

Executive Committee Meeting Minutes	Tab 1
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Background:

Minutes of the February 4, 2015, 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
FEBRUARY 4 & 6, 2015**

FEBRUARY 4, 2015

COMMITTEE MEMBERS PRESENT

Mary Durham, Council Chair	Kristen Cox
Gladys Cortez	Andy Crim

COMMITTEE MEMBER ABSENT

Diana Kern

STAFF PRESENT

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

GUESTS PRESENT

Helen Davis	DeAnn Lechtenberger	Thelma Scott
Wes Dotson	Doug Morris	Brad Thompson

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, February 4, 2015, in Cedar/Cherry Room at the Holiday Inn Austin Midtown, 6000 Middle Fiskville Road, Austin, TX 78752. Council Chair Mary Durham called the meeting to order at 3:32 PM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

Public comments were received from Thelma Scott of Barbara Jordan Endeavors about the achievements of her organization in 2014. She invited staff and members to attend their "Blue Carpet Gala" on May 2, 2015, where 10 students from Houston area high schools will be honored.

3. CONSIDERATION OF MINUTES

The minutes were reviewed and no additions or corrections were noted.

MOTION: To approve the minutes of the November 5, 2014, Executive Committee meeting as presented.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** unanimously.

4. CHAIR'S REPORT

Chair Durham reported on absences that were expected during the meetings including Scott McAvoy, John Thomas and Andy Crim for Thursday and Friday. Penny Seay from the Center for Disability Studies will also be absent but is sending Elaine Eisenbaum and is designating her as the alternate from that organization. Eisenbaum will not be a voting member as she has not been through Council Member orientation.

5. CONTINUATION GRANT AWARDS

The Committee received public comments from Wes Dotson of Texas Tech University and the West Texas Community Network (WTCN) who spoke on behalf of the Building Community Capacity through Collaboration project. Dotson noted the passion of the work and for their relationship with TCDD, and indicated his support for Doug Morris in his work on the grant project. Dotson indicated he was available as a resource for any questions on the project. Dotson recognizes that decisions about continuation funding for projects are the prerogative of the Council and that the Council needs to "get what it wants for its dollars". He offered to do what he could to "make things right" but accepts any Council decision because he values the relationship from previous projects and does not want to jeopardize that in any way. He thanked the Council for its support of projects at Texas Tech.

TCDD Grants Management Specialist Wendy Jones provided a brief summary of the Committee's direction during the November meeting regarding the WTCN project. The grantee was offered an opportunity to submit a revised workplan with clear and measurable outcomes and objectives and with revisions to some activities. Although the grantee submitted clarification as requested, Grants management staff do not feel activities in the revised workplan have outcomes that are measurable. Jones reviewed information provided in the Executive Summary including the proposed activities. She discussed the proposed Community Connections events noting that TCDD staff see this is a process rather than an outcome and noted that there is no indication of follow-up for participants of the events to determine any end result or outcome. Jones indicated that TCDD staff have similar concerns regarding proposed respite training activities since an expected result is not indicated in the revised submittal. A proposed activity to be coordinated by the Burkhardt Teacher Training Institute did not have grant funds associated with the activity and appears to be coordinated in partnership with the Texas Education Agency. A proposed first responder training did not provide sufficient detail to indicate how the idea will be developed. Ms. Jones noted that in general, the revised workplan does not indicate how proposed activities relate to the objective of preventing placement in institutional settings including state supported living centers. Jones also noted that several proposed activities did not have TCDD funds budgeted so it is not clear how those activities relate to the proposed TCDD funded project.

Mr. Dotson noted that WTCN staff apparently were not clear in their efforts to show that the proposed grant project would create a network of existing services with increased access to those services and the project would conduct an annual evaluation to determine if a family's needs are being met by those services. Chair Durham responded that the Committee has been clear in its expectations about the workplan and that the grantee has been given additional time to develop a revised workplan with the expected goals and objectives.

MOTION: To not recommend continuation grant funding to Texas Tech University for the Building Community Capacity through Collaboration project.

MADE BY: Andy Crim

SECOND: Mary Durham

The motion **passed** unanimously. Chair Durham acknowledged the positive results of other grant projects from Texas Tech University and encouraged them to apply for future projects.

Grants Management Specialist Jones reviewed the executive summary for continuation grant funding to Any Baby Can for a health and fitness project. She noted that this is an education and participation model with the goal of enrolling 50 families per year. 137 families have been enrolled to this point and it is expected that the project will reach the goal of 150 families. Any Baby Can is in collaboration with other agencies to provide services including the YMCA, San Antonio Parks and Recreation, Arc of San Antonio, Brighton Center and San Antonio Independent School District. The project has been featured in local media and is looking at options for sustainability past TCDD grant funding. TCDD staff have no concerns with this project.

MOTION: To approve up to \$174,887 in continuation grant funding to Any Baby Can for the 4th year of a 5-year health and fitness project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

Jones next reviewed the executive summary for continuation grant funding to the Texas Department of Assistive and Rehabilitative Services (DARS) for the Project HIRE higher education project located in Hidalgo County. A total of 43 students have been enrolled over the first three years of the project. 6 participants have already graduated with 4 finding competitive employment. The goal for the five-year project is 10 graduates. The project has also secured 18 long-term business members. Jones acknowledged that despite changes in leadership at DARS, the project expects to expand to the El Paso area. The project has no compliance issues and TCDD staff do not have concerns with the project. Committee members discussed the success this grantee has had not only with the outcomes of the project but in its presentations at state and nationwide events.

