

**Background:**

Minutes of the November 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, NOVEMBER 6, 2014  
FINAL DRAFT MINUTES**

**COMMITTEE MEMBERS PRESENT**

Gladys Cortez, Chair	Manda Hall (DSHS)	John Thomas
Kimberly Blackmon	Scott McAvoy	Rick Tisch
Andrew Crim	Cindy Swain (TEA)	
Mary Durham	David Taylor	

**COMMITTEE MEMBERS ABSENT**

Diana Kern	Dana Perry
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**STAFF PRESENT**

Martha Cantu	Sonya Hosey	Fernando Rodriguez
Joanna Cordry	Wendy Jones	Joshua Ryf
Cynthia Ellison	Susan Mihalik	

**GUESTS**

Ivy Goldstein (DSHS)	Carrie Warner
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**CALL TO ORDER**

The Project Development Committee met on Thursday, November 6, 2014, at the Marriott Austin South at 4415 IH-35 South, Austin, Texas 78704. Chair Gladys Cortez called the meeting to order at 2:38 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

**3. APPROVAL OF MINUTES**

The Committee reviewed minutes of the August 7, 2014, Project Development Committee meeting.

**MOTION:** To approve the minutes of the August 7, 2014, Project Development Committee meeting as drafted.

**MADE BY:** Scott McAvoy

**SECOND:** Manda Hall

The motion **passed** unanimously.

**4. CHAIR'S REMARKS**

Chair Gladys Cortez informed members that the Public Policy Committee has moved the review of position statements to the top of the agenda, should members wish to provide input.

**5. MEMBER UPDATES**

New member John Thomas stated that he has experience in financial and business activities and has a strong background in audits. He has volunteered to serve on the TCDD Audit Committee.

**6. STAFF REPORTS**

**A. Public Information Report**

Joshua Ryf, TCDD Communications Coordinator, reported on Public Information. Ryf remarked that social media connections have increased. TCDD focuses on providing information through Facebook, e-mail campaigns, and eNews (TCDD Connection). Items are updated regularly and content is shared in various different formats. Handouts like the People First handouts and other user friendly methods are used to share information. To receive emails, individuals may sign up on the TCDD website.

An updated Higher Education Guide has been published and will be available on the website and through email.

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

Sonya Hosey, Grants Management Director, reported on the status of the new and approved projects. Hosey directed the committee to the grant project highlights for Texas A&M Higher education project and REACH Families Outreach and Development project. Hosey informed the committee that the Texas Advocates Self-Advocate Grassroots Community Organizing is expected to begin on January 1, 2015.

Hosey also provided an update Committee members on decisions of the Executive Committee to approve continuation grant awards for various projects.

**C. Projected Available Funds**

Martha Cantu, Operations Director, reported on the Projected Available Funds and the Grants and Contracts Award Reports. Approximately \$56,000 of FY2014, funds remain available at the end of FY 14 that can be obligated during FY 15.

#### **D. Other Updates**

The Sunset Commission Staff Report found that the purpose of TCDD is important in the state and recommends TCDD continue for another 12 years. Sunset staff also recommend that TCDD conduct follow-up on grant projects for 3-5 years after grant funding has ended.

The Committee discussed the need to identify reasonable expectations for sustainability of projects that receive grant funds. The Committee also discussed how goals and measurable outcomes of grant projects should be clearly identified from the initial conception of a project. Council Chair Mary Durham suggested that TCDD incorporate measurable outcomes into the continuation process for existing grants. Joanna Cordry, Planning Coordinator, remarked on the importance of only capturing relevant data as data collection frequently requires additional resources.

The Sunset Commission recommendations may require additional staff to implement and maintain the additional information being captured and tracked. Cordry and Hosey are streamlining current staff work activities and hope this will allow staff time to conduct follow up without needing additional resources. Cantu noted that two staff positions are currently vacant and could be used for this purpose if determined to be necessary.

### **7. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION**

#### **A. SUPPORT FOR STUDENTS RESEARCH-RELATED EXPENSES**

Ms. Cordry reviewed the Executive Summary for Support for Expenses for Research on Disability-related Topics projects. The Committee discussed how the grant would be structured and managed. Several potential hurdles were identified and solutions were discussed.

