global capital for creativity, innovation and excellence in the arts.**

The Chicago Cultural Plan 2012: fulfills initiatives identified in Mayor Rahm Emanuel's Transition Plan; realizes the benefit of culture on broad civic goals like economic impact, quality of life, community development and cultural leadership; encourages cultural participation; and strengthens Chicago's cultural sector. The citywide conversations resulted in **over 200 proposed initiatives**, ranging from solutions that can be achieved in the short-term all the way to the grand aspirations that our residents envision for Chicago's cultural future. The plan outlines **10 priorities that will be addressed for the vision of culture in Chicago to be fully realized.**

"ART-FACTS"

Of the nation's 116 million workers, 3.4 percent of all workers are creative, 3.5 percent of workers in Chicago are in the creative industry



\$1 billion in spending by nonprofit arts and culture audiences in Chicago

\$1.2 billion in direct spending by nonprofit arts and culture organizations in Chicago

TOTAL ECONOMIC IMPACT
\$2.2 BILLION

60,000 JOBS

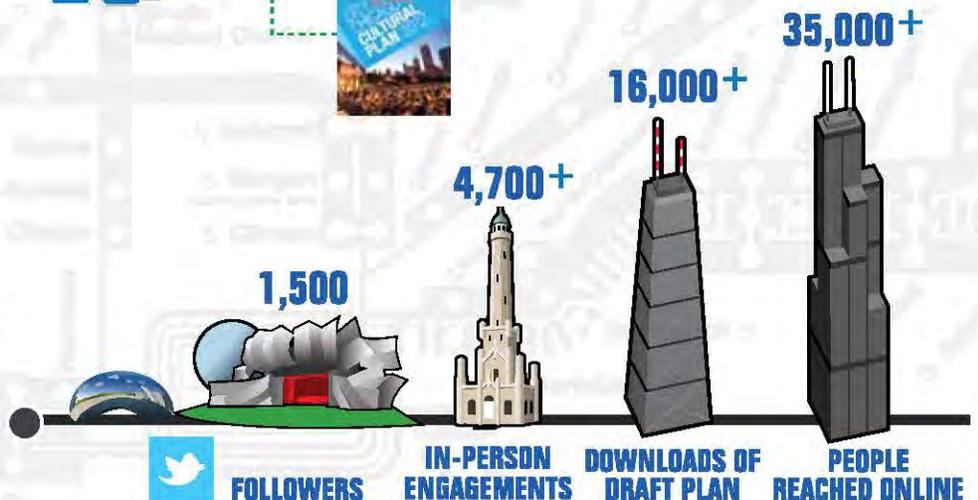
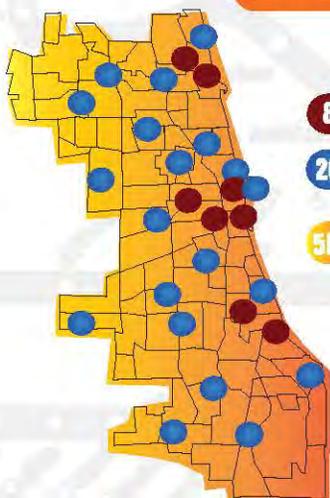
Generates \$1.3 billion in household income to local residents and \$214 million in local and state government revenue annually



8 in 10 Chicago Public Schools have at least one partnership with a community arts organization



THE CITY IS LISTENING!



YOUR CITY. YOUR VISION. YOUR PLAN!



★ 10 PRIORITIES



1. Foster arts education and lifelong learning
2. Attract/retain artists and creative professionals



3. Elevate and expand neighborhood cultural assets

4. Facilitate neighborhood cultural planning



5. Strengthen capacity of cultural sector

6. Optimize City policies and regulations



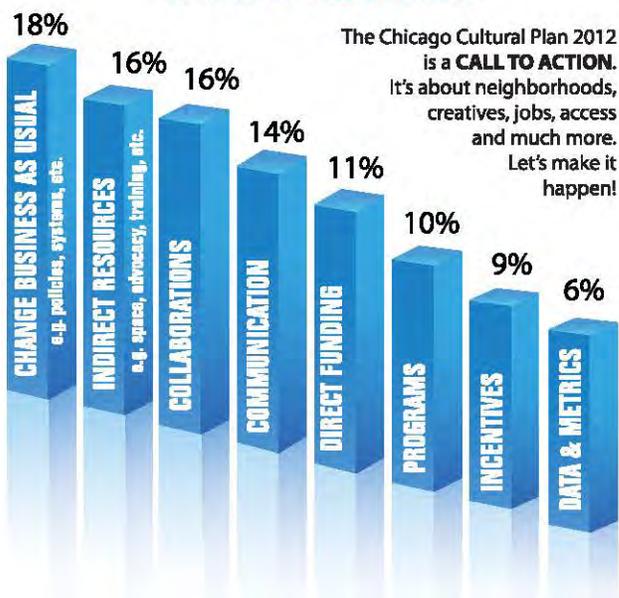
7. Promote the value and impact of culture

8. Strengthen Chicago as a global cultural destination

9. Foster cultural innovation

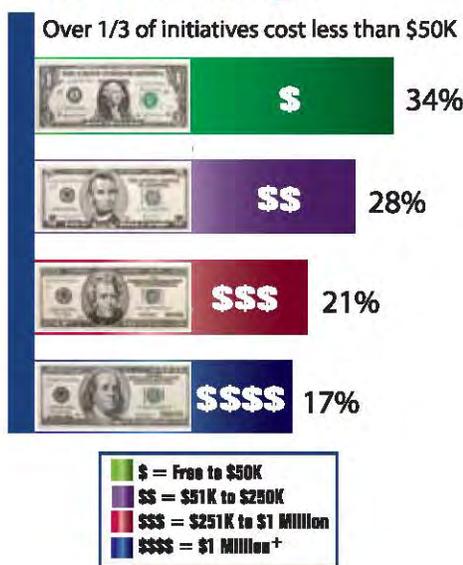
10. Integrate culture into daily life

WHAT'S THE WHAT?



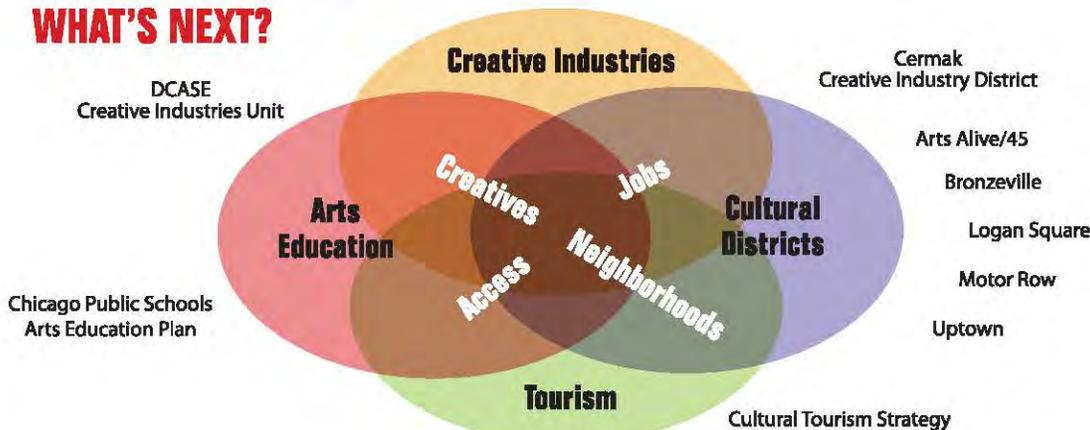
The Chicago Cultural Plan 2012 is a **CALL TO ACTION**. It's about neighborhoods, creatives, jobs, access and much more. Let's make it happen!

WHAT'S THE \$?



\$ = Free to \$50K
 \$\$ = \$51K to \$250K
 \$\$\$ = \$251K to \$1 Million
 \$\$\$\$ = \$1 Million+

WHAT'S NEXT?



Sources: Arts & Economic Prosperity IV: The Economic Impact of Nonprofit Arts and Culture Organizations and Their Audiences in the City of Chicago, Americans for the Arts; Census Occupational Data, 2000 Census; Choose Chicago; City of Chicago; Ingenuity Incorporated; Lord Cultural Resources



Healthy Forests/ Land Management

Landscapes are managed to reduce the threat of wildland fire spreading into a community. Foresters, land managers, and private landowners understand fire risks and implement land management practices in parks, forests, watersheds, and natural areas.

Home Preparedness

Residents work together to reduce ignition risks, talk to their local fire department about the Ready, Set, Go! program, and become recognized by the Firewise Communities/USA program. Developers and builders design homes using fire-resistant materials and proper landscaping.

Government Participation and Planning

Local government officials are engaged in wildfire issues, provide leadership, participate in the Community Wildfire Protection Plan, adopt and enforce fire-resistant building codes or ordinances, support community preparedness efforts, and provide resources.

Collaborative Partnerships

Community members and organizations identify wildfire risks and shared responsibilities as part of the Community Wildfire Protection Plan. Partners use grant funds to reduce risk, and teach wildfire safety in schools and other venues.

Fire Department Planning

Fire departments and other first responders are well prepared for wildland fire scenarios through training, community risk assessments, and participation in the Ready, Set, Go! program and local Community Wildfire Protection Plan.

Business Resilience

Businesses have a pre- and post-disaster redevelopment plan to ensure swift recovery. They have also discussed wildfire coverage with their insurance companies, and have worked to reduce wildfire risk.

What does a fire adapted community look like?

Fire is a natural part of our environment. As we choose to live in areas where wildfires occur, we must adapt the way we design, build and live within these areas to prepare our communities for wildfire. A fire adapted community understands its risks and takes actions

that minimize harm to residents, homes, businesses, parks, and other community assets. These collective actions empower all community members to be safer in their environment. To learn more about making your community fire adapted, visit www.fireadapted.org.



HEALTHY LIVING FOR EVERYONE

your life. your health. your community center.



The path to a healthy community

1

- One in four adults in the United States experiences a diagnosable mental disorder in a given year.
- One in six children in the United States has ADD.
- Half of all individuals diagnosed with a mental illness also have two or more chronic health problems.

Illnesses that impact many aspects of our lives

23,000 People Served at 45 Locations Each Year



91% of individuals who receive services have an income of \$20k or less and 52% earn less than \$5k—all are in dire need of care

TO IMPROVE THE LIVES OF PEOPLE AFFECTED BY BEHAVIORAL HEALTH AND DEVELOPMENTAL AND/OR INTELLECTUAL CHALLENGES

3

2YR SHORT-TERM GOALS & OUTCOMES



Your Role

TAKE CHARGE

1. Know the Signs
2. Talk to Your Supports
3. Know Your Resources

24 HOURS

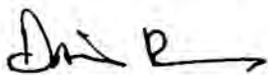
START BY CALLING 512 472 HELP



Share your story using #IntegralCare

MESSAGE FROM CEO AND BOARD OF TRUSTEES CHAIR

Integral Care is more hopeful than ever with the combined momentum of federal, state and local involvement in behavioral health (mental health and substance use) and developmental disability issues. Integral Care heard from more than 300 community stakeholders on gaps and priorities that guided the development of a five-year strategic plan, comprised of three short-term (two-year) and two long-term (five-year) goals. The two-year goals uniquely address the operational requirements of the 1115 Medicaid Transformation Waiver. The five-year goals guide Integral Care toward the new vision – healthy living for everyone. With the support of people like you, we have an opportunity to create an effective system of care for Central Texans.



David Evans
Chief Executive Officer



Matt Snapp, Ph.D.
Board Chair

WHERE TO GET HELP

Mental Health

Austin Area Mental Health Consumers

(512) 442-3366

Austin Clubhouse

(512) 925-5877

Austin Police Department Crisis

Intervention Team

(512) 854-3430

Austin State Hospital

(512) 452-0381

Bipolar Foundation of Central Texas

(512) 327-3386

Lone Star Circle of Care-Psychiatry and

Behavioral Health Department

(512) 341-8908

Mental Health America of Texas

(512) 454-3706

NAMI Austin

(512) 420-9810

Intellectual & Developmental Disabilities

The Arc of the Capital Area

(512) 476-7044

Easter Seals Central Texas

(512) 478-2581

Substance Use

Alcoholics Anonymous

(512) 441-8591

Austin Recovery

(512) 697-8600

Palmer Drug Abuse Program

(512) 927-0422

Phoenix House Council

for Drug Education

(512) 851-1231

Sober Austin

(512) 396-7695

Youth Partnership for Change

(512) 342-0424

General Health and Wellness

African American Youth

Harvest Foundation

(512) 291-6081

Any Baby Can of Austin

(512) 454-3743

Capital Area Food Bank of Texas

(512) 282-2111

Caritas of Austin

(512) 479-4610

CommUnityCare

(512) 978-9015

Lifeworks

(512) 735-2400

Meals on Wheels and More

(512) 476-6325

Texas Department of Aging

and Disability Services

(512) 438-3011

Texas Department of Assistive

and Rehabilitative Services

(512) 424-4000

Texas Department of State

Health Services

(512) 776-7111

United Way of Greater Austin

(512) 472-6267

COMMUNITY PARTNERS

Austin Independent School District
Austin/Travis County Health and Human
Services and Veterans Services
Center for the Elimination of Disproportion-
ality and Disparities
Central Health
City of Austin
Children's Partnership
Community Action Network
Del Valle Independent School District

Health and Human Services Commission
Hogg Foundation
Integrated Care Collaboration
Manor Independent School District
National Alliance on Mental Illness
New Milestones Foundation
Pflugerville Independent School District
St. David's Foundation
Travis County

DID YOU KNOW?

Stigma about mental health disorders and discrimination against patients and families prevent people from seeking help, but public awareness of and access to mental health services help prevent incidents that endanger the community.

Integral Care collaborates with 40 local and state advisory committees and planning efforts to advance a comprehensive and effective service delivery system.

Integral Care has 45 facilities serving Central Texas, including the new Dove Springs facility opening in Fall 2013.

Integral Care has trained more than 800 people in Mental Health First Aid, a mental health public awareness program, and is working to translate the program to reach the Spanish-speaking community.

Travis County had approximately 2,000 homeless individuals in 2010, who report a need for more mental health and substance use treatment.

FACTS

- Research shows that the sooner people get help for mental health disorders, the more likely they are to have positive outcomes.
- An estimated 42% of state and 49% of local inmates have a mental illness and chemical dependency.
- Up to 35% of all persons with intellectual or developmental disabilities have a co-occurring psychiatric disorder.
- Every 14 minutes someone in the United States commits suicide.
- An estimated 4.5 million people with developmental disabilities live in the United States.
- Approximately half of mental disorders begin before the age of 14.
- Only 57% of Texas children who need mental health services receive them.
- In the last 20 years, the suicide rate among African Americans has increased by 233%.
- Latinos and African Americans are at high risk for depression, anxiety and substance use, but are unlikely to seek and receive treatment.
- Rates of smoking are two to four times higher among people with psychiatric and substance use addictions.
- According to the CDC, 1 in 88 children born today will have autism and among boys this rises to more than 1 out of 55.

Questions? Email communications@atcic.org

Background:

Minutes of the February 6, 2014, 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
February 6, 2014**

COMMITTEE MEMBERS PRESENT

| | | |
|----------------------|-----------------------|-------------------|
| Kristen Cox, Chair | Jeff Kaufmann, DADS | David Taylor |
| Hunter Adkins | Sara Kendall, DARS | Lora Taylor |
| Mateo Delgado | Joe Rivas | April Young, HHSC |
| Mary Faithfull, DRTx | Amy Sharp, TAMU-UCEDD | |

COMMITTEE MEMBERS ABSENT

| | |
|----------------|-------------------|
| Stephen Gersuk | Kate Layman, HHSC |
| Cindy Johnston | Penny Seay, TCDS |

GUESTS PRESENT

Brandy Holt, DARS

STAFF PRESENT

| | | |
|-----------------|---------------|------------|
| Belinda Carlton | Peggy Oster | Roger Webb |
| Celina Galván | Jessica Ramos | |
| Erin Lawler | Lucy Walker | |

CALL TO ORDER

The Public Policy Committee convened on Thursday, February 6, 2014, in Room Wildflower at the Hilton Austin Airport Hotel, Austin, Texas 78719. Committee Chair Kristen Cox called those present to order at 2:15 p.m.

1. INTRODUCTIONS

Committee Chair Kristen Cox asked the Committee members and staff to introduce themselves, and to get to know each other more personally, asked those present to share a goal for 2014 for themselves or for the loved one that they represent.

2. PUBLIC COMMENTS

No public comments were offered to the Committee.

3. CONSIDERATION OF AUGUST 8, 2013, MINUTES

The Committee reviewed the minutes from the October 24, 2013, Public Policy Committee meeting.

MOTION: To approve the minutes of the October 24, 2013, Public Policy Committee meeting as presented.

MADE BY: Hunter Adkins

SECOND: Mary Faithfull

The motion **passed** unanimously with abstentions from Amy Sharp and Lora Taylor..

4. CHAIR'S REMARKS

Chair Kristen Cox encouraged more engagement from the Council members during the meeting, reminding members that enthusiasm is not only needed during legislative sessions.

Public Policy Director Jessica Ramos asked members to talk with or email Ms. Cox or her about any policy proposals that staff might develop.

5. MEMBER UPDATES

No additional member updates were offered.

6. REVISIONS OF TCDD POSITION STATEMENTS

Chair Kristen Cox stated that little input was received from Committee members about the Position Statements and requested that Jessica Ramos lead the Position Statements discussion. Ms. Ramos indicated that the Employment Position Statement was substantially revised to reference to the Employment First Policy that was passed during the last legislative session; to include a reference to reasonable accommodations; to state that transition plans should reflect each student's highest potential; to state that employment should not result in the permanent loss of public benefits such as health care; and to separate, as distinct ideas, the dissemination of information regarding civil rights and the dissemination of information relating to the tangible benefits to employers who hire persons with disabilities. The Committee reviewed the Employment Position Statement companion graphic and recommended using a "softer" tone regarding Americans with Disabilities requirements for employers and using plain language version on the opposite side from the graphic.