MOTION: To approve up to \$225,000 in continuation grant funding to the Texas Department of Assistive and Rehabilitative Services for the 4th year of a 5-year higher education project.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

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

Jones next discussed the executive summary for continuation grant funding to the Texas Statewide Independent Living Council (TxSILC) for a health and fitness project. This project takes a three-tiered approach by increasing availability and access to fitness programs for individuals with disabilities, connecting consumers to established health programs, and increasing awareness of the importance of health and fitness programs for people with disabilities. The project uses Individual Living Plans to determine and track consumer goals and progress. 163 individuals have been served to date by this project. Members discussed the disparity in participant numbers at each of the three locations: 37 at Brazos Valley, 92 at LIFE/RUN and 34 at Volar.

MOTION: To approve up to \$238,000 in continuation grant funding to Texas Statewide Independent Living Council for the 4th year of a 5-year health and fitness project with an encouragement reach 50 participants per site.

MADE BY: Andy Crim

SECOND: Kristen Cox

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

Senior Grants Management Specialist Cynthia Ellison presented the executive summary to award continuation grant funding to VSA Arts of Texas for the Self-Advocates as Speaker project. The project in the Central Texas area conducts training courses for self-advocates that focus on story-telling, practicing interviews and presentation skills. A recent speaker's showcase had 45 participants and 10 self-advocates have given presentations at four conferences or events. The project is expanding to the El Paso area and has 7 self-advocates who have begun training. Plans for the next project year include updating the training curriculum and recruitment of 12 additional self-advocates to participate in training. TCDD staff have no concerns with the project.

MOTION: To approve up to \$125,000 in continuation grant funding to VSA Arts of Texas for the 3rd year of a 4-year Self-Advocates as Speakers project.

MADE BY: Andy Crim

SECOND: Gladys Cortez

Committee members questioned if the training was available in multiple languages and it was noted that the budget includes funds for interpreters. Chair Durham asked staff to follow up on

the status of bilingual training. It was also noted that a disclaimer for the project notes that speakers do not express the positions of the Council.

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

Grants Management Specialist Susan Mihalik presented the executive summary for continuation grant funding to Texas Parent to Parent (TxP2P) for a Public Policy Collaboration project. TxP2P has created an advocacy network to utilize self-advocates, family members of individuals with disabilities and other interested people to advocate for community-based services, transportation, housing, employment and education for people with disabilities. Mihalik noted that over the course of the project, grants funds have decreased and the match activities (volunteer time) have increased in a move toward sustainability. The project has always exceeded its goal for the number of volunteers each year. TCDD staff do not have concerns with the project

MOTION: To approve up to \$50,000 in continuation grant funding to Texas Parent to Parent for the 5th and final year of its Public Policy Collaboration project.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

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

Grants Specialist Jones presented the executive summary for continuation grant funding to Texas Tech University for a higher education project. Project CASE is creating a sustainable higher education model in collaboration with other organizations and the business community to recruit individuals with developmental disabilities who are seeking to further their education and secure meaningful paid employment. Three students have graduated and are employed with the remaining participants expected to complete the program by 2017. Additional students continue to be recruited and project staff have presented the model at national at statewide conference. TCDD staff have no concerns with the project.

MOTION: To approve up to \$220,998 in continuation grant funding to Texas Tech University for the 4th year of a 5-year higher education project.

MADE BY: Gladys Cortez

SECOND: Kristen Cox

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

6. OUTREACH AND DEVELOPMENT PROJECT PROPOSALS

Planning Coordinator Joanna Cordry reviewed the purpose of the Outreach and Development projects. Two proposals were received during the quarter, from Special Kids, Inc. and Down Syndrome Association of Houston.

The application from Special Kids, Inc. proposes development of their grass-roots organization to provide one-on-one services to help African-American and Latino families access culturally relevant assistance. The organization was founded by African-American families of children with intellectual disabilities and is expanding to serve Latino families. TCDD staff recommend funding for this project.

MOTION: To approve up to \$10,000 in funding to Special Kids, Inc. for an outreach and development project.

MADE BY: Mary Durham

SECOND: Andy Crim

Helen Davis of Special Kids, Inc. responded to Committee members' questions regarding the use of funds for the project. TCDD funding will in part go to Spanish language translation of the organization website and other materials as well as establishing office space. Chair Durham shared her knowledge of the organization's history and its efforts in inner-city Houston.

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

Cordry next reviewed the application from Down Syndrome Association of Houston but noted that TCDD staff do not recommend funding since it is a majority culture providing services to a minority culture which is not the purpose of the grant. Cordry also noted that the application focuses on Spanish-speaking populations missing out on services because of "language differences" and research shows that language is only one of the issues that prevent people from receiving culturally competent services.

MOTION: To not approve funding to Down Syndrome Association of Houston for an outreach and development project.

