

Background:

The Council will review the minutes from the November 6, 2015, Council meeting and November 5, 2015, 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 May meetings.

**COUNCIL MEETING
DRAFT MINUTES
NOVEMBER 6, 2015**

COUNCIL MEMBERS PRESENT

Mary Durham, Council Chair	Mary Faithfull, DRT	David Taylor
Hunter Adkins	Ivy Goldstein, DSHS	Lora Taylor
Kimberly Blackmon	Ruth Mason	Rick Tisch
Gladys Cortez	Scott McAvoy	John Thomas
Kristen Cox	Michael Peace	Donnie Wilson, DADS
Elaine Eisenbaum, UT CDS	Brandon Pharris	

COUNCIL MEMBERS ABSENT

Kristine Clark	Stephen Gersuk	Dana Perry
Andrew Crim	Barbara Kaatz, TEA	Nancy Walker, HHSC
Mateo Delgado	Jennifer Kaut, DARS	Dalun Zhang, A&M CDD

STAFF MEMBERS PRESENT

Beth Stalvey, Executive Director	Cynthia Ellison	Jessica Ramos
Martha Cantu	Danny Fikac	Koren Vogel
Joanna Cordry	Ashley Ford	

GUESTS PRESENT

Isabella Evans	Alyssa Martin
Dan Graves	Darryl Powell

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, November 6, 2015, in the Ballroom F-H of the Horseshoe Bay Resort, 200 Hi Circle North, Horseshoe Bay, TX 78657. Council Chair Mary Durham called the meeting to order at 9:05 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered to the Council.

3. CONSENT ITEMS

Chair Durham recommended approval of the consent items including the minutes from the November 6, 2015, Council meeting & November 5, 2015, Committee of the Whole meeting and the excused absences of Kristine Clark, Andrew Crim, Mateo Delgado, Stephen Gersuk, Barbara Kaatz – TEA, Jennifer Kaut – DARS, Dana Perry, Nancy Walker - HHSC and Dalun Zhang - A&M CDD.

MOTION: To approve the minutes of the November 6, 2015, Council meeting and November 5, 2015, Committee of the Whole meeting as well as the excused absences as noted.

MADE BY: Brandon Pharris

SECOND: Michael Peace

The motion **passed** unanimously.

4. CHAIR'S REPORT

Chair Durham reported on her recent meeting with Executive Director Beth Stalvey and Gaby Fuentes of the Governor's appointments office. They discussed current vacancies and members with expired terms who are not eligible for re-appointment. Members continue to serve until another individual is named in their place. At this point, Fuentes reported there are only 10-12 applications and many of them do not meet the requirements to serve on the Council. Durham and Stalvey expressed the need for increased cultural diversity on the Council as well as the need for representation from areas other than the IH-35 corridor, Houston and El Paso. It was also noted that any applications that were submitted under Governor Perry were archived when Governor Abbott took office so anyone who submitted prior to January 2015 would need to submit a new application. Members were asked to encourage individuals who would be interested to apply.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Stalvey reminded members of the TCDD Conflict of Interest policy. Members are not to have financial gain from Council activities meaning members should remove themselves from detailed discussion and abstain from voting if they or their organization would receive direct funding or financial gain from a project or policy. The conflict of interest policy does not preclude members from suggesting ideas or taking part in initial discussions. Members were reminded that everyone has an equal stand in voting on subject matter and only need to abstain if a financial conflict exists.

Stalvey provided an update on TCDD staff to note that Grants Management Director Sonya Hosey continues to work from home as her health allows. Grants Management Specialist Susan Mihalik resigned from her position and her final day with the agency was November 3, 2015. The position has already been posted for applications.

Stalvey reported that she recently attended the National Association of Councils on Developmental Disabilities (NACDD) Executive Directors meeting in Atlanta. Administration on Intellectual and Developmental Disabilities (AIDD) Commissioner Aaron Bishop presented on changes to the federal structure that increase opportunities for collaboration. Staff from the Centers for Disease Control presented on disability data and resources. The directors also attended a tour of the Civil and Human Rights Museum which includes exhibits related to the disability rights movement and provided a background for discussion on Councils' role in addressing cultural competency and diversity.

6. SELECTION OF NOMINATING COMMITTEE MEMBER

Project Development Committee Chair Gladys Cortez reported that David Taylor was selected to serve as that Committee's representative on the Nominating Committee. Public Policy Committee Chair Lora Taylor reported that Brandon Pharris was selected to serve as that Committee's representative on the Nominating Committee. Council members were advised that a third member from the Council was needed to complete the Committee.

MOTION: For Rick Tisch to serve as the third member of the Nominating Committee

MADE BY: David Taylor

SECOND: Brandon Pharris

The motion **passed** unanimously.

7. APPROVAL OF INTERNAL AUDIT REPORT & INTERNAL AUDIT PLAN

Audit Committee Chair Kristen Cox reported that the Audit Committee met on October 13, 2015 and that draft minutes of this meeting were available for members in the handout folder. The Committee received reports of internal audit activities conducted by Weaver & Tidwell, LLP and reviewed the reports of those activities as well as proposed changes to the Internal Audit Plan. Cox introduced Dan Graves and Alyssa Martin of Weaver & Tidwell, LLP to present their findings.

Martin reviewed the Internal Audit Report on Procedures and Controls. Copies of the report were provided for all members as part of the Council meeting materials. She noted that the scope of the audit activities included grant administration, agency communications, planning and program development, compliance and compliance reporting, public policy and operations. The objectives were to 1) verify that Council policies and procedures are complete, up-to-date, and align with the significant processes of the agency; and 2) verify that TCDD has appropriately designed controls in place to address risks associated with the significant processes of the agency.

Graves presented the recommendations based on the findings which include an update of policies and procedures and to formalize the performance of controls. TCDD staff acknowledged that many of the specific recommendations have already been implemented and others are in progress.

Graves discussed the Annual Internal Audit Report that is submitted annually to the State Auditor's Office (SAO). It was determined to not be required by law but TCDD management plans to continue submitting this report of internal audit activities to the SAO in the interest of agency transparency. This report is a summary of the year's activities including the Procedures and Controls report and the planned activities for FY 2016.

Graves further discussed the 3-year Internal Audit Plan that was approved by the Council at the February 2015 meeting. After conducting the procedures and controls audit and receiving input from staff, the recommendation is to change the order of future audit activities. The suggestion is now to review Website Maintenance in FY 2016 and Grants Administration in FY 2017. This will lessen conflicts for communications staff during the 2017 legislative session and will allow grants management staff to implement recommended procedures before the review.

After Graves and Martin completed their report, Cox continued to report on Audit Committee discussion. She noted that Andy Crim stepped down from the Audit Committee prior to the October 13, 2015 meeting due to repeated scheduling conflicts. Amy Sharp replaced Crim on the Committee. Cox also expressed her opinion that this was an exceptional audit although the designation of the report is "satisfactory" because the findings were minor and have already been addressed.