MOTION: To recommend Council approval of the Employment Position Statement as drafted.

MADE BY: Lora Taylor

SECOND: Amy Sharp

The motion **passed** unanimously.

Ramos reviewed the proposed draft of the Guardianship and Supported Decision-making Position Statement. Public Policy Specialist Belinda Carlton in collaboration with Richard LaVallo, Legal Director for Disability Rights Texas, provided substantial edits to the proposed Statement. Ms. Ramos also presented a companion graphic on alternatives to guardianship. Committee members agreed that the infographic was clear and helped clarify the intent of Position Statement. After discussion, the Committee recommended Council approval of the Guardianship and Supported Decision-making Position Statement with the following revisions:

- First bullet: Replacing "simply due to" with "because of."
- Second bullet revised to read: "Courts should consider alternatives to guardianship before creating a guardianship. People with disabilities should be given the opportunity to avoid or limit guardianship through a variety of alternatives including supported decision-making. Supported decision-making would allow a person with a disability to select a person or persons to help the person with the disability to understand and make decisions about their own life."
- Last Bullet: Add "required to" between "should" and "meet."

MOTION: To recommend Council approval of the Guardianship and Supported Decision-making Position Statement with revisions as discussed to the first, second and last bullets.

MADE BY: Lora Taylor

SECOND: Hunter Adkins

The motion **passed** unanimously.

Director Ramos indicated that the Public Transportation Position Statement was edited for clarity. After discussion, the Committee recommended the Public Transportation Position Statement with a revision to repeat the four adjectives from the first sentence in the last sentence.

MOTION: To recommend Council approval of the proposed draft of the Position Statement on Transportation as revised.

MADE BY: Hunter Adkins

SECOND: Lora Taylor

The motion **passed** unanimously.

Ramos reviewed the Aging with Developmental Disabilities Position Statement. Council member Hunter Adkins worked with Public Policy Specialists Belinda Carlton and Erin Lawler and submitted a substantially edited draft in Plain Language for consideration. After discussion, the Committee decided to take no action on the Aging with Developmental Disabilities Position Statement and asked staff to bring it back for consideration at the May 2014 Public Policy Committee meeting.

7. PUBLIC POLICY ISSUES

Ms. Ramos provided updates regarding public policy activities including guardianship advocacy activities, Senate Bill (SB) 7 Advisory Committees and timelines, Employment First implementation, an update on the Person Centered Thinking training for employees at the state supported living center, and the Austin Travis County Integral Care transition story project.

Ramos provided an update on SB 7 that required the redesign of the Long-Term Supports and Services system for people with intellectual and developmental disabilities. Ms. Ramos reported that staff are especially concerned about the transition of medical benefits to managed care for waiver participants, and provided a summary of the timeline for transition. Ramos explained that the transition to managed care is complex as a result of all of the different programs and different protocols for people with various individual circumstances. Informational sessions to explain the changes are scheduled around the state. Committee members were encouraged to consider inviting HHSC to make presentations at already scheduled events in order to ensure greater participation.

Ms. Ramos also provided an update on each of the SB7 Advisory Committees: State Medicaid Managed Care Advisory Committee (MMCAC), STAR Kids Advisory Committee, the Intellectual and Developmental Disability (IDD) System Redesign Advisory Committee, and STAR+PLUS Quality Council. Ramos reported that the Employment First Taskforce application had been released and that 116 completed applications had been submitted, 1/3 from people with disabilities. The Council is providing travel support to self-advocate and family members of the Taskforce. April Young from the Health and Human Services Commission (HHSC) reported that the first meeting of the Taskforce is scheduled for February 15, but that the meeting may be moved to March because of questions about the composition of the members. Initially agency employees were thought non-voting members of the Task Force. However, HHSC's legal

Draft Minutes, February 6, 2014, Public Policy Committee Meeting

department has indicated agency members are voting members which changes the composition of the Taskforce since the enabling legislation requires that 1/3 of the members be people with disabilities.

Executive Director Roger Webb reported that advocacy organizations are invited to attend a Disability Rights and Services Roundtable Discussion with John Colyandro, Director of Policy for the Greg Abbott Campaign, on Friday, February 7. Ms. Ramos and he will attend. Webb congratulated Public Policy Specialist Belinda Carlton and Richard LaVallo, Legal Director for Disability Rights Texas, for their work to build coalitions with the elders system, the judicial system, and the disability world to move forward on various issue concerning guardianship and alternatives to guardianship.

Ms. Ramos reported that the census for State Supported Living Centers (SSLC) is currently 3,509 people at the 13 SSLCs. Webb noted that the Institute for Person Center Thinking training, a collaboration with the SSLCs, the University Centers of Excellence in Developmental Disabilities (UCEDDs) and TCDD, is on-going. Director Ramos updated the committee on the Austin-Travis County Integral Care (ATCIC) pilot program of at Austin SSLC that is assisting with transitions of SSLC residents who choose to move to the community as part of the downsizing of the Austin SSLC. ATCIC is collecting transition stories and will produce three short videos. The purpose of the project is to build support for the pilot's expansion, support for people and families working to achieve transition, and an acknowledgement that the community is an option even in the most unlikely circumstances. As discussed previously with the Committee, TCDD is contracting with ATCIC to assist with these video stories.

Ms. Ramos reviewed a recent Internal Revenue Service's (IRS) update regarding foster companion support payments to parents of an adult child in Home and Community-based Services Medicaid waivers. IRS has reversed its position, and has stated that "difficulty-of-care" payments may now be excluded from income. A News & Features article is forthcoming.

Joanna Cordry, Project Development Coordinator, updated the Committee that the Council is about half way through the Five Year State Plan, and will try to use more images in the next Plan.

8. PUBLIC INFORMATION REPORT

Ms. Ramos discussed the Public Information Report behind Tab 13 as well as the newly developed graphics for two of the Position Statements

ADJOURN

There being no further business, Committee Chair Cox adjourned the meeting at 4:06 p.m.

Roger A. Webb
Secretary to the Council

Date

Background:

The Council reviews TCDD’s Position Statements during even number years. Staff solicited input this quarter regarding proposed revisions from Council members on the following position statements:

FOR CONSIDERATION AT THE MAY MEETING

- A. Aging with Developmental Disabilities Proposed Final Draft
- B. Community Living Draft with Edits
- C. Criminal Justice Draft with Edits
- D. Service Coordination Draft with Edits
- E. Transition from School to Adult Life
 - a. Transition from School to Adult Life Draft with Edits
 - b. Transition from School to Adult Life Proposed Plain Language Draft

RECOMMENDED AT THE FEBRUARY MEETING

- A. Employment
- B. Guardianship
- C. Public Transportation

Revisions suggested by Council members and/or staff are included in the draft materials. Comments in **PURPLE** represent input from Council members; comments in **RED** represent suggestions from TCDD staff.

| | |
|--|---|
| <p><u>Public Policy Committee</u></p> <p><u>Agenda Item 6.</u></p> | <p><u>Expected Action:</u></p> <p>The Committee will consider suggested changes to TCDD Position Statements and recommend revisions to the Council.</p> |
| <p><u>Council</u></p> <p><u>Agenda Item 8.</u></p> | <p><u>Expected Action:</u></p> <p>The Council will consider revisions to TCDD Position Statements recommended by the Public Policy Committee and determine final action.</p> |



Aging with Developmental Disabilities

Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that all people aging with disabilities should be fully included in their communities. Many people with developmental disabilities are supported throughout their lives by family caregivers. The number of older adults with intellectual and developmental disabilities is expected to triple over the next twenty years and the majority of Texans waiting for services have a primary caregiver who is between 31 and 59 years of age.¹ As people with developmental disabilities and their caregiver's age, they have the right to continue to live in the community. Each faces challenges caused by the aging process and needs flexible support systems equipped to meet their changing needs.

Therefore the Council supports the position that Texas has a responsibility to ensure that the state's long-term services and supports system can meet the needs of older Texans with disabilities and their aging family caregivers by:

1. Ensuring that long-term services and supports are available and flexible enough to allow each aging individual to remain in their home and community;
2. Building expertise among service providers to assist people with developmental disabilities who are aging and their family caregivers in actively planning for their future long-term care needs; and
3. Increasing capacity for respite services for aging caregivers of people with developmental disabilities.
4. Including people representing the disability community on any committee developing or reviewing initiatives and policies related to aging.
5. Assisting people to establish a comprehensive retirement plan to encompass any or all of the following concerns:
 - access to health care
 - advanced directives relating to health care
 - counseling services
 - retirement or employment options
 - guardianship/alternatives to guardianship
 - housing
 - legal issues
 - leisure time activities
 - long-term services and supports plan
 - financial issues
 - self advocacy training
 - transportation

Texas leads the nation in promoting independence of people with disabilities and can continue to set the standard as its population ages.

Approved [DATE]

¹ Texas Biennial Disability Report, The Texas Council for Developmental Disabilities, 2010.



Community Living

Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that individuals with disabilities should have access to opportunities and the supports needed to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, the state, and the nation.

Individuals with disabilities must have access to the full range of accommodations necessary to ensure that living in their natural community is possible. These accommodations may take various forms such as personal attendant services, medication monitoring, respite, durable medical equipment, employment services, transportation, and/or minor home modifications. Accommodations may be sustained for either longer or shorter duration or may be of greater or lesser intensity depending on the need of the individual.

Services to children should be provided in their natural family setting. When children cannot remain with their natural families, they must be cared for using principles, policies and processes akin to those of permanency planning and have access to family-based alternatives that ensure enduring and nurturing relationships.

Adults with disabilities shall exercise choice and control about where, how, and with whom they live. They must be provided with **information and** assistance that may be needed to make ~~these~~ choices about their least restrictive living options and to sustain choices regarding community living. All people with disabilities should have access to the services and supports they need to live in the community. The state of Texas must allocate the requisite resources to support community living for people with disabilities. In addition, the state must rapidly expand the availability of individualized community options, transition all individuals in state institutions to community living, commit to a transition plan to close state supported living centers and transfer any cost savings to quality community programs. Communities must also be cultivated to ensure local systems foster accessibility within and across all facets of community life, so that maintaining community placement is a feasible outcome for individuals with disabilities.

Reviewed October 25, 2012 Approved [DATE]



Criminal Justice

Draft Position Statement

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

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

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

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

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

~~Reviewed February 8, 2013~~ Approved [DATE]

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



Service Coordination

Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that the full inclusion and participation of people with disabilities in community life requires that individuals be aware of the services and supports available, that they have an array of service and support options from which to choose, and most importantly, that they have the central role in planning and directing their own future. These goals are most readily achieved when individuals and their families receive the benefit of effective, conflict-free service coordination.

Service coordination involves assisting individuals through planning, coordinating, locating, accessing and monitoring services and supports that will result in an optimal quality of life and level of community participation. It is the responsibility of the service coordinators to ~~also service~~ serve as advocates for the individuals and their family and provide support for people who are receiving services to advocate for themselves. Service coordination should be viewed as a distinct benefit available to people with disabilities who require assistance, information and advocacy to obtain access to various services and supports to participate fully and be fully included in their communities.

The Council supports the position that ~~the service coordination system~~ should be independent from service delivery such that, the service coordinator is free from conflict of interest, and independent or separate from the direct delivery of ~~and/or payer of~~ other services received by the individual and/or family. Service coordinators who are employees of public or private agencies, family members or individual contractors should be independent from conflict of interest. An independent service coordination structure also enables service coordinators to maintain the integrity of their advocacy role. Individuals should be able to choose a qualified service coordinator.

Service coordination must be available on an ongoing basis and support individual(s) rights to:

- access or refuse specific services and supports, as desired;
- develop their own service plan;
- request alternate services and supports, providers or service coordinators; and
- appeal decisions made about the services and supports they receive.

Access to service coordination should be available as necessary and upon request to all persons with disabilities who have functional needs for an array of services and supports. Eligibility should not be based on specific diagnosis. Service coordination must be readily accessible and must have sufficient staff to provide assistance to individuals in a timely and responsive manner. Service coordination should be provided by one person who:

- is committed;
- is well trained;
- is culturally competent;
- serves a reasonable number of individuals; and
- spends most of the time in support and coordination activities.

It is the responsibility of the service coordinator to: (1) advocate on behalf of the individual; (2) help the individual become empowered to act on his or her own behalf; and (3) support the right of that individual to make decisions and to take risks based on informed choice and individual goals and values.

Service coordinators should: (1) be knowledgeable about public and private resources; (2) be creative in their ability to make public and private supports and services work to meet ~~the individuals'~~ needs; and (3) serve a facilitative role in bringing individuals, families and providers together. While service coordinators should be available to assist and consult with providers to ensure services are delivered, they also have a responsibility to monitor the quality of services and supports received.



Transition from School to Adult Life

Draft Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to live in and be an integral part of their communities, to be employed, to be independent and to make informed choices about their lives. Each student with disabilities, as all youth, must be given opportunities to achieve academic success, to cultivate personal interests and preferences, to explore and pursue career options that are both relevant and meaningful, and to participate in job training, job placement and community experiences as part of the transition from school to adult life. Transition planning should help a student move from school to adult life and must address key life areas related to work, recreation and leisure, home living, community participation, and opportunities to learn after high school. [Transition planning should also include enthusiastic pursuit of higher education options for students and should reflect Texas' "Employment First" policy: that competitive employment in an integrated setting should be every Texan's first option.](#) This can include a range of post-school options, such as but not limited to attending higher education, technical schools, or pursuing national service vocations. The individual services provided ultimately depend on the student's needs and interests.

A comprehensive array of timely services, coordinated among and between all adult service agencies and the local education agency, is imperative to maximize choices and opportunities for students with disabilities to achieve independence and be contributing and respected members of their communities. The transition planning process should be a thoughtful, student-centered, student-led process that takes into account the individual's unique values, preferences, abilities and challenges. In addition, it should include training in self-determination, self-advocacy and individual rights. Transition planning should help a student access services and supports beyond school by providing information about and the opportunity to apply for community-based long-term services and supports through Medicaid waiver and non-waiver services, Social Security disability benefits, affordable housing options in the community, Vocational Rehabilitation Services, and available transportation options.

Whole communities, including families, schools, businesses, employers, health care providers, public service agencies, and other stakeholders, must work together to identify, locate, and share resources to assist in promoting successful post-school outcomes. Students and families should be trained to actively and effectively participate in transition planning [and they should be provided with resources about how to secure an independently facilitated transition plan.](#) Students should have the opportunity to identify and select the participants in their transition planning processes. Successful transition planning is facilitated when each student and his or her parents have the information, knowledge, skills, and access to supporting services that enable them to fully participate in the process of planning the student's future. That information, knowledge, skills, and access should be coordinated through the student's local education agency. If a student is not affiliated with a local education agency, the transition planning

process should be coordinated by a single other agency, entity, or individual having responsibility for such planning and chosen by the student or family.

The Council values the diversity and unique contributions of each citizen of the state. Fragmentation of the various service delivery systems results in the provision of inadequate, untimely and/or inappropriate services and costly duplicative efforts. Coordination among young adults and their families, local education agencies, outside agencies, and others on information sharing, flexible scheduling, and implementation timelines is critical.

The ultimate measure of successful transition planning is to increase the numbers of young adults engaged in stable employment [in integrated settings at competitive wages](#) after completing secondary and/or post-secondary education experiences. It is the Council's position that providing effective transition planning and services for young adults with disabilities benefits each community and the entire state. People with disabilities who are employed enrich the diversity of our communities, rely less on publicly-funded services, and contribute to the overall well being of the community's economic base.

~~Reviewed July 26, 2012~~ [Approved \[DATE\]](#)



Transition from School to Adult Life

Draft Position Statement in Plain Language

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to go to school, have jobs, live where they want, and make their own decisions. Students must have opportunities to do well in school, to do what interests them in their free time, and to pursue jobs that they care about. All of these opportunities should be part of a student's transition. "Transition" means a student getting ready to finish high school and start adult life.

Students should make plans for their transitions with help from a team of people around them. If the student wishes, the team should enthusiastically pursue further education for the student. The team should also keep in mind that after high school and/or college are completed, a job with fair pay is every person's first option in Texas. Transition plans should answer questions like:

- How will I keep going to school after high school if I want to?
- How will I get a job if I want one?
- What will I do for fun in my free time?
- Where will I live?

Every student will have his own answers to these questions and every plan will be different. The student should be in charge of making the plan and picking a team to help make and follow the plan. Team members can be parents, the school, businesses, and government and community groups. The school should coordinate the other team members' participation. The rest of the team should make sure that the student has information about services available after the student is done with high school, such as:

- College or other schooling
- Employment services
- Health and community living services
- Housing
- Transportation

The student should have the opportunity to learn skills toward making his own decisions and speaking up for himself. The student and the student's family should be trained to participate in making a transition plan and should also have the opportunity to use an independent facilitator (someone to run the meetings).

A well-organized transition team benefits everyone. By working together, the team members can perform tasks together that might otherwise have been performed separately. This cooperation saves time and money. Most importantly, good transition plans may lead many young people to steady jobs with fair pay after high school or college.

Approved [DATE]



Employment Position Statement

The Texas Council for Developmental Disabilities supports the position that people with disabilities have the right to employment at competitive wages, job training, and career growth as lifelong learners. Employment opportunities in the community job market should be open to people with disabilities without discrimination or segregation. Through employment, people with disabilities gain an important point of entry into their communities, a sense of being valued, wages and job benefits. With these tangible and intangible rewards from employment, people with disabilities secure greater independence and freedom from public support service systems.