MADE BY: Andy Crim

SECOND: Kristen Cox

The motion **passed** unanimously. It was questioned if feedback is provided to the organization. Staff indicated that information will be offered in the response letter.

7. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb reviewed stipend awards that were approved during the past quarter to the following applicants:

- Arc of Texas: Events stipend for up to \$5,956 for the 22nd *Annual Inclusion Works Conference* on February 4-5, 2015, in San Marcos.
- Austin Travis County Integral Care: Events stipend for up to \$6,000 for the *Central Texas African American Family Support Conference* on February 26-27, 2015, in Austin.
- Austin Travis County Integral Care: Speakers stipend for up to \$6,000 for the *Central Texas African American Family Support Conference* on February 26-27, 2015, in Austin.
- Attention Deficit Disorders Association – Southern Region: Events stipend for up to \$5,978 for the 27th *Annual ADDA-SR Conference* on February 28, 2015, in Dallas.
- Children’s Disabilities Information Coalition (CDIC): Events stipend for up to \$1,000 for the 26th *Annual Children’s Disabilities Symposium* on March 7, 2015, in El Paso.
- Coalition of Texans with Disabilities: Events stipend for up to \$5,528 for the 37th *Annual Convention* on March 31 – April 1, 2015, in Austin.

Webb provided an update on the TCDD Sunset Review. He noted that recommendations were approved at the December hearings to extend TCDD as an agency until 2027 and to direct management to monitor sustainable grant projects for five years past the end date of the project. TCDD staff have been advised that legislation containing the Sunset recommendations for TCDD will be filed in a bill exclusive to TCDD but that has not yet happened. Webb expects that the TCDD bill will be very short with just a change to the end date of the agency but also noted that he has asked that references to “the disabled” be changed to respectful language. Staff will make Committee members aware as legislation is filed and progresses.

Executive Director Webb announced that he will retire as of June 12, 2015. He provided a resignation letter to Chair Durham and informed staff earlier in the day. He expressed his pleasure in serving the Council and people with disabilities for over 30 years but is ready for the next chapter of his life. Webb and Durham briefly discussed plans to implement the transition process and noted it would be discussed later in the meeting allowing anyone that may be interested in applying for the position to excuse themselves from the meeting.

Webb indicated that federal appropriations for DD Councils increased approximately 1.15% for FY 2015. This is expected to result in an increase for TDDD of approximately \$40,000.

Webb reviewed legislation filed by Senator Jane Nelson and directives from Governor Abbot for state agencies relating to contracting practices. Reforms include:

- Public disclosure of all no-bid contracts with justification
- Conflict of interest disclosure by all agency employees involved in procurement or contract management
- Prohibit contracts with entities if financial interest by the agency executive staff or leadership
- Board chair approval of contracts of \$1 million or higher
- Approval by agency’s contracting office/procurement director of procurements of more than \$5 million

TCDD is already in compliance with the first three directives and the last two do not apply as there are no TCDD grants or contracts in those amounts.

Webb referred members to a handout of proposed legislation with impact to state agencies but noted none are of concern to TCDD at this point.

Webb provided a staffing update noting the resignation of Public Policy Assistant Celina Galvan. Efforts to fill that position will begin after these meetings. TCDD staff are planning to use the position vacated last year by Public Information Specialist Lucy Walker for a Planning Specialist to assist with project development and planning activities.

Webb reported that letters of support have been provided to Parent to Parent Network and Parent Resource Network for applications for grant funding from the Parent Resource Training and Information Center.

Webb reviewed dates and locations of upcoming meetings to include May 6-8, 2015, at the Marriott Austin South and August 5-7, 2015, at the Embassy Suites Conference Center in San Marcos.

8. GRANT AND PROJECTS REPORT

Grants Management Director Sonya Hosey reported that DD Suite is now active and all grantees with 2 or more years remaining have been transitioned to the program. Quarterly performance reports and requests for continuation grant funding will be submitted through DD Suite for the active projects. New Request for Proposal applications will also be submitted through DD Suite. There has been a learning curve for staff and grantees but progress is being made.

Hosey reviewed the Independent Audit Status Report indicating that no concerns were noted. She discussed the Grants Monitoring Exceptions Report including a comment regarding the Arc of Dallas. Match funds were incorrectly used for a few unallowable expenses and have now been adjusted in reports to TCDD. Hosey noted that this was not intentional on the part of the grantee. Hosey also noted that Strategic Education Solutions has now submitted documents previously requested.

Hosey discussed the status of a project with the Arc of San Angelo. That project did not complete the agreed summaries of personal stories related to guardianship alternatives in time to be useful for Public Policy staff. The project has now concluded without full funding.

9. TCDD QUARTERLY FINANCIAL REPORT

TCDD Operations Director Martha Cantu presented a proposed amendment to the Operating Expense budget for FY 2015. She explained that the approved budget did not reflect the current staffing patterns or account for the 2% salary increase for all state employees. The amendment applies to salaries and benefits only and proposes a revised annual operating expense budget of \$1,696,128.

MOTION: To approve the amendment to the FY 2015 Operating Expense budget as proposed.