Council members discussed the risk rating for activities and clarified the designations of moderate vs. high risk. Graves reviewed the criteria to assign the ratings and noted that high ratings would require extensive levels of senior management involvement to correct the findings.

MOTION: To approve the Internal Audit Report

MADE BY: Kristen Cox for the Audit Committee (Motions from Committee do not need a second)

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

MOTION: To approve the recommended changes to the Internal Audit Plan to review Website Maintenance in FY 2016 and Grants Administration in FY 2017

MADE BY: Kristen Cox for the Audit Committee

The motion **passed** unanimously.

8. FUTURE ACTIVITIES FOR STATE PLAN IMPLEMENTATION

Chair Durham reminded members of the Committee of the Whole discussion regarding advanced leadership and advocacy training in the form of a Partners in Policymaking© program.

MOTION: To approve the Executive Summary for implementation of a Partners in Policymaking© program and to increase the amount of funding for the planning year to \$150,000 with funding levels for implementation years at \$225,000 (year 2), \$250,000 (year 3), and \$300,000 (years 4 & 5) and to grant flexibility to TCDD staff (with Council Chair approval) to increase funding for years 2-5 and on the implementation of the project.

MADE BY: Mary Durham for the Committee of the Whole

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

Project Development Committee Chair Cortez reported that the Project Development Committee reviewed the Future Funding Priorities list and following the Committee of the Whole discussion agreed to list the Partners in Policymaking© project as the first priority. The remaining projects stay in the same order

MOTION: To approve revisions to the Future Funding Priorities, placing Partners in Policymaking© in the first position.

MADE BY: Gladys Cortez for the Project Development Committee

The motion **passed** unanimously.

9. TCDD ADMINISTRATIVE RULES REVIEW

Executive Director Stalvey reviewed the three levels of policy that govern TCDD and the process to review/amend that policy. The Texas Administrative Code defines the rules adopted by the agency and must be reviewed and re-adopted every 4 years. Council policies and procedures further define operations of the Council and revisions are subject to Council approval. TCDD staff policies and procedures provide details for the day-to-day operations of the agency. The review of the

administrative code is due in 2016 and guidelines for the review and/or revision of the code require posting for public comment in the Texas Register. With direction from the Executive Committee, staff drafted proposed amendments which would allow for payment withholding to a grantee that is non-compliant with reporting and documentation. The Council will consider revisions to Council Policies at a future meeting.

MOTION: To approve posting for public comment, the TCDD Texas Administrative Code Rule Review and revisions regarding payment withholding.

MADE BY: Mary Durham for the Executive Committee

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

10. STATE PLAN GOALS AND OBJECTIVES

Project Development Committee Chair Cortez reported that the Project Development Committee did not have any recommended changes to the draft FY 2017 – FY 2021 State Plan Goals and Objectives.

Public Policy Committee Chair Taylor reported that the Public Policy Committee offered suggested revisions to *Goal 2, item d* to include the language of mental health in addition to medical and behavioral health. The Public Policy Committee also offered suggested revisions to *Goal 1, item c* to include the language of financial management in the training goals of the objective. Council members contributed to a discussion of needed training regarding financial management, SSI/SSDI benefits and personal assets. Following the discussion the consensus was that *Goal 1, item c* should remain as presented in the draft document but the following item should be added to the goals: “Provide training and information to people who have developmental disabilities and their families on financial literacy and to better understand SSI/SSDI and health benefits by 1/1/2021.”

MOTION: To authorize staff to make language changes to the FY 2017 – FY 2021 State Plan to reflect Council input and to post the plan for public comment.

MADE BY: Rick Tisch

SECOND: Gladys Cortez

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

11. EXECUTIVE COMMITTEE REPORT

Senior Grants Management Specialist Cynthia Ellison reviewed the Independent Audit Status Report and noted there were no exceptions for this quarter. She also reviewed the Grants Monitoring Exceptions report and noted that some grants are still considered in a “pending” status for incomplete documentation but that staff are working to obtain those documents. She discussed the Risk Assessment report that highlights the projects that were approved for continuation grant funding during the Executive Committee meeting.

Chair Durham reported that three projects were approved for continuation grant funding including the Building Community Capacity through Collaboration project from Community Healthcore and the higher education projects from Texas A&M and Texas Tech Universities. A Building Community

Capacity through Collaboration project from A Circle of Ten was not granted funding for continuation. New grant projects were approved to the National Disability Institute for Understanding Employment Options and Supports ant to Disability Rights Texas for Stakeholder Training on Guardianship Alternatives.

Operations Director Cantu reviewed the Quarterly Financial report noting that FY 2014 funds have been fully obligated and no funds are expected to remain from that budget year. FY 2015 funds have been obligated with \$765,478 still available to re-obligate for projects. The notice of grant award for FY 2016 has not been received for FY 2016 but budgets are based on level-funding. Cantu also presented a new design to portions of the financial report that provide details on grant projects. The Executive Committee approved this change with minor revisions and future reports will be presented in this format.

Conflict of Interest disclosure reports were reviewed by the Executive Committee and no concerns were noted. Members were encouraged to submit updates.

12. PROJECT DEVELOPMENT COMMITTEE REPORT

Project Development Committee Chair Cortez reported on Committee discussions of potential activities to promote education around bullying in the workplace and activities to support state-wide self-advocacy organizations

13. PUBLIC POLICY COMMITTEE REPORT

Public Policy Committee Chair Taylor reported that the Public Policy Committee received updates on State Supported Living Center data and TCDD staff comments to the Department of Assistive and Rehabilitative Services on the Autism Program. The Committee had a discussion on day habilitation models and community-based standards as well as support for state-wide self-advocacy organizations.

12. ANNOUNCEMENTS AND UPDATES

Council members discussed dates and locations of future meetings of February 3-5, 2016 (Sonesta Bee Caves), May 4-6, 2016 (Doubletree Arboretum), August 3-5, 2016 (Horseshoe Bay Resort) and November 2-4, 2016 (tentative date).

ADJOURN

Council Chair Durham adjourned the meeting at 10:41 AM.

Beth Stalvey
Secretary to the Council

Date

Attachments

Executive Summary

Partners in Policymaking

Project Goal

Facilitate advanced leadership and advocacy training for adults with intellectual and developmental disabilities and family members of individuals with intellectual and developmental disabilities using the Partners in Policymaking curriculum.

Relationship to TCDD State Plan Goals

This project will help the Texas Council for Developmental Disabilities (TCDD) meet the following TCDD FY 2012 - 2016 State Plan Goal and Objective:

Goal 6: Work with others to double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD, by 9/30/2016.

Objective 4: Each year of the plan, support individuals who have developmental disabilities, their family members, and their allies to improve their skills related to self-advocacy, public advocacy, and leadership.

