

**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.<sup>1</sup>

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.

---

<sup>1</sup> 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.

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

---

**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 1<sup>st</sup> 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 \_\_\_\_\_ 24<sup>th</sup> \_\_\_\_\_ 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**

I. Compliance with House Bill 16: Posting the Internal Audit Plan, Internal Audit Annual Report and Other Audit information on Internet Web site .....1

II. Internal Audit Plan for Fiscal Year 2013 .....1

III. Consulting Services and Non-Audit Services Completed .....1

IV. External Quality Assurance Review (Peer Review) .....2

V. Internal Audit Plan for Fiscal Year 2014.....2

VI. External Audit Services Procured in Fiscal Year 2013 .....3

VII. Reporting Suspected Fraud and Abuse .....3

Report Distribution List .....4

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

Oversight Agencies

Kate McGrath  
Governor's Office of Budget Planning and Policy  
[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Ed Osner  
Legislative Budget Board  
[Ed.Osner@lbb.state.tx.us](mailto:Ed.Osner@lbb.state.tx.us)

Internal Audit Coordinator  
State Auditor's Office  
[iacoordinator@sao.state.tx.us](mailto:iacoordinator@sao.state.tx.us)

Ken Levine  
Sunset Advisory Commission  
[sunset@sunset.state.tx.us](mailto: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

## Table of Contents

Letter to Council Members .....	1
Section 1: Risk Assessment.....	2
Section 2: Internal Audit Plan .....	4
Section 3: History of Internal Audits at TCDD.....	5
Exhibit 1: Risk Footprint .....	6
Distribution Page .....	7



**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

Kate McGrath  
Governor's Office of Budget Planning and Policy  
[internalaudits@governor.state.tx.us](mailto:internalaudits@governor.state.tx.us)

Ed Osner  
Legislative Budget Board  
[Ed.Osner@lbb.state.tx.us](mailto:Ed.Osner@lbb.state.tx.us)

Internal Audit Coordinator  
State Auditor's Office  
[iacoordinator@sao.state.tx.us](mailto:iacoordinator@sao.state.tx.us)

Ken Levine  
Sunset Advisory Commission  
[sunset@sunset.state.tx.us](mailto:sunset@sunset.state.tx.us)

# **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 10<sup>th</sup> 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.

<b>Continuation Budget Detail Summary</b>			
	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
<b>Amount requested for year 3 contract:</b>			
<b>I. Personnel Services</b>	22,559	10,098	32,657
<b>II. Travel</b>	1690	0	1690
<b>III. Purchased Services</b>	550	500	1050
<b>IV. Property/Materials</b>	200	0	200
<b>V. Rental/Leasing</b>	0	1,500	1,500
<b>VI. Utilities</b>	0	0	0
<b>VII. Other</b>	0	0	0
Budget period totals	\$24,999	12,098	37,097
<b>Amount requested for Funders Forum/Conference</b>			
<b>I. Personnel Services</b>	21,048	10,098	31,146
<b>II. Travel</b>	2520	0	2520
<b>III. Purchased Services</b>	550	0	550
<b>IV. Property/Materials</b>	522	0	522
<b>V. Rental/Leasing</b>	0	7500	7500
<b>VI. Utilities</b>	360	0	360
<b>VII. Other</b>	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](http://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