MADE BY: Andy Crim

SECOND: Kristen Cox

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

Cantu reviewed the quarterly financial report, noting that funds for FY 2014 have been closed out. The final Notice of Grant Award has not been received but is expected by the end of February. A 1.15% increase above FY 2014 funding is expected. Cantu further clarified that projected deficits in the FY 2016 budget are expected to even out from unused funds currently budgeted for grants and operating expenses.

Webb also noted that printing expenses for FY 2015 will run high because of a large increase in requests for the 2014 Higher Education Guide. Surplus funds from other areas will be used to cover this additional expense.

10. CONFLICT OF INTEREST DISCLOSURES

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

11. SUCCESSION PLANNING PROCEDURES

Chair Durham discussed the need to approve the proposed Executive Director Position Description and the proposed Succession Procedures. Executive Director Webb noted that revisions to the position description previously offered by Committee members have been incorporated and that the position will be reclassified to a Director III position. Members discussed the recommended education and experience required for applicants.

MOTION: To approve the revised Executive Director Position Description.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** without opposition. Andy Crim abstained from voting.

Chair Durham reviewed the expected process for selecting the new Executive Director. Durham is the hiring manager with Martha Cantu serving as staff support. Other members of the transition team will be selected after Council elections are held. The team will include one additional member of the Executive Committee and two members of the Council. The position will be posted for 30 days after which the transition team will review and score applications, conduct initial interviews and select 2-3 finalists for second interviews. The team's final selection will be reviewed by TEA who will contact the selected applicant with the offer of employment. Chair Durham will contact that individual when the offer has been accepted and an announcement will be made to the Council. The Executive Committee reviewed some revisions to the TCDD Succession Procedures to clarify the procedures including added language suggested by TEA Human Resources regarding the hiring process.

MOTION: To approve the revisions to TCDD Succession Procedures.

MADE BY: Kristen Cox

SECOND: Gladys Cortez

The motion **passed** without opposition. Andy Crim abstained from voting.

It was clarified that travel expenses of applicants cannot be reimbursed. Advertisement and recruitment will be handled through the usual means with Texas Education Agency as well as social media outlets and nationwide search websites. A search consultant is not planned but will be considered if there is not a qualified applicant pool at the end of the 30-day posting.

13. EXECUTIVE SESSION – DISCUSSION OF PERSONNEL MATTERS

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 6:27 PM on February 4, 2015.

At 6:43 PM on February 4, 2015, 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 recessed the Executive Committee at 6:44 PM.

FEBRUARY 6, 2015

COMMITTEE MEMBERS PRESENT

Mary Durham, Council Chair Gladys Cortez Kristen Cox

COMMITTEE MEMBERS ABSENT

Michael Peace

STAFF PRESENT

Roger Webb, Martha Cantu
Executive Director Koren Vogel

RECONVENE

The Executive Committee of the Texas Council for Developmental Disabilities reconvened on Friday, February 6, 2015, in Cedar/Cherry Room at the Holiday Inn Austin Midtown. Council Chair Mary Durham called the meeting to order at 12:39 PM.

1. CONTINUATION OF UNFINISHED BUSINESS

Chair Durham discussed assignments of Council members to standing committees. Durham indicated that she has asked Lora Taylor to accept the Chair position of the Public Policy Committee which was vacated by Kristen Cox's election as Council Vice-Chair. Durham also reviewed requests from new members and expects to finalize assignments at the May meetings. Durham discussed her recommendations for the Executive Transition Team and members offered input. Durham reviewed a proposed timeline to post the position, review applications, schedule interviews and finalize a selection but acknowledged that there are many varying factors that could modify that possible timeline.

MOTION: To approve members of the Executive Transition Team to consist of Mary Durham, Gladys Cortez, Kristine Clark, Scott McAvoy and Martha Cantu as TCDD staff. Two additional members are approved as backups if needed per discussion of the committee.

MADE BY: Mary Durham

SECOND: Kristen Cox

The motion **passed** without opposition.

ADJOURN

Chair Durham adjourned the Executive Committee at 1:06 PM.

Roger A. Webb
Secretary to the Council

_____ Date _____

Attachments

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

Date: 2/4/2015

Review of Proposed Activities & Budget

ITEM: B

Grantee: Any Baby Can of San Antonio

Year: 4 of 5

Project Title: Health & Fitness for Individuals with Developmental Disabilities (Any Body Can)

Project Location: Atascosa, Bexar, Comal, Frio, Gonzales, Guadalupe, Medina, Uvalde, and Wilson Counties
Website: anybabycansa.org/services/health-wellness

TCDD RFP Intent:

The project intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs.

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

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

Project Goals and Accomplishments for Years 1- 3:

Goal: The achievement of optimal health, physical fitness, actualization and inclusion of individuals with developmental disabilities and the maintenance of a lifestyle conducive to physical fitness, as demonstrated by 80 families actively enroll and complete the 32-week program.

Accomplishments per goal:

The project participated in outreach activities such as the Mayor's Fitness Council and SiClovvia, at which staff gave live demonstrations of program exercises. The program features an 8 month curriculum with progress documented via pre- and post-program surveys. The curriculum, developed prior to program inception, has been certified by the National Strength and Conditioning Association, which allows Any Body Can staff to train YMCA and San Antonio Parks and Recreation staff on working with individuals with developmental disabilities. As of November 2014, 137 families have participated; the goal was to have 50 families per year complete the program. The grantee is confident that at least 13 more families will complete the program by the end of the current budget period. Participating families receive weekly consultations with a Registered Dietician, Physical Therapist, and adapted physical educators who help create a health and fitness plan. Families also have access to community fitness facilities. The program is conducted in 4 phases (Jump Start, Exploration, Inclusion, and Self Training) that guide families through the process of incorporating physical fitness and healthy eating into their lives.