Maximum Funding and Duration

One project, for up to five years, for the following funding amounts:

- Up to \$100,000 for the first year to prepare for the first class and develop an evaluation plan
- Up to \$225,000 for the second year to hold one class
- Up to \$250,000 for the third year to hold one class and an advanced training weekend
- Up to \$300,000 each year for the fourth and fifth years to hold two simultaneous classes and one advanced training weekend each year

These amounts represent the following approximate percentages of the TCDD grants budgets for each year, using estimates provided in August 2015 and assuming funding available for grants decreases:

- 3% for the first year
- 8% for the second year
- 9% for the third year
- 10% for the fourth and fifth year

Background

TCDD has made leadership and advocacy training a priority outlined in the five year state plan. In this goal, TCDD has identified advanced training as a priority objective. TCDD leadership and advocacy training projects have had various purposes:

- to support people to be stronger self-advocates;
- to train people to become local leaders;
- to change paradigms so people understand disability as a natural part of life and to be committed to full inclusion in all aspects of community life; and/or
- to develop advocates who will address statewide policy issues in a highly visible manner, such as advocating at the Capitol or serving on statewide councils, committees, or workgroups.

In the past, Council members have identified all four outcomes as worthwhile, and all four outcomes have been achieved through various projects. Partners in Policymaking (PIP) is one model that could be implemented to achieve these outcomes.

Partners in Policymaking (PIP), created by Colleen Wieck, Ph.D., the Executive Director of the Minnesota Developmental Disabilities Council, is a nationally recognized and branded leadership training program for people with developmental disabilities and family members. PIP provides participatory training in best practices, current issues, trends in service provision, and advocacy skills to promote citizen involvement and leadership. Graduates often assume leadership roles in a variety of community and statewide organizations following their participation in the program.

Previous TCDD Funding for Partners in Policymaking

TCDD funded PIP from 1990 to 2006 which resulted in 593 graduates. TCDD followed the original model closely which required classes attended over eight weekends, each involving at least one overnight stay; used both national and in-state presenters; and ensured that training was consistent with the Minnesota curriculum. The typical class, per the model, included approximately 33% individuals with disabilities and 66% parents of individuals with developmental disabilities.

When the program ended in 2006, the annual funding amount was \$385,000 per year. Funding covered training; participants' and presenters' travel, lodging, and meals; hotel meeting space; administrative costs; and an independent evaluation consisting of a six-month follow-up survey and a long-term follow up of graduates.

Graduate Follow-up

Response to independent surveys according to available information:

- Response rates for 6 months surveys ranged from approximately 30% to approximately 50%
- Six month survey results from 1997 showed that anywhere from 69% - 85% of respondents reported participating in advocacy activities
- Response rates for long term surveys ranged from 23% to 43%
- Most who were active were involved in local advocacy around education issues

TCDD staff also informally reviewed a list of partner graduates and identified at least 60 of 593 (10%) who are known to TCDD staff:

- Approximately 25 are known to staff to be involved in local advocacy
- Approximately 25 run or work for a disability-related organization or agency

- Approximately 27 have been actively involved in statewide advocacy
- Approximately six have been active in advocating on national issues
- Fifteen have served on the Council

TCDD funds other leadership and advocacy training programs, with other curriculum. These programs have served local or regional areas; do not require overnight stays; offer training to a greater number of people at a reduced per-person cost; and several have provided training in Spanish. The most recent projects- such as Project MOVE, implemented by the Arc of Texas; Project LEAD, implemented by Texas A&M; and Project SAVE, implemented by the Arc of Texas - each trained at least 100 people a year with funding of \$75,000 per year per project. The grantees evaluated participants' satisfaction with their training, but no long term or global external evaluation was typically done, in part due to the low funding amount. Other TCDD advocacy projects include funding for local and statewide Youth Leadership Projects and TCDD Public Policy Fellows.

There have been reports that PIP produces the largest number of advocates who are committed to testifying and serving on statewide boards, committees, and workgroups; however data from PIP cannot be compared to other leadership and advocacy training programs since similar data has not been collected across other projects. TCDD incorporated funding for long term follow-up in the PIP program which produced a list of graduate activity. TCDD has not maintained lists of graduates from other leadership and advocacy programs.

Costs of Advanced Training

Some Council members have expressed interest in funding a new PIP program at a smaller funding amount and in a way that could not only increase the number of individuals trained, but also increase the percentage of graduates who participate in statewide advocacy. TCDD staff spoke with Colleen Wieck, Ph.D., about ways to reach these goals while remaining true to the model. She provided the following observations and recommendations:

- The purpose of PIP is to change public policy, and the screening process can focus on this by selecting individuals who have demonstrated they have a commitment and willingness to engage in public advocacy and/or serving as leaders in their communities.
- TCDD may make some changes to the curriculum to support Council priorities.
- Costs may be decreased by selecting lower-cost presenters; using one presenter for most of the weekend; incorporating distance learning, Skype, or other video conferencing technologies to use a blended learning approach; holding regional classes; reducing the number of weekends; or eliminating overnight hotel stays for some or all participants. **Dr. Wieck has offered to assist the selected grantee to identify other ways to reduce costs.**
- Annual one-weekend graduate workshops provide graduates with an opportunity to re-connect, network, and get the latest information – all of which could maximize TCDD's investment.
- Charging those who can pay for participation in the program might help defray costs.

Applicant Selection

TCDD should play a strong role in the selection of participants, and participants should be selected based in part on their willingness to work with legislators and to communicate the need for policy

change to policy makers and the general public. All participants would be encouraged to maintain interaction with TCDD public policy efforts and would be included in all TCDD distribution such as emails, postings, and news.

Public Policy Impact

The TCDD Position Statements and Public Policy Priorities articulate a roadmap for system change. A TCDD PIP could educate participants about positions and priorities, and graduates would be expected to fully collaborate with other advocates in organized public policy advocacy on TCDD priorities. Graduates would also be encouraged to engage in other organizational, local government or individual public policy advocacy.

Public Awareness, Products, and Communications

TCDD benefits from individuals and organizations being aware of and providing input to TCDD. Graduates could potentially reach individuals and organizations that might not be aware of TCDD enabling more individuals to benefit from or become more active in TCDD's efforts. TCDD could also learn from PIP graduates on issues that impact individuals with developmental disabilities and their families. TCDD would reach out to PIP graduates in their public input process.

Expected Outcome, Goal, and Outputs

Outcome

People with developmental disabilities and family members will engage in advanced public policy advocacy that has a statewide impact.

Goal

At least 75% of participants who respond to follow-up contact one year after completion of PIP report they have been actively involved in public policy advocacy that impacts statewide policy.