The Texas Council for Developmental Disabilities affirms that:

- ❑ State agencies should revise policies to align with the state's Employment First Policy that competitive employment at a living wage in the general workforce is the first and preferred outcome of publicly-funded services for all working-age Texans with disabilities.
- ❑ Students with disabilities should receive a sound foundation in their K-12 education. This foundation should include person centered planning and support the student's transition into higher education or a career after graduation. High school education must provide a range of choices in career preparation such as vocational training, career and technology education, preparation for higher education and opportunities for employment in the community.
- ❑ Transition plans should identify individualized goals that reflect each student's highest potential and should be pursued ambitiously.
- ❑ People with disabilities have the right to self-determination in establishing their career path, career goals, job placement or self-employment options, retention, advancement and retirement plans.
- ❑ People with disabilities should have access to an array of individualized, flexible and coordinated support services including assistive technology and supports, as long as necessary to obtain and keep employment.
- ❑ People with disabilities should be able to participate in employment without losing necessary public benefits, especially access to health care.
- ❑ Employment opportunities and the benefits of employment should be fully accessible to people with disabilities beginning with recruitment and continuing through retirement. Employers should strive to make the physical environment accessible, use accessible technology, and provide individualized, reasonable accommodations.
- ❑ The employment needs of people with disabilities should be effectively addressed through a collaborative effort by businesses, professional organizations, state and local governments, and people with disabilities and their support networks.

- ❑ Entities involved in statewide employment initiatives should disseminate information about civil rights laws that guarantee the rights of people with disabilities, resources to support people with disabilities in the workplace.
- ❑ Entities involved in statewide employment initiatives should disseminate information to employers and the business community to overcome the negative perceptions and fears of hiring people with disabilities, and to explain the benefits and incentives of hiring people with disabilities.
- ❑ Entities involved in statewide employment initiatives should assist people with disabilities to develop successful self-employment options that can include micro-enterprises and other entrepreneurial ventures.

Approved [DATE]



Guardianship and Supported Decision-making Position Statement

The Texas Council for Developmental Disabilities supports increasing opportunities for, and protecting the civil rights and well being of, people with developmental disabilities. The vast majority of people with disabilities, including those with intellectual and developmental disabilities are able to make important decisions without the need for a guardian. With the provision of supports and services, most persons with disabilities are capable of making important decisions such as where they want to live without the need for a full or limited guardian.

Guardianship is a legal tool which allows a person to make decisions for another person. It also removes the civil rights and privileges of a person by assigning control of their life to someone else. Although state law in Texas directs a court to encourage the development or maintenance of maximum self-reliance and independence, it is not uncommon for courts to create full guardianships that deprive individuals with disabilities of the right to make fundamental decisions about their lives. The broad definition of incapacity in Texas Estates Code has a discriminatory impact by enabling a court to appoint a guardian if an adult has a physical or mental condition and is substantially unable to provide food, clothing, or shelter, to care for their physical health, or manage their own financial affairs. Even though individuals with a disability may need supports and services or assistance from others to provide for such needs, they should still be afforded the right to make choices about these aspects of their lives.

The Texas Council for Developmental Disabilities supports the following changes to the guardianship system in Texas that would promote the well being and protect the rights of people with disabilities:

- A person should not be presumed to need a guardian because of advanced age or the presence of a physical or mental disability.
- Courts should consider alternatives to guardianship before creating a guardianship. People with disabilities should be given the opportunity to avoid or limit guardianship through a variety of alternatives including supported decision-making. Supported decision-making would allow a person with a disability to select a person or persons to help the person with disability to understand and make decisions about their own lives.
- The definition of incapacity in state law should be revised to consider the person's everyday functioning, values, preferences and cognition rather than their medical diagnosis. The definition of incapacity should also require the consideration of the various proactive measures that have been taken or could be taken, including the use of available supports and services, to maximize the ability of that individual to function, and to make and communicate informed decisions.
- Attorneys ad litem should be knowledgeable of alternatives to guardianship and supports and services that assist or could assist individuals to make their own decisions and minimize the need for guardianships.

- ❑ A person under a guardianship should receive a copy of their guardianship orders and be informed in a manner accessible to the individual about how they may raise complaints or concerns about their guardian or guardianship to the court, including resources for further assistance.
- ❑ A bill of rights for persons under guardianship that delineates all rights, responsibilities and privileges granted under state and federal laws should be adopted in state law.
- ❑ People who have guardians should, when possible, be able to make decisions about where they live.
- ❑ The term “ward” should be revised to “person under guardianship” in state law and supporting materials.
- ❑ A guardian should be required to meet with the person under guardianship and the person’s physician before consenting to the administration of psychoactive medication for that individual except in a medication-related emergency as defined by Section 574.101(2), Health and Safety Code.

Approved [DATE]



Public Transportation Systems Position Statement

The Texas Council for Developmental Disabilities supports the position that a public transportation system must meet the needs of citizens in a safe, reliable, affordable and accessible manner. Transportation is essential to any effort to enable all citizens to live as independently as they choose, and be fully integrated in their communities. A transportation system should be one system with walkways linked to all modes of transportation.

People with disabilities cannot enjoy the basic right to freedom of movement when they must depend on transportation systems that are limited, do not exist, or the transportation and walkways are not connected and accessible.

The Texas Council for Developmental Disabilities supports the position that publicly funded and/or regulated transportation service systems must:

- combine all transportation services and funding into one system to be universally accessible and effective;
- coordinate and computerize dispatch at state, federal and local levels among all modes of transportation;
- expand capacity in suburban, urban, rural and unincorporated areas to connect places people live with places they work, shop, socialize, worship, attend school, access health care, etc.;
- include alternative routes for people with disabilities and specifically in wheelchairs, during construction; and
- be fully accessible to all people with disabilities.

The Council advocates for people with disabilities to be actively represented on boards and advisory groups for both public and private entities that oversee or provide transportation services.

For the promise of full integration into the community to be real for people with disabilities they must have access to safe, reliable, affordable, and accessible transportation to connect them where they live with where they need to go.

Approved [DATE]

Background:

A. State Policy Issues

TCDD Staff will provide an update regarding recent public policy activities, including the implementation of legislation and the budget adopted by the 83rd Texas Legislature.

Discussion topics include:

- Senate Bill 7 Implementation
- Legislative Appropriations Request (LAR) Recommendations Summary
- Employment First Task Force
- Standardized Testing for Students with Disabilities
- Guardianship and Supported Decision-making Update
- Texas Disability Issues Forum

B. Update on State Supported Living Center Activities

The committee will receive an update on recent advocacy activities involving State Supported Living Centers.

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. Additional information is provided in the meeting materials regarding Texas and the Federal “Keeping All Students Safe Act”.

Important Terms

Legislative Appropriations Request (LAR): a document prepared by each state agency and institution which details the amount of funding each agency is seeking from the legislature.

Public Policy Committee

Agenda Item 7.

Expected Action:

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

Council

Agenda Item 13. B.

Expected Action:

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



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

**Public Testimony
Senate Education Committee
STAAR-Alternate Test
April 14, 2014**

Good morning, my name is Erin Lawler. I am a public policy specialist with the Texas Council for Developmental Disabilities or TCDD. The Texas Council for Developmental Disabilities (TCDD) is established by federal law in the Developmental Disabilities Assistance and Bill of Rights Act and is governed by a 27 member board, appointed by the Governor, 60 percent of whom are individuals with developmental disabilities or family members of individuals with disabilities. TCDD's purpose in law is to encourage policy change so that people with disabilities have opportunities to be fully included in their communities and exercise control over their own lives.

TCDD appreciates the efforts of the Legislature and the Texas Education Agency to improve the STAAR-Alternate test. We have two strong recommendations related to the pending changes.

- **First, we recommend that TEA develop the redesigned STAAR-Alt in a manner that allows for appropriate testing accommodations for students.**
- **Second, we recommend that TEA include more stakeholder input in its process moving forward and revise its timeline if necessary to accommodate that input. Input from parents, special education teachers and administrators, and advocacy groups that represent people with disabilities is necessary.**

When we picture the population of students who take the STAAR-Alt test, it is helpful to keep in mind that federal law does not allow for any exemptions from this kind of test. This means that the students taking the STAAR-Alt include those with the most significant disabilities that affect learning. Students who take STAAR-Alt include children with IQs of 70 and below, students who are deaf-blind, students who are non-verbal, students who are Autistic, and students who experience some combination of these disabilities. Even though we are talking about 1% of the student population, that population contains remarkable diversity in learning styles.

Nothing about special education is “one-size-fits-all.” A one-size-fits-all standardized test, like the new STAAR-Alt, is unlikely to meet the diverse needs of students with significant disabilities unless a wide range of accommodations is available. The teachers who participated in the cognitive lab conducted by TEA as part of the redesign planning process asserted that accommodations, including the use of objects and sensory involvement, would be necessary to administer the test. Providing a wide range of appropriate accommodations is a fair way to measure both a student’s progress and a teacher’s success in teaching that student. We understand that TEA must follow House Bill 5’s stipulation that “an assessment instrument may not require a teacher to prepare tasks or materials for a student,” but we believe a common-sense reading of this requirement would allow for teachers to use materials and other accommodations already in use in the classroom.

The significance of the pending changes to the STAAR-Alt cannot be overstated and for this reason, more stakeholder input is needed. STAAR-Alt is going from a performance-based test to an item-based test, from a test created and customized by a teacher to meet each student’s learning needs to a standardized test created by an outside company that is identical for each student at a particular grade level. The current STAAR-Alt system allows for a student’s ARD committee to designate the appropriate complexity level for that student. Under the new system, the ARD committee does not play any role. Instead, each student will answer questions from all complexity levels. This means that a student who operates at complexity level one, the lowest level, will face questions from complexity levels one, two, three, and four throughout the test. These are seismic changes and will require explanation to those affected. Concerned parents are already contacting advocacy groups, seeking guidance on how the changes will affect their children. TEA should be working with parents, special education experts, and disability advocates about how best to inform parents and schools about these changes.

Thank you for the opportunity to provide these comments.

Erin E. Lawler
Public Policy Specialist
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Erin.Lawler@tcdd.texas.gov

Guardianship

Texas Council for Developmental Disabilities (TCDD) is engaged in a number of advocacy efforts to advance the Council's position on guardianship and supported decision-making. As part of those efforts, TCDD staff have been collaborating with the Guardianship and Supported Decision Making Group (GSDM), an ad hoc cross section of stakeholders, to develop seven public policy proposals to improve guardianships and promote alternatives to guardianship.

- **Bill of Rights for Persons under Guardianship** - would list the rights that individuals under guardianship get to keep, such as the right to live, work and play in the most integrated setting, visit with people of their choice, and appear before the court to express their preferences or concerns.
- **Supported Decision-Making Agreement** - would establish an informal alternative to guardianship where individuals could choose people they trust to help them understand the decisions they need to make and to communicate their decisions to others.
- **Alternatives to Guardianship** - would list the alternatives to guardianship scattered throughout code immediately following the purpose statement with a directive to the court to determine whether alternatives could meet the needs of the person in lieu of guardianship.
- **Duties of Guardians** - would improve protections for individuals committed to institutional settings. This proposal calls for guardians to visit a person under a guardianship and living in an institution every month and provide timely response to calls, emails or letters about the person.
- **Change Term from “Ward” to “Person”** - would change the impersonal term “ward” to “person under guardianship.”
- **Limits of Guardianship with Services and Supports** – would require the court to determine if formal and informal supports are in place or available to enable the person to meet their need for food, clothing, or shelter, care for their physical or mental health, manage financial affairs and/or make decisions so that guardianship may be averted or limited.
- **Guardianship and Decisions about Residence** – would require that people under guardianship should, if possible, be able to make decisions about where they reside.



September 24, 2014

Mark your calendar for the first-ever Texas Disability Issues Forum!

YOU need to know

what candidates for the top three spots in Texas government have to say about issues that impact the lives of Texans with disabilities.

THEY need to know

that people with disabilities VOTE and care about what happens in the great State of Texas!

Texas Disability Issues Forum

September 24, 2014
9 a.m. - 4 p.m. Raddison
Austin Downtown
111 East Cesar Chavez

Need more info?
512-442-0252
bob.adapt@sbcglobal.net

Details about signing up for this
FREE event are coming soon!

The Texas Disability Issues Forum is hosted by a coalition of Texas disability advocacy groups to educate voters and bring the electorate and candidates together on the issues. Do your part and join the conversation! Mark the date and tell your friends!

Register to vote. Get informed. VOTE!

\$600,000 for interim leadership at Austin facility is latest in long line of fix-it efforts

By Andrea Ball - American-Statesman Staff

The state nearly paid \$600,000 over five months this year for consultants to supervise and overhaul Austin's long-troubled institution for people with disabilities, but continuing problems there raise concern that this was yet another improvement effort that fell short.

Between May and September, the state shelled out almost \$585,000 for a team of advisers from the Columbus Organization to improve the Austin State Supported Living Center, a state-run institution for 300 residents with intellectual disabilities. About \$105,000 of that price tag was for the consultants' food, hotels, rental cars and flights to their homes across the country.

Still, the facility faces the same problems it did before. In July, a patient died of a brain injury after being allowed to repeatedly hit himself in the head for more than three hours. In October, a state-commissioned report said the facility still has leadership, treatment, training and staff turnover problems.

The consultant work is the most recent in a long line of fix-it efforts since 2009 when the state agreed to make \$112 million in improvements to the 13 living centers. Yet all of the centers continued to be flagged for subpar care.

Officials with the state Department of Aging and Disability Services, which oversees the living centers, say they knew it would take years to repair the troubles that have afflicted the centers for decades. But Austin's facility has been particularly problematic, and the state never expected that Matt McCue — the center's lead consultant — would transform the institution in a few months, said agency spokeswoman Cecilia Cavuto.

"It takes time to make such systemic changes," she said. "Mr. McCue has initiated many needed changes, and the facility has made strides under his leadership."

The state is satisfied that it got its money's worth from Columbus. McCue ushered in changes such as more activities and outings for residents, better staff training and a streamlined process for transitioning into other homes in the community, Cavuto said.

Disability rights groups, who advocate the closure or consolidation of state living centers, say the cost for the interim leadership was too high and that the effort hasn't made a dent in the Austin center's problems.

"I didn't realize it was that much," said Joe Tate of Community Now. "That's insane."

Other critics of the system point out that the \$585,000 could have covered the annual pay of 18-24 direct care staffers, employees who work most closely with residents and are often forced to work double shifts because of employee shortages. Those staffers are generally paid between \$24,000 and \$31,000 per year.

The consultants will soon be leaving, however. The state has hired Laura Cazabon Braly, director of the El Paso State Supported Living Center, to head up the Austin facility in the new year. She will be the institution's fifth leader since 2010.



The Austin State Supported Living Center serves approximately 300 developmentally disabled people whose medical needs become more acute each year.

Former leader questions expense

McCue was hired in May to help transform the Austin living center after the state forced the resignation of its former director, Charles Bratcher.

Bratcher was the third director removed since 2010. The state said he wasn't improving the Austin center fast enough. Bratcher said his work was hampered by crumbling infrastructure, staffing shortages and a lack of guidance from high-level state bureaucrats.

So McCue — who has provided technical assistance for similar centers in Arkansas, Georgia, Missouri and other states — became the Austin center's fourth leader in three years. He is with the Columbus Organization, a consulting group that has worked with Texas' Department of Aging and Disability Services to improve the living centers since 2005.

Between May and September, the state paid Columbus \$217,000 for McCue's work. Of that, \$190,000 was for 98.5 days of work at a daily rate of \$1,925. An additional \$28,000 went toward the short-term leader's travel expenses, which includes trips to his home in New Mexico.

He flew coach on American Airlines, stayed at the Residence Inn and rented his vehicles from National or Avis, Cavuto said.

McCue's five-month tab was more than double the \$95,000 that former superintendent Charles Bratcher earned in a year. Their jobs differed in that while McCue was essentially the interim director, he focused on developing rules and processes to improve the center. Bratcher was responsible for all the daily operations and implementing changes required by state regulators and other monitors.

Bratcher criticized the state for using expensive consultants, saying it would have been better to spend the \$585,000 fixing the building's aging infrastructure and hiring more employees.

"Austin SSLC continues to languish from the indecision and questionable management practices in state office," Bratcher said.

The \$585,000 isn't the final word on the consulting costs. The state couldn't immediately provide information on the total cost of the effort, including the bills for October and November.

Columbus declined to comment on its work.

Four years of fixes

The Columbus Organization has a long history with the department. In 2005 — the year that the U.S. Department of Justice began investigating conditions at the state living centers — Aging and Disability Services hired the company to help improve conditions at the 13 centers across Texas

In 2009, under the threat of a federal lawsuit, Texas agreed to a \$112 million, five-year plan requiring the state to overhaul treatment at the centers in almost every area, such as medical care, dental services, physical rehabilitation, record keeping and dietary plans. It had to find ways to keep the residents safe from abuse and neglect. It also had to transition as many residents as possible into community settings such as group homes or private apartments.

Columbus was hired to help the state do it. Since 2009, the company has won more than \$5 million in state contracts for its consulting services at the centers. About 60 percent of that bill was funded by the federal government.

Dennis Borel, director of the Coalition of Texans with Disabilities, has long maintained that the living centers are terminally broken. The state is using consultants to abdicate its responsibility to fix its problems, he said.

“The state has given up trying to figure out how to make this work,” he said.

The consultants are the experts, Cavuto said, and they have used their skills to do things such as train staffers to give residents therapeutic activities that keep them engaged.

“That training occurred at Austin as well, but, unfortunately, it did not sustain,” she said. “Systemic issues at the Austin facility have made it challenging for the center to make and maintain needed improvements, but we do not think it is related to the quality of Columbus’ services.”

According to its settlement with the Justice Department, all of the state’s facilities were supposed to have made scores of specific changes by June 2012. None of the centers has finished, but independent monitors overseeing the agreement have given the agency more time. One of the failures continually cited is a lack of active treatment at all the centers, though the monitors say they are seeing progress at some facilities.

Meanwhile, the living centers have been cited multiple times by state regulators for deaths, serious injuries and bad medical care. Austin has had a particularly tough time lately.

This spring, before McCue was hired, regulators threatened to pull the center’s \$29 million in Medicaid money after a string of incidents left one resident dead and two severely injured. It was the third time in 14 months such a threat had been made.

To keep that money, the state agreed to develop an improvement plan that addresses systemic problems, not just immediate deficiencies.