Proposed Goals and Objectives for Year 4:

Goal: Same as above.

Objectives: 1) Enroll 60 new families, of which at least 50 will complete the 32 week training and 2) Establish new partnerships with and train staff in at least 2 recreational venues

Council Considerations: **Public Policy Considerations:** Any Body Can states that their goal is to systematically include health and fitness issues for individuals with DD in the discussion of school funding. Staff request further information regarding specific actions taken to achieve such. **Grant Management Considerations:** No concerns; high risk monitoring (awards within award). TCDD staff has frequent contact on a quarterly basis and annual onsite reviews.

Staff Recommendation: TCDD staff recommends Council consideration of funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$228,610/\$228,610	\$93,250/\$95,640	\$321,860/\$324,250
Expended Year 2	\$228,610/\$228,610	\$76,203/\$76,203	\$304,813/\$304,813
Expended Year 3 (8 months)(Consultant: \$16,400)	\$205,749/\$128,586	\$68,583/\$40,460	\$274,332/\$169,046
Amount requested for Year 2 budget:			
I. Personnel services	174,459	39,551	214,010
II. Travel	0	0	0
III. Purchased services		15,600	15,600
IV. Property/Materials	428	3,145	3,573
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	0	0	0
Budget period totals	\$174,887	\$58,296	\$233,183

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

Date: 2/4/2015

Review of Proposed Activities & Budget

ITEM: C

Grantee: Department of Assistive & Rehabilitative Services (DARS)

Year: 4 of 5

Project Title: Higher Education for People with Developmental Disabilities (Project HIRE)

Project Location: Hidalgo County

Website: <http://drsprojecthire.com>

TCDD RFP Intent:

The project intent is to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or or vocational/technical programs that were originally designed for students with disabilities.

Authorized Funding: TCDD has approved up to \$225,000 for up to five years.

Expected Results: Project HIRE, by grant year five, will graduate or certify at least ten (10) individuals with developmental disabilities from South Texas College (STC).

Project Goals and Accomplishments for Years 1-3:

Goal: Select 18 individuals with developmental disabilities for the project and provide initial college and vocational readiness trainings, job shadowing opportunities, and wrap-around services for academic success

Accomplishments per goal:

Contracts were developed between DARS and the University of Texas-Pan American (UTPA), STC, Dr. Paul Wehman, Access Granted, and Dr. Lynn Fischer, who, with the project advisory committee (PAC), conducted program design and planning meetings. A total of 43 students have been enrolled over the first 3 years of the project and 18 long-term business mentors have been secured. The project has presented at hearings, conferences, and has garnered considerable publicity. As of December 2014, 6 participants have graduated with various degrees including culinary arts, legal office specialist, mechanics, office specialist and multimedia specialist, with 4 of the graduates gaining employment in the field of their academic certificates.

Proposed Goals and Objectives for Year 4:

Goal: Continue to support current project participants to ensure that at least 10 graduate by year 5.

Objectives: Continue to work with project partners to provide assistive technology and business mentors; Continue the post-secondary programs.

Council Considerations:

Public Policy Considerations: This project was identified by Sunset Commission staff as being a promising practice that should be considered for expansion. Grantee should report on where they are in the process with DARS leadership.

Grant Management Considerations: No concerns; high risk monitoring (awards within award).TCDD staff frequently participate in trainings and annual onsite reviews.

Staff Recommendation: TCDD staff recommends Council consideration of funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$225,000/\$225,000	\$31,425/\$32,093	\$256,425/\$257,093
Expended Year 2	\$225,000/\$225,000	\$15,060/\$45,598	\$240,060/\$270,598
Expended Year 3 (6 months) (Consultant: \$196,812)	\$225,000 / \$71,631	\$15,060/\$51,164	\$240,060/\$122,795
Amount requested for Year 3 budget:			
I. Personnel Services	0	0	0
II. Travel	0	0	0
III. Purchased Services (\$196,572 consultants)	200,460	22,500	222,960
IV. Property/Materials	4,085	0	4,085
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	20,455	0	20,455
Budget period totals	\$225,000	\$22,500	\$247,500

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

Date: 2/4/2015

Review of Proposed Activities & Budget

ITEM: D

Grantee: Texas Statewide Independent Living Council (TX SILC)

Year: 4 of 5

Project Title: Health & Fitness (Getting Fit to Live, Work, and Play!)

Project Location: Brazos Valley; Lubbock; El Paso

Website: <http://www.txsilc.org/healthandfitness/>

TCDD RFP Intent:

The project intent is to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs.

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

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

Project Goals and Accomplishments for Years 1-3:

Goal 1: Improve the overall health and fitness of people with developmental disabilities by providing access to appropriate programs for at least 150 individuals (50 for each of 3 sites)

Goal 2: Provide evidence-based, data-supported report to demonstrate project efficacy.