Outputs

In the first year of this project:

- The grantee will plan the first year which will incorporate modifications to the current PIP curriculum to lower costs and include more participants. The grantee will prepare to hold a class in the second year.
- The grantee will develop objective selection criteria for use by a selection team that includes the project coordinator, TCDD representatives, and other funding source representatives.
- The grantee and TCDD will complete the outreach and selection processes.
- The grantee will develop an evaluation plan that incorporates graduates one, two, three, four, and five years after graduating.

In the second year and third years of this project:

- A diverse group of approximately 25-35 Texans who have developmental disabilities and family members of people who have developmental disabilities will complete PIP each year.
- The grantee will develop a plan to meet TCDD expectations for the fourth and fifth years.

- Beginning in the third year, one weekend of advanced training will be provided each year for graduates of the program.

In the fourth and fifth years of this project:

- The grantee will partner with another organization to hold two simultaneous classes using available technology for approximately 40-50 Texans who have developmental disabilities and family members of people who have developmental disabilities to complete PIP each year. At least one program will be held in an area of the state that has a high percentage of people who are considered underserved or unserved; this program must be culturally relevant and responsive to the needs of the people served. The regional program(s) should have local facilitators and use technology such as skype or video conferencing to connect with each other.
- The grantee will hold one weekend of advanced training each year.
- The grant will provide a final report to TCDD within 60 days of project completion (the end of the fifth year).
- TCDD will review recommendations to determine if costs can be further reduced if TCDD wishes to continue the program.

Project Description

One organization or several organizations working in collaboration will develop and implement a Texas PIP program to support individuals with developmental disabilities and family members to achieve [competencies expected of Partners in Policymaking graduates](#) (Attachment A). Graduates will develop a basic understanding of TCDD's positions and priorities; Person Centered Thinking; supported decision making and other alternatives to guardianship; disproportionality and disparities experienced by people with developmental disabilities who are of racial/ethnic minority backgrounds; and how some of the information presented may be perceived differently due to culture, background, social/political beliefs.

The grantee will develop the structure and model for their program specific to Texas using information from other state Partners in Policymaking programs.

The grantee will be responsible for meeting the goals and achieving the outputs identified above and also:

- Managing logistical issues (including, but not limited to: arrangement of hotels and meals if needed, organization of transportation and accommodations if necessary, and timely dissemination of written information).
- Assisting participants to develop solutions to barriers to attendance and/or to resolve conflicts or concerns.
- Adapting the program content as necessary and recruiting speakers.
- Ensuring inclusion and accommodations for individuals with developmental disabilities.
- Supporting networking activities.
- Evaluating each weekend and providing a report at the end of the grant project.

- Connecting graduates to TCDD; Disability Rights, TX; the University of Texas Center for Disability Studies; the Texas A&M Center on Disability and Development; other organizations or agencies that are affiliated with disability advocacy, systems change, and legislative offices.
- Encouraging and assisting graduates to apply for leadership positions on governor-appointed councils or statewide workgroups and committees.

Sustainability

TCDD set a goal for the FY 2012 – 2017 State Plan to “... double the number of identified leadership development and advocacy training programs that are able to provide culturally appropriate training for people with developmental disabilities without ongoing grant funding from TCDD...” and has tried numerous approaches to encourage sustainability of leadership development and advocacy training projects. Very few grant projects have been able to continue the program itself and provide training at the same level after their grant is completed. This includes previous Partners in Policymaking projects, including those implemented by developmental disabilities councils in other states or territories. It appears unrealistic to expect the program to become sustainable without any funding from TCDD or other partners; thus the grantee will be encouraged to bring in additional partner organizations that can contribute funding or other resources.

However, sustainability of advanced leadership and advocacy training can be realized in the long-term activity and impact of its graduates. The grantee will be expected to demonstrate how they have obtained a lasting impact by developing advocates who increase their involvement in statewide advocacy and who remain active for many years following their graduation. TCDD may evaluate the degree to which the program achieved sustainability by increasing the number of advanced leaders and advocates active in our state and use this information in future grants.

Project Evaluation

Data and evaluation collection activities will include the following and may include others:

- Demographic information to include regional and cultural variables
- Feedback from participants
- Indicators of program impact such as the
 - number of organizations and policy makers educated by graduates
 - number of materials created and disseminated to policymakers by graduates
 - number of graduates who join boards, committees, workgroups, or assume other positions of leadership
 - specific policies changed, and activities or projects undertaken by graduates

TCDD staff have gathered measurement tools developed by the Oklahoma Council, a DD Council that has presented at a national conference on the positive outcomes from their PIP program, and the Oregon DD Council. These materials include a log to record activity; and pre-and post- tests to measure change experienced by participants. In addition, TCDD could choose to engage an independent evaluator again and/or to ask applicants for the grant to propose how they would measure the impact

of their program. Last, but not least, the Council may ask or require graduates to present to the Council directly.

Other Considerations

1. The Administration on Intellectual and Developmental Disabilities (AIDD) places a high priority on achieving racial and ethnic diversity in the classes. One concern with selecting participants who will be available to travel to Austin for meetings and/or to testify at the Capitol after they have completed training is that it may limit the diversity of participants. Past PIP classes did include individuals of various races and ethnicities and provided simultaneous translation to people whose first language was not English, but the class makeup was not fully representative of the racial and ethnic diversity of a state that is now a majority minority state. However, classes did include individuals from various geographic regions of the state and individuals who had a range of income levels. It may be difficult to accomplish any of these if the selection process favors those with the resources and inclination to advocate at the Capitol or serve on statewide boards. This Executive Summary proposes that the PIP program will use technology and facilitators to develop regional classes that prepare people to advocate with their legislators when they are in their home districts. Such classes, if also culturally appropriate, could increase the racial, ethnic, and economic diversity of the individuals who benefit from PIP training. Another option would be to develop additional culturally appropriate PIP projects, perhaps in other areas of the state and perhaps implemented in other languages.
2. Dr. Wieck has stated that she will gladly work with the organization to whom the grant is awarded to help them find ways to reduce costs, and that she will not offer support to one applicant over another prior to an organization being selected to receive the grant. The Request for Proposals will state that her advice is available to everyone and that applicants should not request letters of support from her.
3. The PIP program is a nationally recognized advanced leadership and advocacy training program. A portion of the cost associated with this project is due to the agreement to implement a program that is consistent with the model, including providing training over multiple weekends and using high-quality speakers. This is necessary to be able to use the Partners in Policymaking name without diluting the value of the “brand.” Providing the necessary supports to allow participation by individuals with limited income and resources is a significant portion of the cost. These supports including funding travel and lodging for multiple weekends and providing respite if needed for a parent of a child with a developmental disability.