So with Columbus consultant McCue already at the center’s helm, the state then hired a different set of Columbus consultants to analyze conditions at the Austin institution and craft a correction plan. So far, the company has been paid almost \$214,000 for that work.

Next leader starts Jan. 1

In late October, Columbus issued its report on the Austin living center.

It praised McCue for having taken steps to “rectify problems, change what is not working and develop the foundations” needed for systemic change. McCue, for example, was instrumental in reducing the number of times residents are restrained, the report states.

But the report also concluded the living center remains plagued with the same problems it faced before McCue took the helm: poor leadership across the facility, high turnover, a lack of accountability, inaccurate data and inadequate services to residents.

State officials say they’re confident that Cazabon Braly will get the institution on track. The new hire’s experience includes work at the Texas Juvenile Justice Department, Corsicana Residential Treatment Center and the El Paso living center.

Cazabon Braly will begin her new job on Jan. 1. She will be paid \$103,000 a year.

Texas and the “Keeping all Students Safe Act”

Texas is a national leader in promoting the safety of students with disabilities in schools. Recently proposed federal legislation, known as the Keeping All Students Safe Act (S. 2036 and H.R.1893), would require all states to adhere to principles already found in Texas law relating to protecting students with disabilities from restraint and seclusion.

What is Texas law on restraint and seclusion?

Disability advocates generally consider restraint and seclusion to be dangerous practices that should be reserved for emergencies that pose a serious threat to physical safety. Some practices, such as restraints that interfere with a person’s ability to breathe, are so dangerous that they should never be used. Training should be of the highest quality and parents should be notified of any incidents.

Fortunately, Texas law already contains many of these principles, which are also found in the Keeping All Students Safe Act. Texas law:

- prohibits the seclusion of students with disabilities
- limits the use of restraint to emergency situations
- requires parental notification of the use of restraint
- requires training for school personnel, including in prevention and de-escalation techniques
- requires schools to collect and make public data on the use of restraint

How can Texas law be improved?

To bring Texas law in line with all of the principles found in the Keeping all Students Safe Act, Texas should:

- expand protections for students with disabilities to include all students
- require a debriefing session for the student, parent, and school personnel after an incident of restraint
- explicitly ban the use of restraints that obstruct breathing (currently only implicit)
- require that school personnel attempt a less restrictive intervention or determine that a less restrictive intervention would be ineffective before using a restraint

For more information:

A state-by-state analysis of laws and rules related to restraint and seclusion for school children was recently released by Jessica Butler. The report, entitled “[How Safe is the School House?](#),” is available online.

Restraint & Seclusion in Texas Schools

Restraint of students with disabilities in Texas

Restraint refers to physical force to restrict a student's movement. Restraint may only be used by school personnel in an emergency.

What is restraint?

Restraint is the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.

What is not restraint?

Restraint does not include:

- physical contact or prescribed adaptive equipment to promote body positioning or physical functioning,
 - example: proper use of equipment prescribed by a physical or occupational therapist
- limited physical contact to promote safety,
 - example: holding a student's hand when crossing the street
- physical contact to prevent a student from harming himself,
 - example: preventing a student from running into traffic
- physical contact to teach a skill, redirect attention, provide guidance to a location, or provide comfort,
 - examples: guiding a student's hand to teach him how to hold a pencil, tapping a student's arm to redirect attention, turning a student to point him toward the drinking fountain, giving a hug to comfort a crying student
- limited physical contact or prescribed adaptive equipment to prevent a student from engaging in on-going, repetitive self-injurious behaviors, when used in conjunction with student learning to reduce or prevent the need for ongoing intervention, or
- seat belts and other safety equipment used to secure students during transportation.

When can restraint be used?

Restraint on a student with a disability may only be used in an emergency in which the student's behavior poses a threat of:

- imminent, serious physical harm to himself,
- imminent, serious physical harm to others,
- imminent, serious property destruction, or
- some combination of the above.

The restraint must end when the emergency no longer exists.

What kind of training is required for school personnel?

A core team of personnel on each school campus must be trained in the use of restraint. The team must include any special education personnel likely to use restraint. Training on the use of restraint must

Restraint & Seclusion in Texas Schools

include prevention and de-escalation techniques and provide alternatives to the use of restraint. If a staff member performs a restraint without previously receiving training, then that staff person must receive training within 30 days of the first use of restraint.

What other protections are there?

During a restraint: The restraint must be limited to the reasonable force necessary to address the emergency. The restraint must not deprive the student of basic human necessities, such as the ability to breathe.

After a restraint: Parents or guardians must receive detailed notification of the use of restraint. The Texas Education Agency has a sample [written summary of restraint use](#) available on its website. Documentation must also be placed in the student's special education eligibility folder so that the information will be available to the student's ARD committee. Schools must also report to the Texas Education Agency.

Seclusion of students with disabilities in Texas.

Texas' law on seclusion of students with disabilities is straight and to the point: don't do it. A student with a disability who receives special education services may not be placed in seclusion as either a discipline management practice or a behavior management technique. The only exception to this rule involves the rare situation where an armed student must be confined to prevent bodily harm to the student or others.

What is seclusion?

Seclusion is a behavior management technique in which a student is confined in a locked space that is designed solely to exclude a person and contains less than 50 square feet of space.

What is not seclusion?

Seclusion is distinguished from the use of "time-out" which involves separating a student from other students to allow the student to regain self-control in a setting where the student is not locked or blocked in. Texas rules address when time-out may be used as well, and require that time-out only be used in conjunction with positive behavior intervention strategies.

When can seclusion be used?

Seclusion may almost never be used in a school. It may be used in an emergency where a student possesses a weapon and confinement is necessary to prevent the student from causing bodily harm to the student or another person and school district personnel are awaiting the arrival of law enforcement.

Seclusion may also be used in certain court-ordered placements and does not apply to juvenile probation, detention, or corrections personnel.

Medicaid Waiver Foster Payments Become Tax Exempt

March 6, 2014



The IRS has now exempted Medicaid waiver payments for foster care from federal taxes, even if the care is provided by a parent to an adult child.

Under a recent decision by the Internal Revenue Service, Medicaid waiver payments for foster care may now be exempt from federal taxes, even if the care is provided by a parent to an adult child. The new IRS guidance treats qualified Medicaid waiver payments as difficulty-of-care payments under Section 131 of IRS code regarding foster care payments, making them exempt.

This decision was based on the concept that parents are saving taxpayers' money by providing nonmedical support and preventing institutionalization of individuals with physical, mental or emotional disabilities. This reverses a previous IRS position that denied the federal tax exemption for parents providing long-term services and supports foster care. In the past, only foster care providers who were unrelated to the individual receiving care qualified for the exemption.

The new guidance applies to payments received on or after Jan. 3, 2014; however, the IRS also said that the guidance may be applied in tax years for which the period of limitations on some claims for a credit or refund has not expired.

When asked for clarification about how the notice affects parents who provided Home and Community-based Services (HCS) Foster/Companion or Host Home services to adult sons or daughters who lived at home in 2013, staff in the IRS Office of Associate Chief Counsel expressed the opinion that parents do

not need to submit IRS Form 1099 regarding Miscellaneous Income because of the statute of limitations stipulation.

Parents are encouraged to seek the advice of a tax consultant regarding 1099 forms, amending past tax returns and other clarifications regarding the new guidance, IRS Notice 2014-7.

For More Information

See Notice 2014-7 on foster care payment and Medicaid waivers, in the Internal Revenue Bulletin 2014-4, at irs.gov/irb/2014-4_IRB/ar06.html.

Other Tax Resources for People with Disabilities

[Tax Highlights for Persons with Disabilities](http://irs.gov/pub/irs-pdf/p907.pdf) and irs.gov/pub/irs-pdf/p907.pdf (PDF)

[Tax Assistance for Individuals with Disabilities and the Hearing Impaired](#)

[More Information for People with Disabilities](#)

[Tax Strategies for Parents of Kids with Special Needs](#)

[Accessible IRS Forms and Publications](#)

http://tcdd.texas.gov/medicaid-foster-payments_taxexempt/

Background:

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

Discussion topics include:

- Public Information Report
- Graphics

| | |
|--|---|
| <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 8.</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 13. A.</u> | <u>Expected Action:</u> The Council will receive a report of Committee discussions on this item. No action is anticipated. |

Public Information Report

Creating Awareness and Building Connections

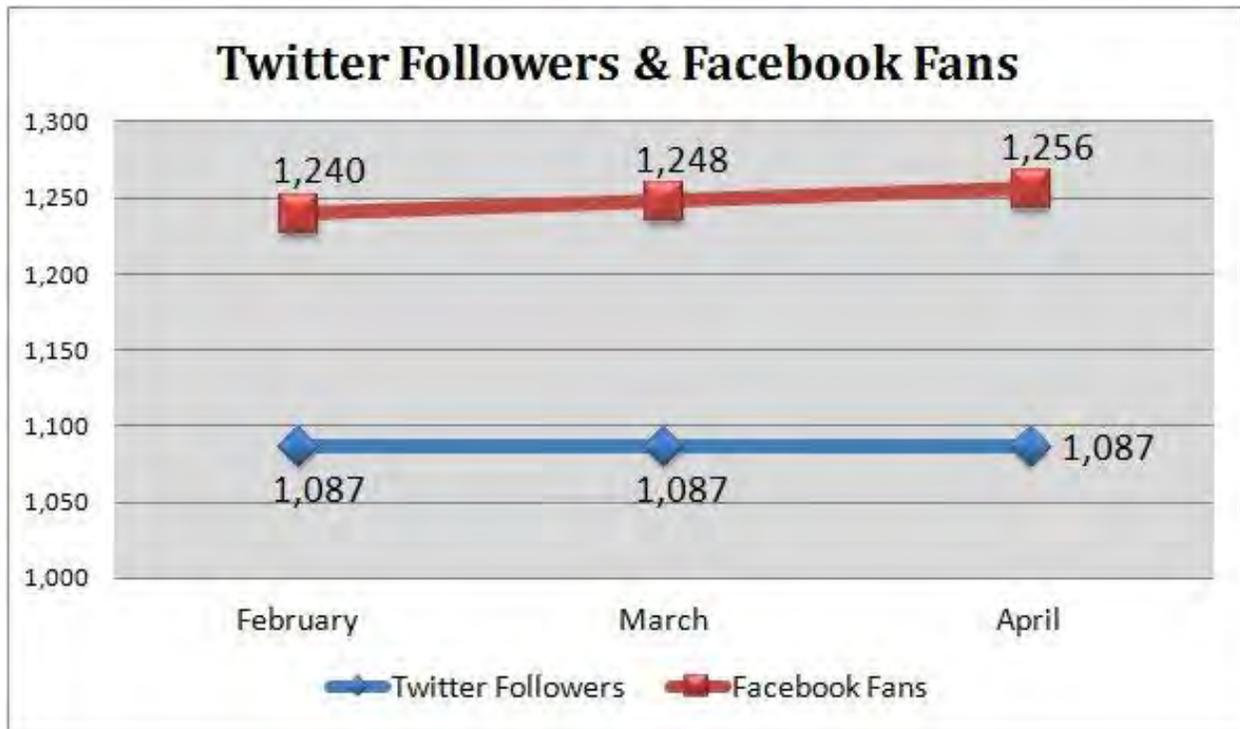
- Staff completed the [TCDD's Annual Report](#) for fiscal year 2013.
- Many places picked up or linked to our social media and News and Features information on “[14 Facts about the recently updated Texas service dog law for 2014.](#)” This feature resulted in a lot of inquiries about the topic and good publicity for TCDD. A few of the organizations that publicized the feature are the:
 - [Deaf Network](#);
 - [Texas Veterans Commission](#), under News from State and Federal Partners; and [Texas State Independent Living Council](#).
- The [March edition of NACDD Field Notes](#), an information and technical assistance newsletter for the National Association of Councils on Developmental Disabilities, included an article and photo we submitted about [TCDD's Faith-Based Projects](#), with a focus on the Austin Interfaith Inclusion Network.
- As the result of another, [education related article in the October 2013 Field Notes](#) (page 2), the Idaho DD Council contacted us to learn more about Project IDEAL and legislation that Texas passed last year regarding teacher training.
- Several grant projects received **publicity**, such as
 - Some current and former TCDD **projects presented at the [2014 Texas Transition conference](#)**, Feb. 27-28, 2014, in Austin. This included presentations on:
 - [Project CASE](#) (Connections for Academic Success and Employment) by Texas Tech University;
 - [Project HIRE](#) (Helping Individuals Reach Employment) in the Rio Grande Valley by the Department of Assistive and Rehabilitative Services; and
 - [TALAC](#), (Texas Advanced Leadership and Advocacy Conference) through Texas A&M University.
 - The **West Central Texas Aging and Disability Resource Center** obtained coverage in the [Abilene newspaper](#) regarding its inclusive faith-based symposium, “Bridging the Gap: Communities Supporting Persons with Disabilities and their Families,” on Feb. 25, 2014.
 - **Project SPEAK** by Imagine Enterprises obtained coverage in the [Galveston Daily News](#) regarding its training on public speaking for students with developmental disabilities in Dickinson ISD. Six junior high and high school students are developing new skills and self-confidence to talk about the needs of people with disabilities and become powerful advocates for themselves and others.

Public Information Report

- The following **TCDD materials were requested** and distributed to other organizations:
 - 500 [People First handouts](#)
 - 67 [Higher Education Resource Guides](#) (52 in English + 15 in Spanish)
 - 2 [Employability Skills: Job Success through Social Skills](#) (by Richardson ISD, 2004)
 - 1 [Biennial Disability Report](#) (in English)
- Staff responded to more than **105 requests for information and referral** in the past quarter.

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.



(February 1 through April 9, 2014)

Public Information Report

Samples of responses to TCDD Tweet:

 **TxCnIDevDisabilities,**
Liz Lewis replied to your Tweet! 



TxCnIDevDisabilities @TxCDD

@LizLewisAnthro thanks for sharing the info about our Fellows RFP!

- 27 Feb



Liz Lewis @LizLewisAnthro

 Follow

@TxCDD My pleasure! It looks like a fantastic and much-needed program. So important to build a better future for Texans with #disabilities!

05:36 PM - 27 Feb 14

 **TxCnIDevDisabilities,**
You were mentioned in a Tweet! 



Mark Hagen @MarkwHagen

Critical read! RT @TxCDD: Challenging Guardianship & Pressing for Supported Decision-Making for Ind. w/ Disabilities ow.ly/sy5ri

03:15 PM - 23 Jan 14

 Reply to @MarkwHagen

 Retweet

 Favorite

Public Information Report

TxCnDevDisabilities
Sue Johnson replied to your Tweet!

TxCnDevDisabilities @TxCDD
@vocadvisor thanks for the RT and favorite! -31 Jan

Sue Johnson @vocadvisor
@TxCDD You bet, and thank you for the info!
I'm glad I found ya!
04:26 PM - 31 Jan 14

Reply to @vocadvisor Retweet Favorite

@vocadvisor retweeted and favorited “(Video) For practical information for job applicants w/disabilities, view “Employment Challenges and Legal Options” <http://ow.ly/sTdle>

Accessibility Update

Staff has increased the accessibility of the TCDD website to 95% as of April 2014. Accessibility describes the "ability to access" and benefit from some system or entity.

WorldSpace Sync Peggy Lee Oster

Texas DIR Go! TXCDD Go!

Project Report: TXCDD

Date Range 03-11-2014 04-10-2014 Practice Accessibility Go! + update now + show potential issues + scans

Project snapshot — effective 4/10/14 4:29 AM

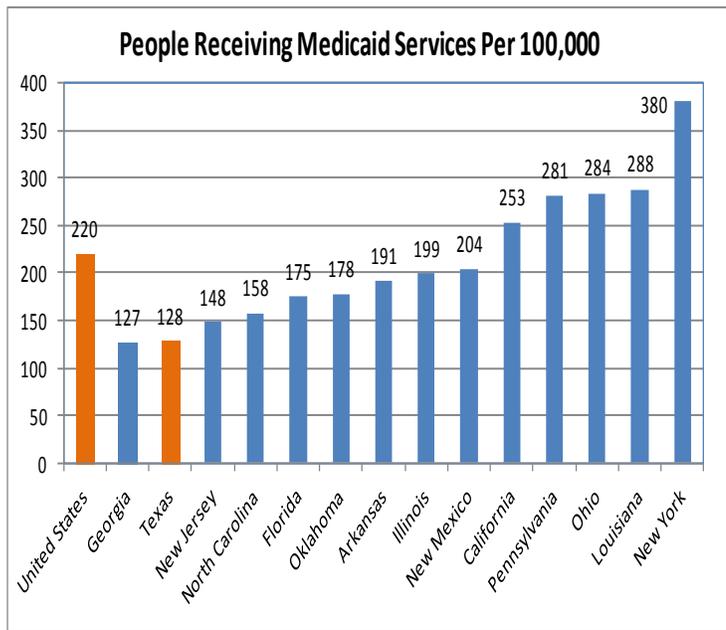
| Snapshot for... | Score | Pages | | | | |
|-----------------|-------|-------|----------|---------|------|------|
| | | Total | Critical | Serious | Fair | Good |
| TXCDD | 95% | 150 | 0 | 6 | 21 | 123 |



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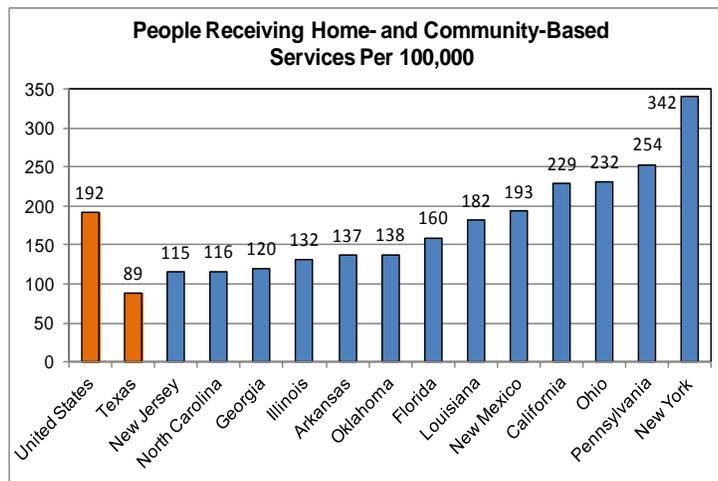
Texas spends very little on Medicaid developmental disabilities services, and provides services to fewer people than most states.