Accomplishments per goal:

The project has a three-tiered approach to developing programs that improve health: 1) Increasing the availability of and access to fitness programs for individuals with disabilities; 2) Connecting consumers to established health programs in pilot areas; and 3) Increasing awareness of the importance of health and fitness programs for people with disabilities. Centers use Independent Living Plans to determine and track consumer goals and progress. To date, the project has served 163 individuals: 37 at Brazos Valley Center for Independent Living (BVCIL), 92 at LIFE/RUN, and 34 at Volar Center for Independent Living.

Proposed Goals and Objectives for Year 4:

Goals: Same as above.

Objectives: 1) Continue in-house and community-based health and fitness programs at LIFE/RUN, BVCIL and Volar; 2) Provide data collection and reporting system to demonstrate project efficacy; and 3) Produce *Getting Fit to Live, Work, and Play: A Study on Wellness and Developmental Disabilities* report.

Council Considerations: Public Policy Considerations: The grantee has a public policy goal for their health and fitness projects to influence the community to provide accessible, integrated health and wellness services. One of their independent living centers reports partnering with local ZUMBA, Weight Watchers, and diabetes programs to advance the goal of integration. Grantee should consider working with MCOs to have these programs included as "value added service" for persons using Medicaid.

Grant Management Considerations: Grantee has exceeded goals identified in original workplan and project has been rated highly by consumers. No concerns; monitoring at considerable risk (awards-within-award).

Staff Recommendation: TCDD staff recommends Council consideration of funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1	\$219,472/\$219,472	\$54,868/\$55,741	\$274,340/\$275,213
Expended Year 2 (Consultant \$133,876)	\$250,000/\$250,000	\$53,583/\$64,957	\$303,583/\$314,957
Expended Year 3 (7 months)(Consultant \$133,876)	\$245,000/\$108,838	\$51,980/\$35,947	\$296,980/\$144,785
Amount requested for Year 2 budget:			
I. Personnel services	88,058	0	88,058
II. Travel	2,000	0	2,000
III. Purchased services (\$125,000 consultants)	134,194	51,600	185,794
IV. Property/Materials	1,000	0	1,000
V. Rental/Leasing	6,420	0	6,420
VI. Utilities	6,328	0	6,328
Budget period totals	\$238,000	\$51,600	\$289,600

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

Date: 2/4/2015

Review of Proposed Activities & Budget

ITEM: E

Grantee: VSA Arts of Texas

Year: 3 of 4

Project Title: Opening Minds, Opening Doors: Promoting Self-Advocates as Speakers

Project Location: Travis, Hays, Williamson, El Paso, Bexar, and Harris Counties

Website: None

TCDD RFP Intent: The project intent is to recruit a diverse group of self-advocates who will become public speakers, facilitators or mentors in an effort to increase the number of organizations that include self-advocates as speakers, facilitators and mentors at in-state conferences or trainings.

Authorized Funding: TCDD has approved up to \$125,000 for up to 4 years.

Expected Results: Conferences and trainings will use self-advocates as speakers, facilitators, or mentors.

Project Goals and Accomplishments for Year 1-2:

Goal: To increase the number of self-advocates who are speakers, facilitators and mentors at conferences held in Texas.

Accomplishments per goal: In the Austin-Central Texas area, the project completed two 6-week training courses, one for 4 young adult self-advocates and one for 7 continuing participants from the previous year; these courses focused on story-telling, practicing interviews and using a microphone, and was piloted with a group of 9 self-advocates. Held two 5-week writing classes for 11 continuing participants, a speaker's showcase with 45 participants and 10 self-advocates presented at 4 conferences/events.

In El Paso, the project recruited 7 self-advocates to participate in 6-week training and launched the 6-week class. To date, the 7 self-advocates have presented at 2 conferences and have been invited to keynote at the Children's Disabilities Information Coalition Symposium. There was a training of trainers held for 3 instructors. Monthly classes are being held for self-advocates at Volar CIL.

The project completed 5 training videos and will launch the third (3rd) phase of the 3-phase speaker training series following the February 5, 2015 showcase.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: Update program documents and training curriculum, advertise program and recruit PAC members and 12 self-advocates; train self-advocates to become speakers, mentors and facilitators and provide ongoing support and technical assistance to these self-advocates; and, support self-advocates as speakers and presenters at conferences in Texas.

Council Considerations:

Public Policy Considerations: The grantee states (initial work plan) they have an overarching public policy focus on the underlying institutional bias and states that presentations will address health and human services, transportation, employment, and school issues. Staff request specific info about issues, biases and barriers addressed in presentations in order to promote their work accordingly. **Grant Management Considerations:**

No concerns; considerable risk monitoring (award within awards). **Staff Recommendations:** TCDD staff recommends Council consideration of funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$125,000/\$125,000	\$41,666/\$41,666	\$166,666/\$166,666
Expended Year 2 (6 months) (Consultants: \$21,652)	\$125,000/\$52,323	\$41,000/\$14,444	\$166,000/\$66,767
Amount requested for Year 3 budget:			
I. Personnel Services	68,384	17,893	86,277
II. Travel	6741	690	7431
III. Purchased Services (Consultants: \$25,400)	34,203	19,102	53,305
IV. Property/Materials	462	3681	4143
V. Rental/Leasing	13,950	0	13,950
VI. Utilities	1260	300	1560
VII. Other (Indirect Costs)	0	0	0
Budget period totals	\$125,000	\$41,666	\$166,666