Appendix A

Competencies Expected of Partners in Policymaking Graduates (per the original model)

- Describe the history of services for, and perceptions of, people with developmental disabilities.
- Describe significant contributions of the parents' movement.
- Describe the history of the self-advocacy and independent living movements.
- Describe the benefits and values of a quality, inclusive education for students with and without disabilities.
- Outline specific strategies to achieve a quality, inclusive education.
- Demonstrate knowledge of the service coordination system and what services may be available.
- Describe the importance of futures-planning and self-direction for people with developmental disabilities.
- Understand the principles of choice and control of resources in futures-planning.
- Understand the reasons for and the importance of proper positioning techniques for people with physical disabilities.
- Describe examples of state-of-the-art technologies for people with significant disabilities.
- Describe the importance of supported, competitive employment opportunities.
- Understand that a flexible, responsive system of supports for the families of children with disabilities is the cornerstone for a true system of community supports for people with developmental disabilities.
- Understand the need for all individuals to experience changes in lifestyle across the lifespan.
- Know/understand the importance of home ownership/control as one of the defining characteristics of adult life in our culture.
- Understand the basic principles and strategies being used to support people with developmental disabilities in their own homes across the lifespan.
- Create a vision for the year 2020 (and beyond) for people with disabilities.
- Understand how a bill becomes a law at the state and federal levels.
- Identify critical federal issues and the process by which participants can personally address their concerns.
- Demonstrate successful techniques for advocating for services to meet the needs of unserved and underserved individuals.
- Draft and deliver testimony for legislative hearings.
- Learn how to meet a public official and discuss issues.
- Identify strategies for beginning and sustaining grassroots-level organizing.
- Understand the role of when and how to use the media to effectively promote issues.
- Demonstrate proper procedures for conducting a meeting.
- Gain a basic understanding of parliamentary procedure and serving on boards.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
ADMINISTRATIVE RULES
TEXAS ADMINISTRATIVE CODE TITLE 40, PART 21

SUMMARY OF PROPOSED AMENDMENTS

TITLE 40. SOCIAL SERVICES AND ASSISTANCE
PART 21. TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
CHAPTER 877. GRANT AWARDS
40 TAC §877.1 AND §877.3

The Texas Council for Developmental Disabilities (Council) proposes an amendment to §877.1 concerning General Provisions.

Elsewhere in this issue of the Texas Register, the Council proposes amendment to §877.3 to add Payment Withhold to Grant Awards.

The purpose of this amendment to this section is to apply consistent equitable consequences to Council award recipients in the event they are found to be non-compliance with reporting requirements. To provide uniform guidance to apply consistent procedures that may result in withholding payment or reduction of payments. This amendment will add Payment Withhold, which may grant a payment withhold pending the result of corrective action, partially restoring funds or grant funds are suspended.

There may be fiscal implication as a result of enforcing these sections as proposed.

Comments on the proposal may be submitted to Martha Cantu, 6201 E. Oltorf, Suite 600, Austin, Texas 78741-7509, or e-mail comments to: martha.cantu@tcdd.texas.gov.

The proposed amendments are authorized under the Texas Human Resources Code, §112.020, which provides authority for the Council to adopt rules as necessary to implement the Council's duties and responsibilities.

The amendments will effect Texas Human Resources Code, Title 7, Chapter 112, Developmental Disabilities.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ADMINISTRATIVE RULES

TEXAS ADMINISTRATIVE CODE TITLE 40, PART 21

Chapter §876 General Provisions

Chapter §877 Grant Awards

**Proposed Amendments
August 2016**

Texas Administrative Code

Title 40 Part 21

Social Services Texas Council for Developmental Disabilities

Chapter §876	General Provisions
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TITLE 40. SOCIAL SERVICES AND ASSISTANCE

PART 21. TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Chapter 876. GENERAL PROVISIONS

§876.1 Definitions

The following words and terms, when used in these sections, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Council --Texas Council for Developmental Disabilities.

(2) Designated State agency -- the State agency designated by the Governor to provide administrative support to the Council.

(3) Developmental disability – The term "developmental disability" has the meaning as defined in federal law, the Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 6000 et seq).

(4) Executive director -- Chief administrative officer of the Texas Council for Developmental Disabilities.

(5) Grant – An award of financial assistance, including cooperative agreements, in the form of money, property provided in lieu of money, or other financial assistance paid or furnished by the Council to an eligible recipient to carry out a program in accordance with the rules, regulations and guidance provided by the Council.

§876.2 Legal Authority

(a) These rules are adopted under provisions of the Texas Human Resources Code, Title 40, Chapter 112.

(b) The following federal laws and regulations are adopted by reference into this part:

(1) Developmental Disabilities Assistance and Bill of Rights Act as Amended (U.S.C. 6000 et. seq.); and

(2) Developmental Disabilities Program, 45 Code of Federal Regulations, Parts 1385-1387.

§876.3 Administration

(a) The Texas Council for Developmental Disabilities is a joint state-federal program designed to assist people with developmental disabilities and their families to participate in the design of and have access to needed community services and supports, and to promote the development of a consumer and family-centered, comprehensive system and a coordinated array of culturally competent services, supports, and other assistance designed to achieve independence, productivity, and integration and inclusion into the community for individuals with developmental disabilities.

(b) The Council performs its responsibilities through staff activities, grants or contracts to public, or nonprofit, or private for-profit organizations and in other ways as determined by the Council to carry out the state plan.

(c) The Council shall enter into a memorandum of understanding with the designated state agency which sets forth their respective roles;

(d) The designated state agency carries out the functions set forth in applicable federal and state laws and regulations and the memorandum of understanding with the Council.

§876.4 Responsibilities of the Council

The Council is an agency within the executive branch, but functions independently within its statutory authority to serve the long-term public interest. The Council is responsible for

establishing the policy framework through which the agency carries out its statutory responsibilities. Specifically, the Council shall:

- (1) exercise the authority provided by law to adopt policies and rules governing Council activities;
- (2) develop and implement policies that clearly separate the policymaking authority of the Council and the management responsibilities of the executive director and staff of the Council;
- (3) approve the state plan and amendments;
- (4) serve as an advocate for state and federal legislation, appropriations and policies on behalf of individuals with developmental disabilities as authorized by federal law;
- (5) oversee operations of the Council for integrity, effectiveness, and efficiency;
- (6) approve personnel policies that provide for the selection, supervision, and evaluation of the executive director and staff
- (7) ensure projects and activities comply with all applicable federal and state requirements; and
- (8) carry out other responsibilities as provided by Council policies.

§876.5 TCDD State Plan

The Council develops and submits the "TCDD State Plan for Texans with Developmental Disabilities" in a manner consistent with federal law and regulations. The state plan may be revised and updated after public review and comment as provided by the federal requirements. The plan is available from the offices of the Texas Council for Developmental Disabilities.

§876.6 Powers and Duties of the Executive Director

The executive director is responsible for the effective and efficient administration of the affairs of the Council subject to applicable laws and this chapter and under the general direction of the Council. The director shall select, supervise and evaluate staff to implement Council approved activities consistent with policies approved by the Council. The director may delegate responsibilities to Council staff as appropriate.