Source: Larson, Sheryl, Amanda Ryan, Patricia Salmi, Drew Smith, and Allise Wuorio. "Residential Services and Supports for People with Developmental Disabilities: Status and Trends through 2010." Minneapolis: University of Minnesota, Research and Training Center on Community Living, Institute on Community Integration. 2012:120

- Texas lags the nation, and nearly all comparison states, in the number of persons who receive Medicaid developmental disabilities services.
- Texas provides Medicaid developmental disabilities services to 128 persons per 100,000, compared to the national average of 220 – or 42.9% below the nationwide average.

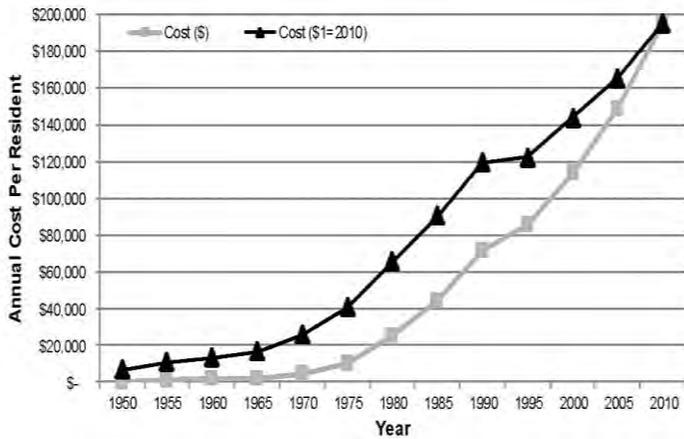
- Although Texas has increased the number of home- and community-based recipients by over 15,000 from 2000 to 2010, it has a relatively low utilization rate of 89 per 100,000 of the state population. This compares to the national average of 192 per 100,000.
- Only Michigan, Mississippi, and Nevada have lower utilization rates than Texas.



Source: Larson, Sheryl, Amanda Ryan, Patricia Salmi, Drew Smith, and Allise Wuorio. "Residential Services and Supports for People with Developmental Disabilities: Status and Trends through 2010." Minneapolis: University of Minnesota, Research and Training Center on Community Living, Institute on Community Integration. 2012:120.

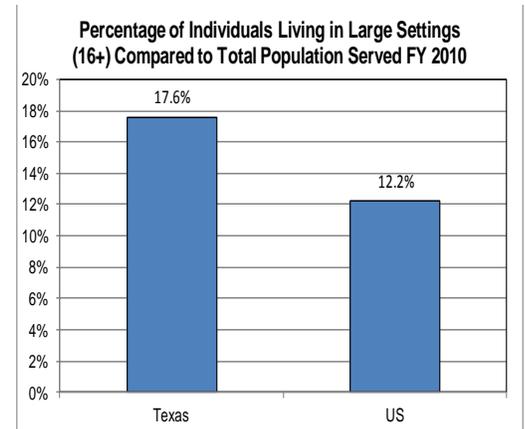
Texas employs its fiscal resources inefficiently in large state-run institutions.

Figure 1.5 Average Annual Per Resident Expenditures in Large State ID/DD Residential Facilities, 1950-2010



- Texas has a greater proportion of the state population residing in large ICFs (16+ individuals) than the national average.
- Individuals receiving ICF services are similar to those in waivers

- The Texas system emphasizes the use of more expensive services more frequently than other states.
- Texas expends a greater proportion of its Medicaid dollars on ICFs compared to the national average.



Source: Larson, Sheryl, Amanda Ryan, Patricia Salmi, Drew Smith, and Allise Wuorio. "Residential Services and Supports for People with Developmental Disabilities: Status and Trends through 2010." Minneapolis: University of Minnesota, Research and Training Center on Community Living, Institute on Community Integration. 2012: 187.

TCDD Recommendations

- Rebalance the system that serves persons with intellectual and developmental disabilities by expanding cost-effective policies honoring the choices of individuals to live in the most integrated setting to meet their needs, identifying and providing supports and services to meet the needs of persons when and where they need them, and transferring the savings so that more persons with disabilities have the opportunity to be included in their communities.
- Develop and implement strategies that address the needs of families in crisis to prevent the unnecessary placement of children in any institutional setting.
- Address the direct support workforce shortage by collecting and analyzing trends regarding workforce demographics and wages, developing and promoting a peer support workforce, expanding consumer direction, and restructuring payment methodologies to ensure that the legislature has the ability set direct service wages at levels commensurate with the value and scope of the service.

Most people live at home.

We should put more
Money where the
People are!

Less than 1/10 of funding for
Intellectual & Developmental
Disabilities (IDD) services
supports people who live
at home.



(Source: Braddock, David, Richard Hemp, and Mary C. Rizzolo. The State of the States in Developmental Disabilities 2011. Department of Psychiatry and Coleman Institute for Cognitive Disabilities, The University of Colorado).

Background:

The Council will review the minutes from the October 25, 2013, Council meeting and October 24, 2013, Committee of the Whole meeting as well as the February 6, 2014, 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 & February meetings.

**COUNCIL MEETING
DRAFT MINUTES
OCTOBER 25, 2013**

COUNCIL MEMBERS PRESENT

Andrew Crim,
Council Vice-Chair
Hunter Adkins
Kimberly Blackmon
Gladys Cortez
Kristen Cox

Mary Faithfull, DRT
Manda Hall, DSHS
Diana Kern
Joe Rivas
Penny Seay, UT CDS
Amy Sharp, A&M CDD

Cindy Swain, TEA
David Taylor
Richard Tisch
Susan Welch, DADS

COUNCIL MEMBERS ABSENT

Mary Durham, Council Chair
Kristine Clark
Mateo Delgado
Stephen Gersuk
Cindy Johnston

Sara Kendall, DARS
HHSC Representative
Scott McAvoy
John Morris
Dana Perry

Lora Taylor
Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb,
Executive Director
Martha Cantu
Belinda Carlton
Joanna Cordry

Cynthia Ellison
Celina Galvan
Sonya Hosey
Wendy Jones
Susan Mihalik

Jessica Ramos
Koren Vogel
Lucy Walker

GUESTS PRESENT

Anne Bradley,
Sunset Commission
Amanda Dunnavant
Ron Garza, DARS
Leigh Anne Godinez, DARS

Erick Fajardo,
Sunset Commission
Celina Limon
Gabriella Martinez, DARS
Nancy McCallen, DARS

Rebecca Ortiz
Janette Robles
Jaye Stepp, Rupert & Assoc
Kevin Warren, DARS

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, October 25, 2013, in the Lady Bird Lake Room of the Wyndham Garden Hotel, 3401 IH 35 South, Austin, TX 78741. Council Vice-Chair Andrew Crim called the meeting to order at 8:34 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Council.

3. CONSENT ITEMS

No revisions to the minutes were offered. Executive Director Webb reviewed the absences for the meeting to include Kristine Clark, Mateo Delgado, Cindy Johnston, Dana Perry, Lora Taylor, Amy

Sharp (Thursday only), Stephen Gersuk (Friday only), Susan Vardell (Friday only), Scott McAvoy (Friday only), and Mary Durham (Friday only).

MOTION: To approve the excused absences as noted and the minutes of the August 9, 2013 Council and August 8, 2013, Committee of the Whole meetings.

MADE BY: Gladys Cortez

SECOND: Diana Kern

The motion **passed** unanimously.

4. CHAIR'S REPORT

Vice-Chair Crim and Executive Director Webb recognized Council Member Joe Rivas for his years of service to the Council and Texans with disabilities.

Webb noted that the Council Chair Durham has had conversations with the Governor's Appointments office and that new Council member appointments are not likely before spring 2014.

Webb discussed the recent funding approval by Council Chair Mary Durham to the UT Center for Disability Studies to providing training to Texas Department of Aging and Disability Services (DADS) staff at State Supported-Living Centers and Central Office to become Person-Centered Thinking trainers. TCDD will provide up to \$30,000 over two years for this collaborative effort with DADS, the Center for Disability Studies and the Center on Disability and Development at Texas A&M. Council policies allow the Council Chair to make decisions when necessary for time constraints. Durham consulted with Vice-Chair Crim in this matter. Members indicated support for the initiative.

5. EXECUTIVE DIRECTOR'S REPORT

Webb provided an update on the federal budget noting that Congress passed a Continuing Resolution to fund programs at FY 2013 levels through January 15, 2014. This is 29% of the fiscal year or approximately \$1.4 million for TCDD. Webb also noted that FY 2014 staff and office expenses will be expended to FY 2013 funds likely through January 1, 2014.

6. PRESENTATION: DARS PROJECT HIRE

Grants Management Specialist Wendy Jones introduced Project Coordinators Leigh Ann Godinez and Gabriella Martinez from the Texas Department of Assistive and Rehabilitative Services (DARS) Project HIRE project. DARS is collaborating with South Texas College and the University of Texas-Pan American for Project HIRE to provide higher education services for students with significant or severe disabilities including assessments and evaluations, assistive technology assessments, training, campus supports, and job placement and mentoring. Godinez and Martinez discussed project activities including "kick-off" events for the two cohorts of students that were attended by many local dignitaries, college and university staff as well as students and their families. This project is viewed as a great success in the Rio Grande Valley and has received considerable positive publicity.

7. SELECTION OF NOMINATING COMMITTEE MEMBER

Vice-Chair Crim and Executive Director Webb reviewed the process to select the Nominating Committee that will nominate a Council Vice-Chair and Consumer Member-at-Large to the Executive Committee. Crim is serving his first term as Vice-Chair and is therefore eligible for a second term.

Diana Kern is currently in her first consecutive year as the Consumer member of the Executive Committee and eligible for another term. The Project Development Committee elected Cindy Swain to the Nominating Committee and the Public Policy Committee elected Jeff Kaufmann. Joe Rivas nominated Hunter Adkins as the third member of this Committee and she accepted the nomination.

MOTION: To select Hunter Adkins as a member of the TCDD Nominating Committee.

MADE BY: Amy Sharp

SECOND: Mary Faithfull

The motion **passed** unanimously.

8. FY 2014 INTERNAL AUDIT CHARTER

Council Vice-Chair and Audit Committee Chair Andy Crim discussed the Audit Committee meeting noting that there was significant discussion on audit activities including the responses to the member survey for the governance audit. He also noted that all reports were accepted without revisions. Crim introduced TCDD Internal Auditor Jaye Stepp who first discussed the FY 2014 Internal Audit Charter. Stepp noted that the Charter defines the purpose of internal audit activities as well as policies and procedures surrounding those activities.

MOTION: To accept the FY 2014 TCDD Internal Audit Charter as presented.

MADE BY: Andy Crim for the Audit Committee
(Motions from a Committee do not need a second.)

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

9. FY 2013 INTERNAL AUDIT REPORTS

Crim reported that the Audit Committee reviewed three Internal Audit Reports from FY 2013. TCDD Report #2013-1 reviews Stepp's survey of TCDD staff communications with grantees. This was a positive report for TCDD as grantees were complimentary of staff efforts. TCDD Report #2013-2 reviewed various governance activities including Council Member compliance with training requirements, required filings, etc. This report also included responses from the member survey. The TCDD Annual Internal Audit Report for FY 2013 summarizes the findings of both reports and provides additional information as defined by the State Auditor's Office (SAO). This report must be approved by the Council before it is submitted to the SAO by the November 1 deadline. Stepp reviewed the audit activities contained in all reports. She noted that there were no major areas of concern and that all recommendations based on the findings are being implemented by staff.

MOTION: To approve the TCDD Annual Internal Audit Report for FY 2013.

MADE BY: Andy Crim for the Audit Committee

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

10. FY 2014 INTERNAL AUDIT PLAN

The final item reviewed by the Committee was the TCDD Internal Audit Plan for FY 2014. Stepp explained the TCDD Risk Assessment methodology and noted that this is reviewed annually by TCDD executive staff to determine any changes, new risks, possible impact, etc. Proposed audit activities for FY 2014 will focus on an advisory project to identify potential ways to streamline processes to develop requests for proposals.

MOTION: To approve the TCDD FY 2014 Internal Audit Plan.

MADE BY: Andy Crim for the Audit Committee.

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

11. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Project Development Committee Chair Gladys Cortez reviewed that Committee's discussion of an Accessible Transportation project. A previous Request for Proposals (RFP) did not result in an executed project but Council members and staff confirmed a desire by local organizations to improve community access to accessible transportation. An executive summary was presented to the Committee for a project that would coordinate and host transportation summits to encourage collaboration by local entities to address transportation issues, gather data for use by transportation authorities and engage in collaborative efforts with the Texas Department of Transportation. Proposed funding levels for the 5-year project are \$150,000 for years 1-3, \$125,000 for year 4, and \$100,000 for year 5.

MOTION: To approve the Executive Summary for an Accessible Transportation project as presented.

MADE BY: Gladys Cortez for the Project Development Committee.

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

Cortez further reviewed Project Development Committee discussion of an executive summary for an employment project. This project would coordinate training that addresses risks associated with competitive employment for people with disabilities such as the risk of losing public benefits, and provide education on employment models to decrease those risks. Committee members requested that the Request for Proposals for this project clearly indicate that self-advocates and focus groups are included in the activities to develop the training presented through this project.

MOTION: To approve the Executive Summary for an Understanding Employment Options and Supports as discussed.

MADE BY: Gladys Cortez for the Project Development Committee.

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

Cortez reviewed the Committee's recommendation to delete State Plan Objective 1.4 related to an assistive technology in schools project. None of the projects funded under the Enabling Technology RFP are focusing on technology applications in schools. Planning Coordinator Joanna Cordry further

explained that there was a lack of response to the RFP on this subject and little to no perceived interest by the public.

MOTION: To remove State Plan Objective 1.4 from the TCDD State Plan.

MADE BY: Gladys Cortez for the Project Development Committee.

The motion **passed** without opposition. Cindy Swain and Penny Seay abstained from voting.

Ms. Cortez reviewed the Committee's discussion on Future Funding Priorities. The Committee recommends changes adding the Employment project as #1, Self-Advocate Community Organizing project moves to #2, Culturally Competent Family Support becomes #3, Partnership with African American Clergy to Support Families becomes #4, and Accessible Transportation becomes #5. All other projects on the existing list are currently in progress.

MOTION: To approve the listed changes to the TCDD Future Funding Activities Priorities List.

MADE BY: Gladys Cortez for the Project Development Committee.

The motion **passed** unanimously. Executive Director Webb noted that the DD Public Policy Fellowships project previously approved by the Council will be added to the list next quarter.

12. EXECUTIVE COMMITTEE REPORT

Vice-Chair Crim reported that the Executive Committee reviewed the Independent Audit and Grants Exceptions Reports and found no concerns. Executive Director Webb discussed the follow-up activities from the Arc of Texas misappropriation of funds. TCDD was notified in late June of fraudulent activity within the Arc of Texas Master Pooled Trust and that investigations were taking place. TCDD provided grant funding for the trust several years ago at its inception but now only funds other projects with the Arc of Texas. An internal forensic audit of the trust was conducted by Arc-Texas and TCDD was notified by email on October 18, 2013, that no Council funds were compromised. It was determined that the fraud took place from dormant accounts in the Trust. TCDD continues to monitor and conduct on-site visits per policy in accordance with the risk assessment for grant projects. TCDD Internal Auditor Jaye Stepp has also been consulted for recommendations on this issue and is currently reviewing the documentation from Arc-Texas.

Crim also reported on new and continuation grant awards. Awards were approved for these projects:

- Access Empowerment for up to \$40,000 to develop an Accessible Parking Campaign
- Travis County for up to \$40,000 to develop an Accessible Parking Campaign
- Moody Clinic (Brownsville) for up to \$10,000 for an Outreach and Development project
- The Arc Del Paso (El Paso) for up to \$10,000 for an Outreach and Development project
- A Circle of Ten, Inc., for up to \$25,000 for the third and final year of a contract on Increasing Capacity of current TCDD projects
- DARS for up to \$225,000 for the third year of a higher education project (Project HIRE)
- Texas Tech University for up to \$220,089 for the third year of a higher education project (Project CASE)

- Texas Statewide Independent Living Council for up to \$75,000 for the third and final year of a Leadership Development and Advocacy Skills Training project
- West Central Texas Regional Foundation for up to \$74,988 for the third and final year of an Inclusive Faith-Based Communities Symposium
- Texas Tech University for up to \$150,000 for Phase 2 Implementation (year 1 of 5) of a Building Community Capacity through Collaboration project

Executive Director Webb further discussed the project with A Circle of Ten, Inc. A proposal was presented to the Executive Committee for expanding that project to include a Funder's Forum for TCDD grantees.

MOTION: To award up to \$25,000 additional funding to A Circle of Ten, Inc., to expand activities and coordinate a Funder's Forum for TCDD grant projects.

MADE BY: Andy Crim for the Executive Committee.

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

Webb and Operations Director Martha Cantu reviewed quarterly financial reports. Although a small negative balance shows for FY 2013 and a large negative balance shows for FY 2014, they expect unspent funds from grants to cover the deficit for FY 2013 and savings in operating expenses and unexpended funds from other projects will cover the deficit for FY 2014.

The Executive Committee reviewed the Conflict of Interest Disclosure reports for members and staff and found no concerns. Members were encouraged to report any changes to their disclosures

13. AUDIT COMMITTEE REPORT

Audit Committee Chair Crim did not have any further reports.

14. PROJECT DEVELOPMENT COMMITTEE REPORT

Project Development Committee Chair Cortez did not have any further reports.