Texas Council for Developmental Disabilities

Executive Committee

Date: 2/4/2015

Review of Proposed Activities & Budget

ITEM: F

Grantee: Texas Parent to Parent (TxP2P)

Year: 5 of 5

Project Title: Public Policy Collaboration

Project Location: Austin

Website: <http://www.txp2p.com>

TCDD RFP Intent:

The project intent is for multiple projects that will assist TCDD to promote and participate in collaborative activities related to public policy. For the purposes of this RFP, "collaboration" is defined as "organizations and/or individuals working together in a formal, sustainable manner; demonstrating mutual respect, mutual learning, and mutual accountability; sharing risks, resources, responsibility, and rewards; with a common goal."

Authorized Funding: The Council did not establish specific funding amounts for the project; TCDD has approved funding for up to five years

Year 1: \$65,588 Year 2: \$61,780 Year 3: \$58,700 Year 4: \$55,800 Year 5: \$50,000

Expected Results: Advocates of all ages and abilities will be trained to participate in the legislative process.

Project Goals and Accomplishments for Year(s) 1-3:

Goal year(s) 1-4: Develop the TxP2P Advocacy Network that will utilize parent volunteers of children with disabilities, young self-advocates, siblings, and other interested people to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities.

Accomplishments per goal: In year one, this project trained parents to create testimony and present at Legislative Hearings, reaching 126 self-advocates and 219 family members. In year two, TxP2P staff provided 6 face-to-face trainings in 6 Texas cities; 160 total participants. 89 advocates made legislative visits and/or attended stakeholder meetings. In year three, the grantee provided trainings at several conferences and coordinated 9 one-on-one trainings and legislative visits with parents who met them at the Capitol. In year four, the grantee assisted many advocates with stakeholder meetings, hearings, and legislative visits through face-to-face meetings and weekly phone calls; 16 volunteers are now serving on state advisory boards. Advocates also attended trainings including a conference on guardianship reform and a course on special education law and regulations; 55 students from UT's School of Nursing attended a grantee event in the Capitol to learn about disability issues and participate in legislative visits; 218 total active participants

Proposed Goals and Objectives for Year 4:

Goal(s): Same as above

Objective(s): Continue to create program documents, training curriculum, advertise program, and recruit and family volunteers; Stay current on state issues; Train individuals to advocate for community-based issues in health and human services, transportation, housing, employment, and education for people with disabilities and provide on-going support and information for the volunteers.

Council Considerations: Public Policy Considerations: The grantee's goal is to have every Texas Representative engaged with volunteer disability advocates. Advocates in each district will meet with their local representative and have regular interactions with them or their staff to advocate for community-based issues that impact people with disabilities. The project has bilingual staff and plans to reach volunteer advocates in rural districts by employing teleconference calls and webinars.

Grant Management Considerations: No concerns; low risk monitoring. **Staff Recommendation:** TCDD staff recommends Council consideration of funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Expended Year 1 (Consultant: \$375)	\$65,588/\$65,588	\$29,698/\$39,482	\$95,286/\$105,070
Expended Year 2 (Consultant: \$375)	\$61,780/\$61,780	\$41,473/\$47,101	\$103,253/\$108,881
Expended Year 3 (Consultant: \$375)	\$58,700/\$58,700	\$29,237/\$54,082	\$87,937/\$86,627
Expended Year 4 (Consultant: \$8,375)	\$55,800/\$25,718	\$45,584/\$66,973	\$101,384/\$92,691
Amount requested for next year budget:			
I. Personnel services	36,941	1,216	38,157
II. Travel	570	0	570
III. Purchased services (Consultants/Sub-awards - \$7475)	9,785	80,445	90,230
IV. Equipment/Supplies	1,200	0	1,200
V. Rental/leasing	810	810	1,620
VI. Utilities	694	182	876
VII. Other	0	0	0
Budget period totals	50,000	82,653	132,653

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 2/4/2015

Review of Proposed Activities & Budget

ITEM: G

Grantee: Texas Tech University

Year: 4 of 5

Project Title: Higher Education for People with Developmental Disabilities (Project CASE)

Project Location: Statewide

Website: none

TCDD RFP Intent:

The project intent is to develop, demonstrate, and evaluate more inclusive models of post-secondary education through which students with severe disabilities receive the supports they need to succeed in college, university, and/or or vocational/technical programs that were originally designed for students with disabilities.

Authorized Funding: TCDD has approved up to \$225,000 for up to five years.

Expected Results: Project CASE will create a replicable, sustainable higher education model that will build a collaborative partnership with the Burkhart Center, TTU, SPC, the Byron Martin Advanced Technology Center, DARS, and the business community to identify, recruit, and retain individuals with developmental disabilities across Texas, ages 18-25, who are seeking to further their education beyond high school and securing meaningful paid employment in their field of choice.