§876.7 Committees of the Council

The Council may establish standing and special committees of Council members to expedite the work of the Council. Members shall be appointed to Committees in the manner provided by Council policies.

§876.8 Standards of Conduct

- (a) Standards of conduct of members and employees of the council are governed by Texas Government Code Annotated, Chapter 572, and by Human Resources Code Chapter 112.0161.
- (b) Council members and staff shall adhere to the conflict of interest policy approved by the Council.

§876.9 Charges of Access to Public Records

- (a) The charge to any person requesting copies of any public record of the Council will be the charge established by the Buildings and Procurements Commission at 1 TAC §§111.61-111.70.
- (b) The Council may reduce or waive these charges at the discretion of the executive director if there is a public benefit.

§876.10 Petition for Rules or Changes to Rules

Any interested person may petition the Council for a rule or rule change by submitting a request to the executive director in a manner and form as directed by the Council, consistent with state law.

§876.11 Applicability of Open Meetings Act

(a) The official minutes of all Council and committee meetings are kept in TCDD staff offices, are posted on the TCDD website, and are available for public review as authorized by the Open Meetings Act.

(b) Opportunities to provide public comments are provided at each Council and committee meeting. The chair of the Council or committee may limit each person presenting public comments or public testimony on any agenda item to a certain number of minutes by announcing the period when comments or testimony are given.

§876.12 Alternative Dispute Resolution

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by the State and any other party to attempt to resolve any claim for breach of contract made by any party against the State as applicable.

Chapter 877 GRANT AWARDS

§877.1 General

(a) As authorized by Human Resources Code Title 7, Chapter 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.

(b) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.

(c) The Council may accept unsolicited proposals or unsolicited ideas for future projects consistent with Council policies and procedures.

(d) The Council may develop projects with organizations without competitive proposals as allowed by state and federal requirements and Council policies.

(e) All grantees shall comply with applicable state and federal requirements including the Texas Uniform Grant Management Standards. Office of Management and Budget (OMB) circulars, and Council grants procedures.

(f) Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards. Project specific independent reviews and other procedures may be required of grantees not subject to annual independent audit requirements of OMB or UGMS consistent with Council policies. The Council shall reimburse the grantees for the reasonable cost of the required audit activities.

(g) Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.

(h) The Council may limit by policy the amount of Council funds allowed to reimburse indirect costs of projects. Any indirect costs of a grantee above those amounts may be allowed as part of the required non-federal participant share.

(i) The Council may by policy reduce reimbursements to grantees when required reports or final expenditure reports are not submitted within at least 60 days following the established due date.

- (j) Donated time and services may be included as a financial match contribution unless otherwise restricted by a specific request for proposals or by state or federal requirements.
- (k) No organization shall receive more than three (3) direct grants from the Council at any time.

§877.2 Application and Review Process

- (a) All requests for proposals will be published in the Texas Register and posted on the Council's website, and a notice will be provided to interested parties.
- (b) Proposal information for each request for proposal shall be available upon request from Council offices and will be made available at the Council's website.
- (c) Proposals received after the closing date will not be considered unless an exception is approved in a manner consistent with Council policies.
- (d) Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.
- (e) Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council and meet the requirements and intent of the Council as provided in the request for proposals.
- (f) Final approval of organizations to receive grant funding shall be determined by the Council consistent with Council policies.
- (g) Council staff may negotiate with selected applicants to determine the final terms of the award.

§877.3 Payment Withhold, Suspension or Termination of Funding

- (a) If a grantee fails to comply with the terms of the grant, the Council may **withhold payment**, suspend authority to obligate or receive grant funding pending the result of corrective measures.
- (b) The Council, in its complete discretion, may terminate authority to obligate or receive grant funding prior to the end of the funding period if corrective actions are not taken during the suspension period, or if the deficiency is serious enough to warrant immediate termination.
- (c) A grant, or portion thereof, may also be terminated at the grantee's request by approval of the Council executive director.
- (d) The procedure to request reconsideration of a suspension or termination of funding shall be included in grant award materials.

§877.4 Appeal of Funding Decisions

Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The appeals process adopted by the Council shall be included in grant application materials.

§877.6 Confidentiality of Records

A grantee that provides direct services to individuals under a Council grant must have a system to protect client records from inappropriate disclosure. Disclosure of confidential information must be in accordance with applicable law.

Texas Council for Developmental Disabilities

Council Policies

Draft Amendments: Sections I and J

IX. TCDD GRANTS PROJECTS

(Last Revised 05/06/11)

A. Scope

1. As authorized by 40 TAC 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.
2. These sections govern the submission and review of project proposals and the award, amendment, and termination of project contracts.

B. Overview of TCDD Grants

1. The Council will identify priorities for funding projects based on the approved TCDD State Plan for Texans with Developmental Disabilities.
2. Sources.
 - (a) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.
 - (b) Unsolicited proposals may be submitted by organizations consistent with procedures approved for such submissions by the Project Development Committee.
 - (c) The Council may develop projects with organizations without competitive proposals when only one known best expert is available, for business necessity, or when otherwise allowed by Council determination.
 - (d) Nothing herein shall be construed to prohibit any firm, agency, or organization with which any member of the Council is associated from receiving a grant from the Council providing the Council member does not receive compensation or financial gain from the grant.
3. Requests for Proposals will be published in the Texas Register and a notice will be provided to organizations on the Council's Web site and mailing list.
4. TCDD may reject all applications submitted in response to a request for proposals and may cancel a grant solicitation at any point before a grant award is finalized.
5. Council staff provides technical assistance and support to grant projects including training for new grantees. Council staff also monitor grantee accomplishments and compliance with TCDD Grants procedures by conducting one or more on-site monitoring visit(s) to each grant project annually unless otherwise provided by a risk assessment methodology approved by the Audit Committee. Summary reports of on-site visits are provided to the Executive Committee.
6. TCDD funds shall not be used to conduct clinical research.

C. General Selection Criteria

1. Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council.
2. Evaluation Criteria shall include but not be limited to:
 - (a) program quality as determined by a peer review process; and
 - (b) the cost of the proposed project.

3. The Council may consider additional factors in determining best value, including:
 - (a) financial ability to perform services;
 - (b) state and regional needs and priorities;
 - (c) improved access for unserved or underserved areas and or groups of individuals;
 - (d) ability to continue services after conclusion of grant funding, if applicable; and
 - (e) past performance and compliance.