15. PUBLIC POLICY COMMITTEE REPORT

Public Policy Committee Chair Kristen Cox reported that the Committee received a presentation on the progress of activities from the Settlement Agreement between DADS and the Department of Justice concerning state supported living centers. Cox also reported that the Committee approved a Position Statement review schedule.

16. ANNOUNCEMENTS AND UPDATES

Council members discussed the dates of the 2014 meetings which include February 5-7, at the Hilton Austin Airport, May 7-9, August 6-8, and October 22-24.

ADJOURN

Vice-Chair Crim adjourned the Council meeting at 11:07 AM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT CHARTER

Fiscal Year 2014

Prepared by:
Rupert & Associates, P.C.
Certified Public Accountants

INTERNAL AUDIT CHARTER
Texas Council for Developmental Disabilities – FY-2014

INTRODUCTION

The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.¹

The internal audit charter is a formal document that establishes the internal audit function's position within the organization; authorizes access to records, personnel, and physical properties relevant to any activity under review; free and unrestricted access to the Council and the Audit Committee; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

DEFINITION OF INTERNAL AUDITING

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

CHIEF AUDIT EXECUTIVE

The Texas Council for Developmental Disabilities contracts for internal audit services to meet the requirements of the Texas Internal Audit Act. The Texas Internal Audit Act §2102.006 requires that the internal auditor be either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). The Institute of Internal Auditor's Professional Standards recommends that the Chief Audit Executive possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Audit Professional (CGAP) or Certified Information Systems Auditor (CISA). In keeping with these guidelines, TCDD's contracted internal auditor serves as the agency's Chief Audit Executive.

OBJECTIVES AND SCOPE OF WORK

Assurance Objectives

The objectives of assurance services are to provide formal, independent assurance to management and the Audit Committee that the organization's assets are safeguarded, that operating efficiency is enhanced, and that compliance is maintained with prescribed laws, and management and Board policies. The assurance services objectives also include independent assessment of the organization's risk awareness and management, reliability and integrity of the organization's data, and achievement of the organization's goals and objectives.

¹ Institute of Internal Auditors Practice Advisory 1000-1: Internal Audit Charter (1/1/09)

Consulting Objectives

The objectives of consulting services are to provide management with assessments and advice for improving processes that will advance the goals and objectives of the organization. No assurance is provided. The objectives of consulting services are to provide formal assessments and advice on the front-end of projects so that risks may be managed and internal controls may be designed at the beginning of a project. Typically, the objectives and the scope of the projects are agreed to by management.

Scope

The scope of work of the internal auditing activity is to determine whether the organization's framework of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Risk and control information is effectively communicated throughout the organization.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are monitored and achieved in line with the organization's mission.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.
- Internal controls are in place and are functioning effectively to accomplish business objectives.
- Information technology controls including systems security controls are in place and are functioning effectively.
- Specific operations, processes and programs are reviewed at the request of management or the Audit Committee.

During the performance of audit work, recommendations for improvement in risk management, control, and governance processes may be identified. This information will be communicated to the appropriate level of management and the Audit Committee.

AUTHORITY

The chief audit executive, or contract internal auditor, and staff of the internal auditing activity are authorized to:

- Have unrestricted access to all agency divisions, departments, personnel, activities, confidential and non-confidential data and records, information systems, physical property, and contractors relevant to the performance of engagements, subject to applicable state and federal laws.
- Have access to contractor records and files in line with contract terms and specifically the ‘right to audit’ section.
- Have full and free access to the chair of the Audit Committee, Audit Committee members, and the executive director.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish assurance and consulting objectives.
- Obtain the necessary assistance of agency personnel in units of the organization where audits are performed, as well as other specialized services from within or outside the organization.
- Obtain timely reports from management on actions proposed and taken pertaining to audit recommendations.

The chief audit executive and staff of the internal auditing activity are not authorized to:

- Perform any operational duties for the organization, its sub-grantees or contractors. Compliance duties are not considered operational duties.
- Initiate or approve accounting transactions external to the internal auditing activity.
- Direct the activities of any organization employee external to the internal auditing activity, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

INDEPENDENCE AND OBJECTIVITY

To provide for the independence of the internal audit activity, the internal auditor reports functionally to the Audit Committee and administratively to the executive director or his designee in a manner outlined in the section on Accountability.

RESPONSIBILITIES AND ACCOUNTABILILTY

Responsibilities

The chief audit executive and staff of the internal auditing activity have responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, considering any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval as well as provide periodic updates.
- Implement the approved audit plan including appropriate plan amendments and special tasks or projects requested by management and the Audit Committee.
- Assess the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Evaluate and assess significant new or changing functions, services, processes, operations, and internal controls concurrent with their development, implementation, and/or expansion.
- Issue periodic reports to the audit committee and management summarizing results of audit activities, including monitoring the implementation of previous audit recommendations.
- Keep management and the Audit Committee informed of emerging trends and successful practices in risk management, control, and governance.
- Assist in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of the system of internal controls.
- Report immediately any known incident of significant fraud to executive management, the Audit Committee, the Board, and the State Auditor's Office.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit Committee of the results.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- Maintain an effective quality assurance program to include training, internal reviews, and external reviews.
- Prepare an annual report and submit the report before November 1st of each year to the Governor's Office, the Legislative Budget Board, the Sunset Advisory Commission, the State Auditor's Office, the agency's governing board, and the agency's administrator. The form and content of the report will be determined by the State Auditor.

INTERNAL AUDIT CHARTER
Texas Council for Developmental Disabilities – FY-2014

Accountability

The chief audit executive, in the discharge of his/her duties, shall be accountable to the Audit Committee and the executive director to:

- Provide an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth in the current year's annual audit plan.
- Report significant issues related to the processes for controlling the activities of TCDD, its sub-grantees and contractors, including potential improvement to those processes, and provide information concerning such issues through resolution.
- Periodically provide information on the status and results of the annual audit plan and the sufficiency of internal audit resources.
- Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

STANDARDS OF AUDIT PRACTICE

The internal auditing activity shall be governed by adherence to the following standards:

- *Texas Government Code*, Chapter 2102 (Texas Internal Auditing Act)
- *International Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors.
- *Government Auditing Standards* of the United States Government Accountability Office.

SIGNATURE SECTION

The Internal Audit Charter was adopted by the Texas Council for Developmental Disabilities on this _____ 24th _____ day of _____ October _____, 2013.

Roger Webb, Executive Director

Mary Durham, Council Chair

Andrew Crim, Audit Committee Chair

Jaye Stepp, Chief Audit Executive

Attachment 2



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ANNUAL INTERNAL AUDIT REPORT

Fiscal Year 2013

Presented to
The TCDD Audit Committee
October 24, 2013

Prepared by
Rupert & Associates, P.C.
Certified Public Accountants
Austin, Texas

Table of Contents

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Texas Council for Developmental Disabilities (TCDD)
Annual Internal Audit Report (AIAR) FY-2013

The Texas Internal Auditing Act requires agencies to file an annual report on their internal audit activities and the internal audit reports prepared for your governing board. The purpose of the Annual Internal Audit Report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. In addition, the annual internal audit report assists oversight agencies in their planning and coordination efforts. According to Texas Government Code, Sections 2102.009 and 2102.0091, the annual internal audit report for fiscal year 2013 is due November 1, 2013.

I. Compliance with House Bill 16: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit information on Internet Web site

TCDD will comply with the provisions of House Bill 16 by posting their Annual Internal Audit Report and their Annual Internal Audit Plan on their website, within 30 days after approval by the Council. The risk footprint in the annual plan includes a summary of the high risk areas identified in the risk assessment process. The risk management tables in our risk workbooks provide a summary of actions taken to address concerns. Actions resulting from audits are included in the individual audit reports and are followed up in the audit recommendation tracking schedule. These summaries and tables are updated annually.

II. Internal Audit Plan for Fiscal Year 2013

The following list represents the Texas Council for Developmental Disabilities (TCDD) reports generated from the fiscal year 2013 audit plan. There were no deviations from the audit plan that was submitted in the FY-2012 Annual Internal Audit Report. Completed audit reports for FY-2013 included:

#2013-1 05/31/13 Grantee Communications

#2013-2 07/30/13 Governance Audit

III. Consulting Engagements and Non-Audit Services Completed

The Internal Auditor did not perform any advisory projects which would be considered consulting engagements, as defined in *The International Standards for the Professional Practice of Internal Auditing*, and non-audit services, as defined in *Government Auditing Standards, 2011 Revision*, Sections 3.33 – 3.58, that were completed during fiscal year 2013.

IV. External Quality Assurance Review (Peer Review)

An external quality assurance review was performed in June of 2012 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period June 2009 through May 2012. The contracted internal audit function at TCDD was found to ‘fully conform’ with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102). No significant weaknesses were identified during the review, but the following opportunity for improvement was identified:

Opportunity for Improvement – Plan Future Internal Audit Projects Evaluating Organizational Governance

The internal auditor should incorporate the evaluation of ethics and governance into future audit plans.

Internal Audit Response updated 2013:

A governance project was included in the FY-13 Internal Audit Plan submitted to the Audit Committee for approval in October, 2012. The audit was completed and reported to the Council at their October meeting 2013.

V. Internal Audit Plan for Fiscal Year 2014

The fiscal year 2014 Audit Plan will be presented for review and approval at the October 24, 2013 meeting of TCDD’s Audit Committee and Council. The report will be submitted to oversight agencies and posted on their website within 30 days after approval.

Based on the updated risk assessment, the proposed internal audit plan for FY-2014 is:

1. An advisory project to identify potential ways to streamline processes for the development of requests for proposals.
2. Follow up on prior year audit recommendations.

Annual Internal Audit Report FY-2013
Texas Council for Developmental Disabilities (TCDD)

The budgeted time for all internal audit activities is approximately 192 hours. A rough estimate of how these hours might translate into specific activities follows:

- | | |
|--|---------|
| • Risk Assessment and Internal Audit Plan | 40 hrs |
| • Annual Internal Audit Report | 10 hrs |
| • Audit Report Tracking Schedule | 8 hrs |
| • Project Planning, Fieldwork, and Reporting | 120 hrs |
| • Administration and Quality Control | 8 hrs |
| • Board Meetings | 6 hrs |

Additional high risk areas that are not included in the fiscal year 2014 audit plan include:

- the risk of staff departures and loss of skills and knowledge base;
- the risk of insufficient monitoring of grant expenditures (last audited 2012); and
- the risk of violations of state and/or federal rules / regulations.

The risk assessment methodology consists of an annual meeting with management to update the risk assessment footprint and control tables. The risk footprint is updated and used to guide the selection of specific audit areas for the current year. The risk assessment methodology is described in greater detail in the Internal Audit Plan document that is also provided to oversight agencies.

VI. External Audit Services

External audit services procured in fiscal year 2013 consisted of:

- the internal audit function, and
- independent CPA services for performing desk reviews on grantee audit reports.

VII. Reporting Suspected Fraud and Abuse

In accordance with the requirements of Section 7.09, and the General Appropriations Act (83rd Legislature, Conference Committee Report) Article IX, and Texas Government Code, Section 321.022, TCDD has placement of a link on the website <http://www.txddc.state.tx.us/> to connect users directly to the State Auditor's page for reporting suspected fraud, waste, or abuse.

TCDD Policies also provide guidance for anyone wanting to report suspected fraud or abuse. Grantees are provided guidance on reporting fraud in the TCDD Grants Manual.

Report Distribution List

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Committee Chair
Jeffrey Kaufmann, Member
Scott McAvoy, Member
John Morris, Member
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director

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Internal Audit Coordinator
State Auditor's Office
iacoordinator@sao.state.tx.us

Ken Levine
Sunset Advisory Commission
sunset@sunset.state.tx.us

Attachment 3



TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT PLAN

Fiscal Year 2014

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

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RUPERT & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

September 25, 2013

Members of the Council,
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2014 Internal Audit Plan for your review and approval, in accordance with the Texas Internal Auditing Act.

Chapter 2102 of the Government Code requires that the internal audit plan be risk-based and include areas identified through a risk assessment process. This document presents the risk assessment results, the proposed audit plan, and a summary of internal audits performed in prior years at TCDD.

The FY 2014 Internal Audit Plan that follows is submitted for your approval.

Respectfully,

Rupert & Associates, PC

Certified Public Accountants
Austin, Texas

Section 1: RISK ASSESSMENT

This section presents the update of the Texas Council for Developmental Disabilities (TCDD) Risk Assessment for FY-14, and establishes the foundation for the Internal Audit Plan presented in the next section.

The risk assessment update process was performed by TCDD management and facilitated by the internal auditor in September of 2013. Management continues to exhibit a commitment to improving operational efficiencies and performance, including their voluntary participation in and responsiveness to the internal audit function.

Purpose

The TCDD risk assessment provides management and board members with a prioritized list of risks associated with their activities. From these risks, a management strategy is developed. The risk assessment allows the Board to review the identified risks being monitored by management and evaluate the effectiveness of controls and responses to those risks.

Concepts of Risk

Risk is defined as the level of exposure to uncertainties that an agency must comprehend and manage to effectively and efficiently achieve its objectives and execute its strategies. Risk is a measurement of the likelihood that an organization's goals and objectives will not be achieved. Controls are anything that improves the likelihood that goals and objectives will be achieved.

Methodology

The Texas Council for Developmental Disabilities' risk assessment process includes three parts: (1) identifying agency activities; (2) identifying and rating risks for each activity; and (3) identifying actions to mitigate risks. The risk assessment update contemplates additional risks to be added and also considers additional controls put in place. The risk assessment update is used to determine the highest risk areas for the current year's audit plan.

Risk Footprint

The attached risk assessment footprint reflects the prioritized risks as identified and ranked in the current year's risk assessment update. Each risk identified in the matrix is assigned two risk factors of High, Medium, or Low based on the impact the risk would have on the agency if it occurred and the probability of occurrence. By combining these measures the agency develops a priority ranking for each risk factor. The following key provides the level of risk management that will be employed by the agency for each potential risk factor ranking:

- HH, HM – Extensive Risk Management that includes monitoring by management and an internal audit.
- HL, MH – Considerable Risk Management that includes monitoring by management and a less in depth audit.
- MM, ML, LH – Manage and monitor the risk
- LM, LL – Monitor or accept the risk

Results

The results of the risk assessment shown in Exhibit 1 illustrate changes in the prioritization and organization of consolidated activities and risk factor priorities based on the current year's update. The highest-risk areas are marked in red and relate to activities in Executive and Administrative functions, Grant Administration, and the Public Policy and Information area.

Risks in the red area require oversight controls to ensure that the supervisory and operating controls are working. Oversight controls can include exception reports, status reports, analytical reviews, variance analysis, etc. These controls are performed by representatives of executive management, on information provided by supervisory management. Areas within this highest risk category should be considered for inclusion in the internal audit plan.

Activities that fall within the yellow risk category require considerable risk management. Under this category of risk executive management or their designees should perform oversight controls to ensure that supervisory and monitoring controls are working. If internal audit provides services in this area, it is to ensure that oversight of the supervisory controls are appropriate and are being performed.

The last two categories of risk are marked in green and gray. Risks falling within the green areas rely on department managers to provide oversight by ensuring that supervisory controls and operating controls are working. Department managers should report to the Executive Director on the condition of these risks. Risks in the gray area are low risk areas that are managed by operating and supervisory controls and executive management accepts the residual risk in these areas.

Section 2: INTERNAL AUDIT PLAN

The Texas Internal Auditing Act requires certain audits to be performed on a periodic basis. Required audits include audits of the department's accounting systems and controls, administrative systems and controls, electronic data processing systems and controls, and other major systems and controls.

The *International Standards for the Professional Practice of Internal Auditing* requires the internal audit activity to evaluate the effectiveness and contribute to the improvement of risk management processes. The internal audit activity must evaluate risk exposures, including the potential for the occurrence of fraud and how it is managed. The auditor assists the organization in maintaining effective controls by evaluating the effectiveness and efficiency of the risk management process and by promoting continuous improvement. Specifically, the internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding the:

- Reliability and integrity of financial and operational information,
- Effectiveness and efficiency of operations,
- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts.

Internal auditors are required to ascertain the extent to which management has established adequate criteria to determine whether objectives and goals have been accomplished.

Based on the updated risk assessment, the proposed internal audit focus for the current year is:

1. An advisory project to identify potential ways to streamline processes for the development of requests for proposals.
2. Follow up on prior year audit recommendations.

**Section 3:
HISTORY OF
INTERNAL AUDITS AT TCDD**

| | |
|------|---|
| 2013 | Grantee Communications Governance Audit |
| 2012 | Funds Monitoring Quality Assurance Review |
| 2011 | Grantee Monitoring |
| 2010 | Information Security TAC 202 |
| 2009 | Contracts Administration and Management Quality Assurance Review |
| 2008 | Grantee Audit Desk Review Process Internal Controls over Financial Reporting to Council Grantee Records Management (database and hard copy files) |
| 2007 | Grantee Monitoring: Onsite Reviews Internal Administrative Operating Procedures |
| 2006 | Control Environment Evaluation Grantee Expenditure Monitoring Public Policy Processes and Controls Quality Assurance Review |
| 2005 | Grantee Risk Assessment Model & Master Records Maintenance Fraud Prevention and Reduction Policy Administrative & Project Development Procedures |
| 2004 | Follow-up on MATRS Review Findings Grantee Risk Assessment Model & Electronic Grants Manual Review |
| 2003 | Grants Manual Compliance Review TRC Performance Audit Review |
| 2002 | Grants Administration |

Report Distribution Page

Texas Council for Developmental Disabilities, Audit Committee

Andrew Crim, Committee Chair
Jeffrey Kaufmann, Member
Scott McAvoy, Member
John Morris, Member
Mary Durham, Council Chair

Texas Council for Developmental Disabilities

Roger Webb, Executive Director
Martha Cantu, Operations Director

Oversight Agencies

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Attachment 4

Funding Proposal Executive Summary Building Community Capacity: Accessible Transportation

Background

Texans with developmental disabilities and their families experience significant barriers to full inclusion in their communities because they do not have adequate transportation. In general, public transportation frequently may be too limited in availability, may not meet individual needs, and/or may be inordinately difficult to navigate. Using private transportation may not be an option due to the expense or because it is not accessible. Other barriers that may be felt more strongly in some geographic areas of the state than in others may include:

- A lack of interagency coordination for transportation needs
- Inadequate transportation options in rural areas
- Difficulty coordinating transportation from urban areas to suburban areas
- Language barriers in finding and accessing transportation
- Challenges to pedestrian travel, including absence of curb cuts, sidewalks and accessible transit stops

The Texas Council for Developmental Disabilities' (TCDD) Five Year State Plan places a high priority on improving transportation for Texans with disabilities. TCDD recognizes that successfully influencing transportation planning requires collaboration between diverse partners to organize local communities. Previous TCDD grant projects demonstrated that establishing and supporting local transportation alliances that include people with developmental disabilities and their allies in transportation planning can be an effective method of creating systems change in transportation systems.