Project Goals and Accomplishments for Years 1-3:

Goal: Select 18 individuals with developmental disabilities for the project and provide initial college and vocational readiness trainings, job shadowing opportunities, and wrap-around services for academic success

Accomplishments per goal:

A total of 3 Project CASE students have graduated and are employed; another students has transferred to the Sul Ross Gaming Program in Alpine, TX. The remaining participants are expected to complete their programs between 2014-2017 and 1 will have completed a Master's Degree in Architecture. As of October 2014, a total of 25 students are actively enrolled in the program and 4 are anticipated to graduate in December 2014. As of October 2014, 100% of Cohort 1 students have participated in 1 or more internships, and 50% of Cohort 2 students have participated in at least 1 internship. Cohort 3 consists of 8 new students.

Proposed Goals and Objectives for Year 4:

Goal: Maintain all current cohorts and recruit new students as possible, with an estimated maximum of 30 actively enrolled students.

Objectives: Maintain a caseload of 10 Project CASE participants per Learning Specialist.

Council Considerations:

Public Policy Considerations: Since expanding the corps of local businesses willing and able to provide competitive employment is a current goal, staff request info re successful methods used for recruitment.

Grant Management Considerations: Grantee and Grant Specialist discussed sustainability plan using a fee for service model that would require TCDD approval prior to implementation as well as a modified GRI Questionnaire. This model may be implemented this year but has not been finalized at this time. GSM will continue to monitor and follow-up; extensive risk monitoring (due to award amount).

Staff Recommendation: TCDD staff recommends continued funding for this project

Continuation Budget Detail Summary			
	Federal	Match	Totals
Expended Year 1	\$209,384/\$209,054	\$79,725/\$98,256	\$289,109/\$307,310
Expended Year 2	\$217,079/\$216,946	\$72,377/\$92,549	\$289,456/\$309,495
Expended Year 3 (10 months)(Consultant: \$6,054)	\$220,089/\$156,226	\$73,363/\$73,426	\$293,452/\$229,652
Amount requested for Year 3 budget:			
I. Personnel services	198,774	0	198,774
II. Travel	14,409	0	14,409
III. Purchased services (\$1,393 consultants)	5,489	0	5,489
IV. Property/Materials	2,326	0	2,326
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	0	73,666	73,666
Budget period totals	\$220,998	\$73,666	\$294,664



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Mary Durheim, 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: January 14, 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. The Request for Proposals (RFP) states that "To receive a grant, most of the members and/or the leadership of your organization must belong to one of these ethnic/racial groups."
- Working together will deepen TCDD's understanding of that culture'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 the application(s) 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:	Special Kids, Incorporated (SKI)	Length of time in existence: 26 years
Group Size:	10	Geographic Location: Harris County
Amount Requested:	\$10,000	Meeting Frequency: Quarterly
Ethnic/Cultural Group Served:	Black, Hispanic/Latino	
Organization Mission:	SKI's mission is Empowering and supporting families of children and individuals with disabilities that have been traditionally under-served and under-represented. We assert the need for one-on-one service to help families gain culturally relevant assistance, comprehensive flexible services, and acknowledge that all children and individuals have the right to be an integral part of their community.	
Planned Activities:	To establish a business office; train new board members; develop governances; develop promotional materials (including materials in Spanish) to increase community awareness of services; and to foster networking and volunteerism opportunities.	
TCDD Staff Comments	<p>The organization will serve at least 50 families and identified four organizations that will work on the project (e.g., Partners Resource Network, Helpful Interventions, United Way of Greater Houston and Houston Public Library). The initial budget allocates TCDD funds for allowable cost. If approved by the Council, grants staff will negotiate a final budget to include required match.</p> <p>This is the second time that this organization has applied. In this application, they noted that their organization is made up of, and provides services to, primarily black and latino families. The website www.specialkidsinc.com indicates that the organization's founders are African American with children with intellectual and developmental disabilities, and the organization lists Helpful Interventions (the organizer of the Gulf Coast African American Family Support Conference as an organizational partner.</p> <p>This organization appears to meet the two criteria for evaluation of proposals noted on page one of this memo.</p>	

Proposed Budget Amendment for FY 15

Operating Expenses

	<i>Approved Budget for FY 15</i>	<i>Proposed Amended Budget</i>	<i>Difference</i>
Salaries	871,924	981,511	109,587
Benefits	259,320	234,933	(24,387)
Other Expenses	429,684	429,684	0
TEA Admin. Cost	50,000	50,000	0
Total Operating Expenses	1,610,928	1,696,128	85,200

- Salary and benefits information used for budget preparation inadvertently captured data from mid-summer staffing that included 14 filled FTE's. (Vacant positions at the time included: Communications Coordinator (Ryf), Information Specialist (Walker) and Project Management Assistant (Rodriquez)).
- The approved budget did not include the 2% across-the-board salary increase effective September 1st.
- The proposed revisions includes funds for 16 filled positions, budgets to utilize the vacant information specialist position beginning June 1st, and includes the 2% salary increase approved by the Legislature for FY 15.
- Salary and benefits from vacant positions during the fiscal year are used to fund temporary services staff when vacancies arise.
- Federal appropriations for FY 15 for DD Councils increased approximately 1.15% which will likely result in an increase for TCDD of \$40,000+.