D. Application Requirements

1. Council staff shall develop a "Grant Application Packet" for each Request for Proposal. Grant Application Packets shall be available upon request from the Texas Council for Developmental Disabilities with each Request for Proposal and will be made available at the Council's Web Site.
2. The Grant Application Packet will include at a minimum:
 - (a) goals describing the purpose for the grant program;
 - (b) eligibility requirements;
 - (c) description of the project activities and outcomes;
 - (d) application forms and instructions;
 - (e) application requirements and restrictions; and
 - (f) selection criteria and the process to evaluate grant proposals and select proposals for awards.
3. The Applicant shall use the format included in the Grant Application Packet. A proposal which is submitted in a format that is substantially different from the Council's format will not be considered.
4. Proposals received after the closing date will not be considered, unless an exception is approved. The Executive Director is authorized to approve requests for exceptions for good cause received prior to the closing date. Exceptions requested after the closing date may be approved only by the Executive Committee. Any exceptions shall be documented in writing and retained as part of the grant application file.
5. Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.

E. Screening of Proposals

1. Council staff will screen applications to determine if all information has been provided in a timely fashion, on prescribed forms.
2. An application must be complete for consideration and shall include a signature by the proper authorizing official.
3. Council staff will provide written notification to applicants eliminated through the screening process.

F. Peer Review Process

1. The Council shall use peer reviewers to evaluate proposals submitted in competitive requests for proposals, exclusive of stipends grant proposals when the award is greater than \$15,000.
2. Council staff shall serve as the review panel for stipends grant proposals and for other grants when authorized funding \$15,000 or less yearly.
3. All reviewers shall disclose any conflicts of interest with individuals associated with applications to be reviewed.
4. The Executive Director shall submit recommendations for Review Panel members to the Executive Committee for approval. Council members and staff will be asked for suggestions of professionals and public citizens to evaluate proposals. Reviewers may not evaluate proposals in which there is, or is an appearance of, a conflict of interest.

5. Council staff shall provide written instructions and training for all Review Panel members.
6. Council staff shall convene a meeting with each Review Panel and shall record the summary evaluation of the review of each proposal.

G. Funding Decisions

1. Council staff shall submit a recommended priority ranked list of applicants for possible funding. Final approval of organizations to receive grant funding exclusive of stipends grant awards, shall be determined by the Executive Committee.
2. Final approval of organizations to receive grant funding for stipends projects shall be made by the Executive Director. Notice of such actions shall be provided in a timely manner to the Executive Committee and Council.
3. Council staff may negotiate with selected applicants to determine the final terms of the award. To receive an award, the applicant must agree to perform the activities as presented in the request for proposals and accept any additional or special terms or conditions listed in the grant award and any changes in the grant application. Any revisions to the project proposal shall become part of the grant award and shall be documented in writing.
4. Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.
5. Applicants must give assurances that the grantee will abide by the terms of the grant award; the Uniform Grant Management Standards (UGMS) adopted by the Governor's Office of Budget and Planning, and federal Rules related to these funds promulgated by the Office of Management and Budget (OMB) where applicable, as determined by Council staff; and these policies.
6. The Council Executive Director may negotiate and approve changes in the project proposal that address concerns and weaknesses noted from the review process, and/or which assure consistency with the intent of the RFP. Any revisions to the project proposal shall become part of the grant award and shall be documented in writing.
7. Council staff shall notify unsuccessful applicants in writing.

H. Continuation Funding

1. Projects may be eligible for continuation funding as specified in the original request for proposals. Continuation funding will not be automatic. Consideration for continuation funding will include a review of the project's accomplishments, progress toward stated goals and objectives, financial management of grant funds, compliance with reporting requirements, review of the most recent project audit, review of findings from TCDD onsite reviews, and development of alternative funding. The grantee shall submit a proposal for continuation funding as requested by TCDD staff.
2. The Executive Committee may approve continuation grants after a review in accordance with the provisions of these policies. A summary of past accomplishments and future activities of each project awarded continuation funding shall be provided to the Council.

I. Appeal of Funding Decisions

1. Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The person or entity appealing shall be known as the appellant. **An appeal is not an opportunity for an applicant to provide additional information that could have been included in the original proposal. To do so would create a two-stage review process that is not part of the Council's current policies.**
2. Appeals of funding decisions shall be received, processed, and resolved with fairness and promptness.

3. The appellant shall file an appeal in writing addressed to the Executive Director. The written appeal must be postmarked within 10 workdays of the date of the written notice of suspension or within 15 workdays of the date of written notice of denial or of continuation funding. The written appeal shall include all relevant facts and information that the appellant wishes to have considered as well as the proposed remedy being sought. The Executive Director will acknowledge receipt of the letter with a copy to the Executive Committee.
4. The Executive Director will investigate, compile, and study all relevant information about the appeal and, within 30 workdays of the receipt of the appellant's letter and submit a written report to the Executive Committee. The report will contain an evaluation of whether TCDD procedures were followed and whether information provided was reviewed fairly and objectively; recommended action; and the evidence supporting the recommended action. **The report may not include an evaluation of additional information provided by the appellant when such information could have been included in the original proposal.**
5. The Executive Committee may approve the recommendations of the Executive Director, make such modifications as deemed appropriate, order further investigation, or take other appropriate action.
6. The decision of the Executive Committee is final.
7. Council staff shall notify the appellant of the final determination of the appeal.

J. Payment Withhold of Grant Funding

1. **The Executive Director may grant a payment withhold of grant funding for a grant project prior to the end of the grant budget period pending the result of corrective measures if a grantee fails to comply with the terms of the grant, after consulting with the Council Chair. The Executive Committee shall be notified of any payment withhold.**
2. **TCDD shall provide written notice to the grantee of the proposed payment withhold of grant funding at least 10 workdays (2nd revised deadline) prior to any withheld payments.**
3. **That notice shall state the reasons for the payment withhold of funding and the procedure for requesting reconsideration.**
4. **If report(s) are not received by the 2nd revised deadline (10 business days from the initial request), TCDD will implement an immediate hold on all payments to the grantee pending receipt of any late report(s).**
5. **When late reports are received from a project after a payment hold has been initiated, TCDD will restore payment for requests pending for not more than 60 days but may partially restore payments for the any period beyond 60 days in arrears as outlined.**
6. **The payment withheld will be rescinded and any outstanding payment requests processed, except that:**
 - (a) **Payments will be restored for only the past 60 days. Reimbursements for any period of a payment withheld for more than 60 calendar days may be partially restored in the following manner:**
 - (b) **Payments for the period from 60 – 90 days will be restored at 90% of the requested amount.**
 - (c) **Payments for the period from 90 – 120 days will be restored at 50% of the requested amount.**
 - (d) **Payments for the period longer than 120 days past will not be restored.**
7. **A Notice of Grant Award for any project that is more than 60 days late in submitting required reports will be prepared with a payment hold in place until all reports are**

received. The same schedule for reducing the amount of payments restored as noted above will apply.