TCDD's previous project coordinated and assisted with community recruitment, training, and organizing. The project also provided the initial funding and technical assistance to facilitate the self-sufficiency of each alliance. Alliances linked together and developed commitments from a wide range of partners who might positively influence transportation planning at the state level. The project was able to develop active alliances that enabled people with disabilities to influence transportation planning in San Antonio, Fort Worth, East Texas, Houston, and El Paso. Some of these alliances continue to be active and have been able to secure additional funding to support ongoing work.

In 2012, TCDD posted Request for Proposals 2012-4: Accessible Transportation, Accessible Communities, intending to provide funds for one entity to implement an ambitious project to improve availability of accessible transportation over a wide geographic area. The RFP process did not result in a project being funded but it did confirm that local organizations seek access to or want to develop the resources to effectively address transportation issues in their own communities. This could be accomplished by providing opportunities for these organizations to come together in a learning environment where they can share as well as receive technical assistance and information from recognized experts. A grantee organization with sufficient knowledge, skill, and funding could arrange support for groups actively working on finding solutions to local transportation problems, without being required nor expected to coordinate community organizing activities.

State Plan Goal

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.

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.

Expected Outcome

At least two collaborative groups will create a measurable increase in the percent of people with developmental disabilities who report they have better access to the transportation they need.

Project Description

The TCDD grantee organization would coordinate and host at least 3 transportation summits for organizations and individuals who will actively collaborate with others in their community to address local transportation issues. Prior to each summit, the grantee will gather information from local groups regarding their experiences and their goals before determining what activities and presentations will occur at the summit. At the summit, local groups will receive support to develop, adapt, or revise plans to guide what they are doing at a local level, and they will share this information with other groups. The grantee organization will also maintain contact with local groups between summits to assist them to access any additional information, training, or technical assistance they need to reach their goals. The initial summit should cover the following topics:

- Relevant policies that support or impede increasing accessible, reliable and coordinated public transportation systems
- Models that have been used successfully in other locations to address common transportation barriers
- Tools that can help with data gathering and evaluation of project activities and outcomes
- Technical assistance to ensure that local groups fully include people with disabilities in meaningful ways
- Methods of coordinating outreach activities
- Ways to develop non-traditional partnerships

TCDD expects that the grantee organization will develop a relationship with the Texas Department of Transportation (TXDOT) to assure their involvement in the project, and would give preference to organizations applying for grant funds that are able to demonstrate a likelihood of partnering with TXDOT in developing the summits.

The grantee must gather and share the following data, at a minimum:

- Results of pre- and post- evaluations of Summit activities to demonstrate knowledge gained
- Personal stories from local communities
- Number of people attending each summits
- Percent of people who report they remain active 9-12 months after the summit
- Number of people in local communities reporting improved access to transportation
- Policies identified by local communities that supported or impeded improved access to transportation
- Total dollars leveraged through project activities
- Names of the organizations collaborating
- The number of individuals with disabilities directly involved in project activities and descriptions of how they were involved.

Proposed Funding Amount

Up to \$150,000 per year, for years 1, 2, and 3; up to \$125,000 for year 4; and up to \$100,000 for year 5.

Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state. To encourage sustainability, TCDD strongly recommends match amounts or funds leveraged to increase each year of the project after year 2.

Proposed Duration

Up to five years.

Other Considerations

As stated previously, TCDD would give preference to organizations applying for grant funds that are able to demonstrate a likelihood of partnering with TXDOT in developing the summits.

Attachment 5

Funding Proposal Executive Summary Understanding Employment Options and Supports

Background

TCDD has invested and continues to invest heavily in initiatives to expand employment options for Texans with developmental disabilities. Community Healthcore and VSA Texas both recently completed grant projects demonstrating effective customized self-employment models. Other TCDD Grant employment related projects that currently receive funding include:

- One project to collaborate with the Project SEARCH® national office and local organizations to increase the number of Project SEARCH sites in Texas and to gather information about barriers encountered across the state.
- Two projects to demonstrate how affordable, widely available technology can assist people with developmental disabilities to gain and maintain competitive employment.
- Three projects to develop systems of supports that can help individuals with developmental disabilities to complete post-secondary education that leads to them reaching their employment goals.

Additionally, TCDD collaborated with other organizations and agencies to provide technical assistance to legislative offices around two new employment-related bills passed by the Texas Legislature in 2013:

- SB 1226 (Employment First) affirms that it is the policy of the state that the priority and preferred outcome for working-age individuals with disabilities who receive public benefits is earning a living wage through competitive employment in the general workforce.
- SB 45 requires employment assistance and supported employment to be available services in all Medicaid waivers.

While TCDD's projects have received media attention, many people across the state are still not aware of the range of opportunities that can assist individuals with developmental disabilities to become competitively employed. Also, staff from the Department of Assistive and Rehabilitative Services (DARS), advocates, and families report a widespread misunderstanding about social security options – many individuals and families mistakenly believe that an adult with disabilities who becomes employed may no longer receive SSI/SSDI and health benefits, and others do not fully appreciate the impact that work has on SSI/SSDI benefits until their benefits are reduced. DARS provides training about various options that allow individuals to retain SSI/SSDI benefits when working; however, their capacity to train all those who may need this information is limited.

State Plan Goal

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 3-5 years of TCDD funding, by 9/30/2016.

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.

Expected Outcome

The desired long-term outcome is that an increased number of individuals, families, and service providers will use SSI/SSDI programs, waiver programs, and other formal and informal supports effectively to help individuals with disabilities to gain and maintain competitive employment without losing necessary benefits.

Project Description

This project would increase the availability of presentation-style training that effectively addresses the risks associated with competitive employment for individuals with developmental and other significant disabilities, including the loss or reduction of public benefits like Medicaid and SSI/SSDI.

The project would work with agencies that provide such training to:

- refine, package, add to, or otherwise adapt existing training as necessary;
- confirm that the method of presentation is effective and appropriate by asking representatives of the target audience – a diverse group of individuals with disabilities, family members, and service providers – to view the presentation and complete pre- and post- tests; and
- record and package the training for later use by individuals or by groups that wish to incorporate the presentations into an event they are hosting.

The project could also simultaneously inform individuals and families about the employment-related models that TCDD and others have developed and continue to develop. Materials, translated into multiple languages, might also need to be edited or adapted to accompany those presentations.

Examples of topics to be addressed include:

- income disregards
- how to maintain SSI/SSDI and/or Medicaid benefits
- available employment services through waiver programs through DADS
- available employment services available from DSHS
- available employment services available from DARS
- the application process related to Impaired Work Related Expenses (IWRE)
- Customized Self Employment
- Ticket to Work
- the Plan to Achieve Self-Support (PASS) Program
- implications of the Affordable Care Act
- financial management skills
- Texas' Medicaid Buy-in options
- other available tools or programs that assist people in becoming more financially self-sufficient

- becoming an employment provider

The organization preparing these presentations will be expected to gather input from other TCDD grantees that have employment- related projects; state agency staff; and other stakeholders as requested by TCDD.

Grant funds could be used to:

- involve recognized experts in the adaptation of the materials and as presenters on different topics (note: “recognized experts” would include self-advocates and family members with personal experience as well as professionals)
- create and edit video/audio recording of the presentations
- provide necessary captioning, subtitles and translation into another language
- purchase available materials as appropriate
- adapt and translate materials as appropriate

Proposed Funding Amount

Up to \$150,000 per year

Proposed Duration

Up to two years

Other Considerations

Organizations implementing this project may choose to hold an “Understanding Employment Options and Supports Conference” as an opportunity to conduct the majority of the video recording. However, a conference would not be required.

Attachment 6

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 10/23/13

ITEM: A

Grantee: A Circle of Ten, Inc. (C10)

Year: 3 of 3

Project Title: Increasing Capacity in the Existing Development and Advocacy Skills Training Project

Project Location: Austin, Houston, Dallas &/or San Antonio

TCDD RFP Intent:

TCDD initially posted an RFP for activities to train and assist TCDD grantees that provide leadership development and advocacy skills training to successfully obtain funding or other resources that increase the ability of those training activities to be sustained when grant support from TCDD terminates. The Contractor will provide training and assistance to 10-17 grants within Houston, Dallas, and Austin. TCDD approved funding up to \$25,000 to provide training to increase the capacity expecting to review after year one for possible continuation. TCDD later approved up to 2 additional years; the second award period will end December 2013.

TCDD is seeking this grantee to continue contract and to incorporate some activities beyond the current contract in the building community capacity contract. Additional activities include training additional TCDD grantees; and coordinating a Funder's Forum & conference that includes public policy issues and advocacy opportunities (pre-session); an opportunity to provide input into state plan objectives & activities; and a meeting of the Texas Funders Roundtable. Council approval is requested for an increased amount to include these additional activities in addition to continuing activities from the current contract.

Current Authorized Funding: TCDD has approved up to \$25,000 for up to three years.

Expected Outcomes: Funding leveraged to assist sustainability efforts of various TCDD grant projects; evidence of projects sustained with various types of funding and resources past TCDD grant funds; C10 will identify specific outcomes/accomplishments for each of 10-17 TCDD grantees; and C10 will provide information about grantees that need additional support to sustain their programs.

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

Goal: To build the capacity of 10-17 TCDD grantees in three locations (Austin, Houston, Dallas &/or San Antonio) through leadership training and support to 20-34 staff &/or family members of people with developmental disabilities to leverage TCDD funding and sustain programs with various types of funding and resources past TCDD grants.

Accomplishments per goal: Year One: Worked with 16 of 17 TCDD leadership and advocacy grantees to offer three 3-day seminars on grant writing and incorporating collaborative grant ideas. Had thirty-seven (37) participants in capacity building training, capacity building surveys, and phone interviews. Identified statewide and regional grant resources; and involved additional partners to gain State, Federal and private funding to leverage funds. The Meadows Foundation funded Circle of Ten and the City of Houston Parks & Recreation finalized a Memorandum of Understanding to include TCDD grantees and non-TCDD agencies in their services and grants with an option to host the Funders' Forum. The funding and memorandum brings together 10 partners to address veterans, people with disabilities, and at-risk youth.

Year Two: Offered 7 TCDD grantees: 1) Six 3-day seminars with 30 representatives; 2) 3-day seminar incorporating collaborative grant ideas; and 3) submitted eight new grants that included existing/potential TCDD grantees and complimentary agencies and identified finalization of program and budget development for at least one large collaborative effort. As a result, partners received two awards for TCDDs BC3 Expanding Community Collaborative Capacity grants; TCDD stipend award for DiversAbility Event; and submitted grant proposals to Houston Endowment, US Department of Agriculture Rural Utility Services, Kresge Foundation, and the US Department of Housing & Urban Development for Asian Housing Initiative in Harris & Ft. Bend Counties.

Texas Council for Developmental Disabilities

Proposed Goals and Objectives for Year 3:

Goal: Build the capacity of the 5-10 TCDD select grantees from Years One/Two and an additional *10-15 TCDD grantee agencies in existing/new networks; and host Funders Forum & Conference. *New TCDD grantees identified by TCDD.

Objectives: 1) Provide a 3-day Process of Collaboration Seminar on Linking Leadership, Grassroots Community Organizing, Innovative Program Development, Grant Research, and Grant Writing; 2) Part II – The Next Step, incorporates real grant ideas into the curriculum; 3) Guided Alliance will guide from concept through next steps of finalization of program development, budget development and completion/submission of grant application (s) for at least one collaborative effort; and 4) Present the 10th Annual Funder’s Forum & Conference to 75-100 staff and/or family members of people with developmental disabilities to leverage funding and sustain programs with various resources past TCDD grants.

Council Considerations: No staff concerns, match not required per contract; If recommended favorably by the Executive Committee, the Council will be asked to consider funding to continue contract and additional \$25,000 to incorporate additional activities for final year of contract. Staff included 2-separate budgets to include the current capacity building contract and additional budget to include the Funders Forum and Conference Event.

| Continuation Budget Detail Summary | | | |
|--|-------------------|----------|----------|
| | Federal | Match | Totals |
| Amount expended in year 1 (no consultants) | \$25,000/\$25,000 | \$0/\$0 | \$25,000 |
| Amount expended in year 2 | \$25,000/\$15,947 | \$0/\$0 | \$15,947 |
| Amount requested for year 3 contract: | | | |
| I. Personnel Services | 22,559 | 10,098 | 32,657 |
| II. Travel | 1690 | 0 | 1690 |
| III. Purchased Services | 550 | 500 | 1050 |
| IV. Property/Materials | 200 | 0 | 200 |
| V. Rental/Leasing | 0 | 1,500 | 1,500 |
| VI. Utilities | 0 | 0 | 0 |
| VII. Other | 0 | 0 | 0 |
| Budget period totals | \$24,999 | 12,098 | 37,097 |
| Amount requested for Funders Forum/Conference | | | |
| I. Personnel Services | 21,048 | 10,098 | 31,146 |
| II. Travel | 2520 | 0 | 2520 |
| III. Purchased Services | 550 | 0 | 550 |
| IV. Property/Materials | 522 | 0 | 522 |
| V. Rental/Leasing | 0 | 7500 | 7500 |
| VI. Utilities | 360 | 0 | 360 |
| VII. Other | 0 | 0 | 0 |
| Budget period totals | \$25,000 | \$17,598 | \$42,598 |

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
OCTOBER 24, 2013**

COUNCIL MEMBERS PRESENT

| | | |
|---------------------|---------------------|--------------------|
| Mary Durham, Chair | Stephen Gersuk | Joe Rivas |
| Hunter Adkins | Manda Hall, DSHS | Penny Seay, UT CDS |
| Kimberly Blackmon | Jeff Kaufmann, DADS | Cindy Swain, TEA |
| Gladys Cortez | Sara Kendall, DARS | David Taylor |
| Kristen Cox | Diana Kern | Richard Tisch |
| Andrew Crim | Scott McAvoy | Susan Vardell |
| Mary Faithfull, DRT | John Morris | |

COUNCIL MEMBERS ABSENT

| | | |
|---------------------------------|---------------------|----------------|
| Mike Benz/Amy Sharp, A&M CDD | Andrew Crim | Cindy Johnston |
| Kristine Clark | Mateo Delgado | Dana Perry |
| | HHSC Representative | Lora Taylor |

STAFF MEMBERS PRESENT

| | | |
|-----------------------------------|---------------|---------------|
| Roger Webb, Executive Director | Joanna Cordry | Jessica Ramos |
| Jeri Barnard | Celina Galvan | Koren Vogel |
| Martha Cantu | Sonya Hosey | Lucy Walker |
| Belinda Carlton | Wendy Jones | |
| | Susan Mihalik | |

GUESTS PRESENT

| | |
|----------------------------------|-----------------------------------|
| Patty Anderson, DRT | Linda Harmon |
| Susie Angel, OneStar Foundation | Debbie Kizer, Imagine Arts |
| Chris Bugbee, OneStar Foundation | Rebecca Ortiz |
| Amanda Dunnivant | Suzanne Potts, OneStar Foundation |
| Erik Fajardo, Sunset Commission | Judith Sokolo, OneStar Foundation |

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, October 24, 2013, in the Lady Bird Lake Room of the Wyndham Garden Hotel, 3401 IH 35 South, Austin, TX 78741. Council Vice-Chair Andy Crim called the meeting to order at 10:39 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

Debbie Kizer, Imagine Arts, spoke to the Council about her Austin-based arts ministry which is a creative community of artists with and without disabilities and provides inclusive settings for creativity. She is attempting to work with residents of the Austin State Supported Living Center and has assisted with Person Centered Planning for one resident who is transitioning to the community.

Patty Anderson, Disability Rights Texas, spoke to the Council about recent priority topics for that agency including changes in state law requiring voter identification, an upcoming event for female veterans with disabilities, and a survey being conducted by Disability Rights Texas to determine priority issues for people with disabilities. Individuals with disabilities and families are encouraged to complete the survey which is available online at www.disabilityrightstx.org.

3. GRANTEE PRESENTATION: ONESTAR FOUNDATION

Grants Specialist Susan Mihalik introduced Suzanne Potts, Project Director for the OneStar Foundation Inclusive Faith-Based Communities Symposium project. Potts introduced Chris Bugbee, Chief Operating Office of OneStar Foundation in addition to Susie Angel and Judith Sokolow who are participants in the project. OneStar Foundation has established the Austin Interfaith Inclusion Network (AIIN) as an on-going network to convene faith-based and disability communities to discuss inclusion in faith-based settings. AIIN has coordinated two annual symposiums and developed a resource kit "Every Member Matters" for faith-based organizations. Faiths represented in AIIN include Evangelical Christian, Catholic, Protestant, Jewish, Buddhist, Hindu, Muslim and non-denominational.

4. GRANT PROJECT HIGHLIGHTS

Grants Specialist Mihalik provided highlights of two TCDD funded Inclusive Faith-Based Communities Symposiums projects: OneStar Foundation and from West Central Texas Regional Foundation.

5. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Executive Director Roger Webb reviewed the excused member absences for these meetings including Mateo Delgado, Kris Clark, Cindy Johnston, Dana Perry, Lora Taylor, Amy Sharp (Thursday only), Stephen Gersuk (Friday only), Susan Vardell (Friday only), Scott McAvoy (Friday only), and Mary Durham (Friday only). Webb reminded members that this is Joe Rivas's last meeting.

Webb also included an update on TCDD staff to note that Peggy Oster began as TCDD Web Administrator in September and Erin Lawler will begin as a Public Policy Specialist on November 1, 2013. Jeri Barnard was recognized on her planned retirement from TCDD October 31, 2013.

6. OTHER UPDATES

Planning Coordinator Joanna Cordry updated members on TCDD State Plan progress.

ADJOURN

Council Vice-Chair Crim adjourned the Committee of the Whole at 12:45 PM.

Roger A. Webb
Secretary to the Council

Date

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
FEBRUARY 6, 2014**

COUNCIL MEMBERS PRESENT

| | | |
|-------------------|------------------------|--------------------|
| Hunter Adkins | Alicia Dimmick Essary/ | John Morris |
| Kimberly Blackmon | Jeff Kaufmann, DADS | Amy Sharp, A&M CDD |
| Kristine Clark | Mary Faithfull, DRT | Cindy Swain, TEA |
| Gladys Cortez | Manda Hall, DSHS | David Taylor |
| Kristen Cox | Sara Kendall, DARS | Lora Taylor |
| Mateo Delgado | Scott McAvoy | April Young, HHSC |

COUNCIL MEMBERS ABSENT

| | | |
|--------------------|----------------|--------------------|
| Mary Durham, Chair | Cindy Johnston | Penny Seay, UT CDS |
| Andrew Crim | Diana Kern | Richard Tisch |
| Stephen Gersuk | Dana Perry | Susan Vardell |

STAFF MEMBERS PRESENT

| | | |
|-----------------------------------|---------------|---------------|
| Roger Webb, Executive Director | Celina Galvan | Jessica Ramos |
| Martha Cantu | Sonya Hosey | Koren Vogel |
| Belinda Carlton | Wendy Jones | Lucy Walker |
| Joanna Cordry | Erin Lawler | |
| | Peggy Oster | |

GUESTS PRESENT

| | | |
|--|---|-------------------|
| Rosanna Barrett, HHSC Office of Minority Health | Ethel Garcia, HHSC Office of Minority Health | Brandy Holt, DARS |
| Gina Fuller | Susan Garnett, Tarrant Co MHMR | Laura Stough |

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, February 6, 2014, in the Chennault Room of the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. A quorum was not present as discussion began on information items.

1. INTRODUCTIONS

Executive Director Roger Webb explained that Council Chair Mary Durham had a planned absence due to a recent medical procedure and Council Vice-Chair Andy Crim would also not be in attendance due a medical emergency in his family. Committee Chairs Gladys Cortez and Kristen Cox agreed to co-chair the Committee of the Whole and Council meetings. Council members, staff and guests were introduced.

Webb welcomed April Young as the new designated alternate representative from the Texas Health and Human Services Commission (HHSC) and announced the designation of Nancy Walker as Council representative from HHSC.

Texas Department of Assistive and Rehabilitative Services (DARS) representative Sara Kendall updated members on activities related to the passage of SB 1226, the Employment First bill. Members of the Employment First taskforce are expected to be announced soon and meetings are being scheduled.

2. PUBLIC COMMENTS

No public comments were offered.

3. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Webb discussed the agenda and noted that Vice-Chair Crim suggested that Council members receive short training sessions at each quarterly meeting to enhance their understanding about various matters. A short overview of internal auditing controls is therefore planned during this meeting.

Webb reviewed the expected Council Member absences for these meetings including Mary Durham, Andy Crim, Stephen Gersuk, Cindy Johnston, Diana Kern, Dana Perry, Susan Vardell, Rick Tisch and Penny Seay (Thursday only).

Public Policy Director Jessica Ramos reminded members of advocacy strategies that are low or no-cost that could be recommended during the next legislative session and create positive change. Members were encouraged to offer suggestions to staff for development and future Council consideration.

Members were encouraged to complete a survey provided in the handout folder regarding Council meetings and member support.

Webb discussed the Central Texas African American Family Support Conference scheduled for February 25-26, 2014, and offered Council support if members wished to attend this conference.

At 9:25 AM, a quorum was present.

4. PRESENTATION: CENTER FOR ELIMINATION OF DISPROPORTIONALITY AND DISPARITIES

Grants Management Director Sonya Hosey introduced Dr. Rosanna Barrett of the Center for Elimination of Disproportionality and Disparities. Dr. Barrett, Director of the Office of Minority Health and Health Equity at HHSC, provided a presentation on Health Disparities Among Adults with Disabilities in Texas. Barrett presented data from the Centers for Disease Control that reflects the difference in health outcomes that exist due to unequal treatment or services across ethnic groups as well as the differences between people with and without disabilities. She stressed a need for cultural competence in healthcare service delivery as well as the need to recognize disability as a fundamental component of cultural competency.

5. GRANT PROJECT HIGHLIGHTS

Grants Management Specialist Wendy Jones provided highlights of the Project SEARCH *TechWorks for Texas!* project at Texas Tech University Burkhart Center for Autism Research. Project SEARCH is a national project that provides transition school to work services for students with disabilities. This project will support new Project SEARCH sites in Texas and is in the second year of a five-year project. During the first year the project helped establish sites in Lewisville, Garland and Fort Worth. Four more sites are in progress and a total of ten sites will be established at the end of the project. Sara Kendall provided details of the student's experience with Project SEARCH - referral

from school and local community centers for internship, placement with a provider and job coaching and establishment of natural supports within the job site with the goal of permanent job placement. Members discussed the model and obstacles to establishing the program in certain areas of the state.

6. RECOGNITION OF RETIREMENT

Executive Director Webb and Public Policy Director Ramos recognized TCDD Public Information Specialist Lucy Walker on her impending retirement and 25 years of service to the state.

7. COUNCIL MEMBER TRAINING – INTERNAL AUDIT CONTROLS

Webb provided an overview for members about Internal Audit Controls. Internal audit controls are a process guided by an organization’s directors and executive staff that are designed to provide reasonable assurance about the achievement of the agency’s objectives. These include financial and non-financial reporting of activities that are consistent with state and federal laws, regulations and requirements. Webb discussed recent examples of other organizations with incidents of alleged fraud and embezzlement due to insufficient internal controls, and reviewed aspects of TCDD internal controls. Webb reminded members that TCDD Internal Auditor Jaye Stepp reports her audit activities directly to the Council so that all members are aware of the transparency of TCDD operations.

8. PRESENTATION: 1115 WAIVER TRANSFORMATION PROJECTS WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES FOCUS

Webb introduced Susan Garnett, CEO of MHMR of Tarrant County, who provided a presentation on Healthcare Transformation Initiatives for people with intellectual and developmental disabilities. MHMR of Tarrant County is working with John Peter Smith Hospital and HHSC to implement projects as part of the Texas Healthcare Transformation and Quality Improvement Program (1115 Waiver) that includes initiatives on mental health, substance abuse and intellectual/developmental disabilities. MHMR of Tarrant County has two projects that are focused on assisting individuals with intellectual and developmental disabilities. The Crisis Avoidance & Stabilization program implements a national START (Systemic Therapeutic, Assessment, Respite and Treatment) model and provides a 24-hour crisis response capability, short-term emergency respite, psychological/behavioral support services, in-home mobile supports and intensive service coordination. The Nurse Care Management program serves people with intellectual and developmental disabilities who also have a chronic disease and provides nursing staff on a short-term basis to assist those patients with management of their chronic disease.

ADJOURN

The Committee of the Whole adjourned at 1:55 PM.

Roger A. Webb
Secretary to the Council

Date

Background:

During the October Council meeting, Hunter Adkins, Cindy Swain and Jeff Kaufmann were selected as member of the Nominating Committee. Those members selected Ms. Adkins to Chair the Committee this year and report the Committee’s nominations to the Council. The Committee will provide recommendations for the Council Vice-Chair and the Consumer Member-at-Large to the Executive Committee. Nominations from the floor may also be accepted.

A summary outlining Nominating Committee Procedures and the Council’s election process is included.

Council

Agenda Item 6-7.

Expected Action:

The Council will receive nominations for Council Vice-Chair and for the Consumer (Self-Advocate) Delegate at Large to the Executive Committee, and will elect individuals to each position.

Texas Council for Developmental Disabilities (TCDD) Nominating Committee Information

Hunter Adkins, Cindy Swain and Jeff Kaufmann were selected during October meetings as the Nominating Committee to bring forward nominations during the February 2013 meeting for Council Vice-Chair and for the Consumer Delegate-at-Large to the Executive Committee. Those members have selected Hunter Adkins to serve as Chair of the Committee.

We are sending this email to solicit nominations from the members at large. A few sections from TCDD Policies are pasted below that describe the qualifications and duties of officers, provisions for nominating the Vice- Chair, responsibilities of the Nominating Committee, and provisions for nominating the primary consumer delegate-at-large who is a member of the Executive Committee. A few notes for your consideration:

- Council members may indicate their interest in serving in either or both positions provided they meet the qualifications.
- Council Procedures do **not** allow members of the Nominating Committee to be nominated for Vice-Chair or the consumer delegate-at-large position.

Action Required:

Please send you're an email expressing your interest in a position and explaining why you or someone you wish to nominate would be a good choice to fill this position. Refer to the resource information below in making your decision. Please return your email no later than January 6th, if at all possible.

VICE CHAIR:

- When considering a nomination for Council Vice-Chair, please remember that in addition to the "usual responsibilities" as Vice-Chair, this person also Chairs the Council's Audit Committee.
- TCDD Policies provide that an agency representative to the Council is **not** eligible to serve as Council Vice-Chair (i.e. those from the following agencies: DADS, DARS, DSHS, HHSC, TEA, Disability Rights Texas, the Center for Disability Studies at UT-Austin, and the TX A&M Center for Disability and Development).
- TCDD policies stipulate that Council members may serve no more than two consecutive, one-year terms as Vice-Chair.
- Current Committee Chairs are eligible for nomination to serve as Vice-Chair as well as newly appointed Council members, excluding the agency representatives.
- Andrew Crim is currently serving his first term as vice chair and is eligible to serve a second term.
- The chart that follows lists Council members eligible to be nominated for the office of Vice-Chair.
- Note: The Nominating Committee cannot nominate a member of the Committee. However, a Council member may nominate a member of the Nominating Committee members from the floor.

Council Members Eligible to be Nominated for the Office of Council Vice-Chair

| Council Member | Term Expires | From | Can be Reappointed |
|-------------------|--------------|-------------|--------------------|
| Hunter Adkins | 2015 | Lakeway | Nom. Comm. |
| Kimberly Blackmon | 2015 | Ft. Worth | |
| Kris Clark | 2017 | San Antonio | |
| Gladys Cortez | 2017 | McAllen | |
| Kristen Cox | 2015 | El Paso | |
| Andrew Crim | 2013 | Ft. Worth | Yes |
| Mateo Delgado | 2013 | El Paso | Yes |
| Stephen Gersuk | 2013 | Plano | Yes |
| Cindy Johnston | 2013 | Dallas | Declined |

| | | | |
|---------------|------|-------------|-----|
| Diana Kern | 2015 | Cedar Creek | |
| Scott McAvoy | 2015 | Cedar Park | |
| John Morris | 2013 | Austin | No |
| Dana Perry | 2015 | Brownwood | |
| David Taylor | 2017 | El Paso | |
| Lora Taylor | 2013 | Houston | Yes |
| Rick Tisch | 2015 | Spring | |
| Susan Vardell | 2013 | Whitesboro | No |

CONSUMER DELEGATE AT LARGE:

- Council Policies do not limit the number of terms a member may serve as the primary consumer delegate-at-large on the Executive Committee.
- Diana Kern is currently serving in her first term as the primary consumer delegate-at-large on the Executive Committee, and is eligible to be nominated for another term.
- Hunter Adkins, Cindy Johnston, and John Morris have each previously served one or more terms as the Consumer Member-At-Large.

**Consumer Council Members Eligible for Nomination for
Consumer Delegate-at-Large to Executive Committee**

| Council Member | Term Expires | From | Can be Reappointed |
|-------------------|--------------|-------------|--------------------|
| Hunter Adkins | 2015 | Lakeway | Nom. Comm. |
| Kimberly Blackmon | 2015 | Ft. Worth | |
| Mateo Delgado | 2013 | El Paso | Yes |
| Cindy Johnston | 2013 | Dallas | Declines |
| Diana Kern | 2015 | Cedar Creek | |
| John Morris | 2013 | Austin | No |

From: Council Policies

V. OFFICERS

- A. Positions and Qualifications. Officers of the Council shall be a Chair and Vice-Chair. A representative of a state agency may not serve as an officer of the Council.
- B. Appointment and Election Procedures.
1. The Council Chair shall be designated by the Governor to serve a term at the will of the Governor.
 2. The Council Vice-Chair shall be elected by the Council at the first regular Council meeting of the new calendar year except for a vacancy. The term of office for the Council Vice-Chair shall be one calendar year. No member may hold the office of Council Vice-Chair for more than two consecutive full terms.

C. Vacancies in Office

1. A vacancy in the office of Council Chair may be filled only by the Governor. The Council Vice-Chair shall perform the duties of the Chair during the period of vacancy.
2. A vacancy in the office of Vice-Chair may be filled by a majority vote of the members present at any scheduled meeting of the Council. Vice-Chairs elected in this manner shall serve until the election of a Vice-Chair at the first regular Council meeting of the new calendar year.

D. Duties of Officers

1. The Chair is responsible for the general supervision of all activities of the Council in order to assure that the objectives of the Council are executed in the best possible manner. The responsibilities of the Chair shall include, but not be limited to, the following duties:
 - (a) The Chair shall preside at all Council meetings.
 - (b) The Chair shall serve as the Chair of the Executive Committee and as a voting, ex-officio member of all committees except the Nominating Committee.
 - (c) The Chair shall appoint the members of all standing and ad hoc committees except the Nominating Committee and the Executive Committee.
 - (d) The Chair shall appoint Chairs of all standing committees in a manner prescribed in Article VI of these bylaws. All such appointments are subject to the approval of the Council.
 - (e) The Chair shall call special meetings of the Council, as necessary.
 - (f) The Chair shall approve the agenda for each Council meeting.
 - (g) The Chair shall represent the Council at public meetings and conferences and in dealing with other organizations or shall designate an alternate to do so.
 - (h) The Chair shall approve out-of-state travel of Council members or staff pursuant to travel procedures established by the Executive Committee.
 - (i) The Chair shall provide advice and consultation to the Executive Director concerning activities conducted by Council staff.
 - (j) The Chair shall prepare the annual performance evaluation of the Executive Director after considering input from Committee Chairs and Council members.
 - (k) The Council Chair shall be authorized to act for the Council on matters which require Council action when neither the appropriate committee(s) nor the full Council can meet, providing:
 - i. input is solicited from the Council Vice-Chair, the Chair of the appropriate Committee, and other members of the Council reasonably known to be knowledgeable about the matter at hand (For purposes of this sub-section, "input" means to receive and disseminate information.); and,
 - ii such action shall be reviewed by the appropriate Committee of the Council when it next meets.

In the event three or more Council members place in writing a request for recession of this authority to the Executive Committee, this authorization may be temporarily suspended by the Executive Committee pending full review by the Council. The Executive Committee shall review and affirm or disaffirm such actions and recommend to the Council continuance or discontinuance of authority for such matters.

2. The responsibilities of the Vice-Chair shall include, but not be limited to, the following duties:
 - a. The Vice-Chair shall perform the duties of the Chair in all cases when the Chair is unable to serve.
 - b. The Vice-Chair serves as Chair of the Audit Committee.
 - c. The Vice-Chair shall be a voting ex-officio member of all other committees except the Nominating Committee.
 - d. The Vice-Chair shall assume such additional duties as may be requested by the Chair.

VII. COMMITTEES OF THE COUNCIL

G. Nominating Committee Duties and Composition

1. The Nominating Committee shall have the following powers and duties, and others that may be designated from time to time by the Council:
 - (a) Presents a recommendation to the full Council for the office of Council Vice-Chair at the winter Council meeting.
 - (b) Presents a recommendation to the full Council for a primary consumer delegate-at-large to the Executive Committee at the winter Council meeting.
2. Each standing committee except the Executive Committee shall elect one member for the Nominating Committee prior to the fall Council meeting.
3. At the fall Council meeting, the Council shall elect a member who is not an Executive Committee member to serve as a member of the Nominating Committee and, if necessary, an additional member to ensure a committee of not less than three nor more than five members. The members of the nominating committee shall select a Chair from among the members of the committee.

COUNCIL PROCEDURE #7: NOMINATING COMMITTEE ELECTION PROCEDURES

1. **Council Member Input.** The Nominating Committee shall solicit input from Council members prior to determining nominations for Council Vice-Chair and for Consumer Member-at-Large to the Executive Committee.
2. **Meetings.** Meetings of the Nominating Committee shall be restricted to members of the Committee only.
3. **Members Not Eligible.** Nominating Committee members are not eligible for nomination for Vice-Chair or Consumer Member-at-Large.
4. **Nominations from the Floor.** Nominations by Council members from the floor will follow presentation of each nomination by the Nominating Committee. Nominations from the floor do not require a second.
5. **Ballot.** If more than one individual is nominated for a position, the election shall be by secret ballot. The Nominating Committee Chair shall count the ballots and announce the outcome.
6. **Vacancy.** A vacancy in the office of either position may be filled by a majority vote of the members present at any scheduled meeting of the full Council. Nominations shall be made by the Chair of the Nominating Committee, with additional nominations accepted from the floor. Individuals elected in this manner shall serve until regular elections at the next winter Council meeting.

Quarterly Council and Committee Meetings

Tentative Dates

August 6-8, 2014

November 5-7, 2014

February 4-6, 2015

May 6-8, 2015

Council Meeting

Agenda Item 14.

Expected Action:

Discussion only; no action is anticipated.