**MOTION:** To approve the Executive Summary for Support for Student Research-Related Expenses on Disability-Related Topics as written for up to \$25,000 per year per research project, for up to three projects, for up to three years.

**MADE BY:** Scott McAvoy

**SECOND:** Rick Tisch

The motion **passed**. Andy Crim abstained.

## **B. IDEAS TO ENHANCE THE IMPACT OF TCDD ACTIVITIES**

The Committee discussed a possible future Partners in Policymaking (PIP) project. PIP is a proprietary program model of intensive leadership and advocacy training supported by many DD Councils. The TCDD funded PIP from 1991-2006 with funding of \$385,000 for the final grant year. That enabled 30-35 people to receive training annually. TCDD currently funds many other leadership and advocacy training projects that provide good training, but PIP produced the largest number of advanced advocates who continue to engage in advocacy at the state level.

The Committee discussed some of the strengths and challenges of the Texas PIP program and also explored the possibility of implementing a model similar to that supported by the New York DD Council that uses technology to connect multiple classes around the state for the same presentation. Each local class has its own facilitator. This might enable classes tailored to individual communities, save travel costs, and allow other individuals to view presentations. Committee members expressed concerns about possibly diluting the PIP brand by making some of the information available to a large group of people who then might not choose to attend the entire training. The Committee requested that staff provide more information on the New York Model and other options for the May 2015 meeting.

Susan Mihalik, Grant Specialist, discussed possible “next steps” for TCDD’s four faith-based projects. Mihalik updated the Committee on the status of each project and noted that the grantees hope to continue to work together after grant funding from TCDD is complete. The Committee expressed interest in considering a small amount of funding to enable these projects to build a network of organizations that are building inclusive faith-based communities to support each other. The Committee requested that staff gather more information and develop an Executive Summary for an inclusive faith-based community network, to include measureable outcomes.

### **8. FUTURE PROJECT FUNDING PRIORITIES**

The Committee reviewed the current priorities for new projects and added the newly approved project.

**MOTION:** To add “Support for Student Research-Related Expenses on Disability-Related Topics” to TCDD Future Funding Activities Priorities as item #7.

**MADE BY:** Andrew Crim

**SECOND:** John Thomas

The motion **passed** unanimously.

**9. STATE PLAN PROGRESS AND SUGGESTED NEXT STEPS**

Ms. Cordry briefly discussed the TCDD FY2012-2016 State Plan: Progress in Year 3 and Suggested Next Steps document. The Committee chose to table discussion on this item for a meeting later in the year.

**MOTION:** To submit the State Plan Goals and Objectives as currently written, with no changes, and to consider possible amendments or changes to Objectives and Activities at a later meeting.

**MADE BY:** Mary Durham

**SECOND:** Rick Tisch

The motion **passed** unanimously.

**10. SELECTION OF TCDD NOMINATING COMMITTEE MEMBER**

The Committee discussed the need to appoint a member to the Nominating Committee. David Taylor was selected to serve on the nominating committee by acclamation.

Council Chair Durham commented that due to the Council's term limit policy, current Vice-Chair Andy Crim is not eligible to serve an additional term. However, many of the members are new to the Council and may not feel comfortable serving as Council Vice-Chair, and several more experienced members have recently expressed reluctance to take on additional responsibility. The Committee discussed the possibility of suspending the term limit provision to provide the Nominating Committee with an additional choice to consider for Council Vice-Chair.

**MOTION:** To recommend Council approval for a one year suspension of the provision in TCDD Policies that limits a person from serving as vice-chair of the Council for more than two consecutive terms.

**MADE BY:** Rick Tisch

**SECOND:** Mary Durham

The motion **passed**. Andy Crim abstained.

**11. OTHER DISCUSSION ITEMS**

None.

**MOTION:** To end the meeting.

**MADE BY:** Rick Tisch

**SECOND:** Manda Hall

The motion passed unanimously and the meeting adjourned at 4:51 p.m.

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Roger A. Webb, Secretary to the Council

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Date