8. Any reports required from the prior grant award period will cause the subsequent award to be subject to the same payment withhold process and schedule for partially restoring payments.
9. In the event that withheld payments are not fully restored, the grantee may appeal to the Executive Director. Any appeal will be considered by the Executive Committee at its next regularly scheduled meeting. Actions of the Executive Committee on such appeals are final.(Item I – Appeals)
10. Payment withhold will remain in effect until the grantee has taken corrective action, given an assurance approved by the Executive Director that the corrective action will be taken, or the grant is suspended (Item K).

K. Suspension of Grant Funding

The Executive Director may suspend grant funding for a grant project prior to the end of the grant budget period pending the result of corrective measures if a grantee fails to comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or if the original purposes for which funding was approved are no longer evidenced. The Executive Committee shall be notified of any suspensions.

1. TCDD staff shall provide written notice to the grantee of the proposed suspension of grant funding at least 10 workdays prior to any suspension except as provided by Section L, Subsection 3. That notice shall state the reasons for the suspension of funding and the procedure for requesting reconsideration.
2. A suspension may be effective immediately if, after consulting with the Council Chair, the Executive Director determines that delayed action does not protect the interests of the Council.
3. A grantee shall have the opportunity to request reconsideration of the suspension of grant funding. The grantee must provide a written request for reconsideration to the Executive Director no later than 10 workdays after receiving notice of suspension of funding. A request for reconsideration must include all facts and information the grantee considers to be relevant to the situation and a proposed plan of correction. If a grantee does not request reconsideration in writing within the specified time period the grantee will be deemed to have waived any further review and grant funding will be suspended.
4. If the Executive Director determines that the responses of the grantee are not satisfactory, the grantee's authority to obligate funds may be suspended. TCDD staff shall provide the grantee a written notice of suspension that will set the effective date for suspension and identify any allowable costs that the grantee may incur during the period of suspension.
5. Suspensions remain in effect until the grantee has taken corrective action, given an assurance approved by the Executive Director that the corrective action will be taken, or the grant is terminated.

L. Termination of Grant Funding

1. The Council or the Executive Committee may terminate grant funding prior to the end of the grant budget period if a grantee fails to comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or the original purposes for which funding was approved are no longer evidenced.
2. The Executive Director may recommend to the Executive Committee termination of grant funding if corrective actions are not taken during a suspension period or if the corrective actions are not sufficient to remedy the concerns. In such instances, the Executive Director shall provide a summary report to the Executive Committee including the reasons

for which a termination of funding is recommended, additional information provided by the grantee pursuant to a request for reconsideration, if any, corrective actions proposed by the grantee, and the proposed date for termination of funding.

3. The grantee shall be provided written notice of the recommendation to terminate funding at least 10 workdays prior to the meeting of the Executive Committee to consider that recommendation. Such notice shall include the date and location of the Executive Committee meeting where the recommendation to terminate funding will be considered.
4. The decision of the Executive Committee is final.
5. The Executive Director may also recommend to the Executive Committee that grant funding be terminated without an initial suspension of funds. In such instances, the grantee will be provided written notice of the recommendation to terminate funding at least 45 calendar days prior to the proposed termination. That notice shall state the reasons for the termination of funding, the proposed date of termination, and the procedure for requesting reconsideration.
6. The grantee shall have the opportunity to request reconsideration of the proposed termination—by filing a written request for reconsideration with the Executive Director not later than 10 workdays after receiving notice of the proposed termination.
7. If circumstances warrant, grant funding may be terminated by the Executive Committee or Council for cause without notice of suspension when delayed action does not protect the interests of the Council. In such instances, TCDD staff shall provide written notification of the termination which shall include the reason(s) for such action and instructions for termination or closeout of the grant.
8. Grant funding may also be terminated may by mutual agreement or by the grantee when the grantee's authorizing official gives written notification to the Executive Director. TCDD staff shall provide written notification of termination by joint agreement, or written acknowledgement of the termination notice if by the grantee. Such notice or acknowledgement shall include written instructions for termination or closeout of the grant.
9. The TCDD Executive Director may approve TCDD assuming the federal share of any obligations that cannot be cancelled.
10. A grant, or portion thereof, may also be terminated at the grantee's request by approval of the TCDD Executive Director.
11. Between the time of the proposed termination and the final decision of the Executive Committee, TCDD may withhold further funding. In the event the Executive Committee's decision is favorable to the grantee, the funds shall be promptly distributed to the grantee.

M. Financial Monitoring and Independent Audits

1. Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards.
2. Project specific independent audits, annual independent review by a qualified CPA, agreed upon procedures of engagement for review by a qualified CPA, and/or other monitoring strategies shall be required of grantees not subject to annual independent audit requirements by OMB or UGMS. Appropriate monitoring strategies shall be based on an assessment of risk of each grantee and procedures approved by the Audit Committee.
3. The Council shall reimburse the grantee for the reasonable cost of the required audit or other required monitoring activity. TCDD staff shall determine the need for independent audits of grantees receiving less than \$100,000 annually of DD funds based on an assessment of risk of each grantee.
4. Staff shall provide to the Audit Committee a summary of the findings of each independent audit or required monitoring activity and the status of corrective actions required.

N. Funding Restrictions

Grantees will be subject to the following funding restrictions, unless statute or Council rules require otherwise:

1. TCDD shall provide not more than 75% of the total project costs from federal DD funds except for activities in designated poverty areas in which case federal funds provided by the Council shall be not more than 90% of total costs.
2. The Executive Director may reduce or waive the matching requirement of individual grant projects when deemed appropriate and shall report any such waiver to the Executive Committee.
3. Grantees are responsible to provide funds for the additional costs of project activities from non-federal sources.
4. DD funds are allowed for indirect administrative costs up to 10% of total project expenses. Any portion of indirect costs above 10% may be allowed as part of the required non-federal participant share.
5. Donated time and services may be included as a match contribution unless otherwise restricted by a specific request for proposals.
6. Council staff shall provide information about allowable non-federal sources of funds upon request.
7. No organization shall receive more than three (3) grants from the Council at any time.
8. Unallowable costs.

Information is available from Council staff concerning unallowable costs. Such costs will include but are not limited to the following:

- a. bad debts;
 - b. entertainment;
 - c. legislative expenses;
 - d. expenses required to be reported as lobbying by state statute; and
 - e. merit salary increases that total more than 5% of an individual's salary during a 12 month period.
9. Any revenues received from projects funded by the Council must be reported quarterly on forms provided by the Council. Council staff must approve use of such funds.

O. TCDD Grants Policies and Procedures

1. All grantees shall receive a TCDD Grants Manual that contains all requirements, procedures, and reporting forms for grantees.
2. The Executive Director will approve all revisions to a project work-plan, including performance measures, staffing pattern, or budget, providing the changes are within the total budget and general scope of work approved by the Council.
3. A grantee seeking to increase the authorized funding amount, length of project, or scope of work shall file a request with the Council. The request shall be submitted to the Executive Director with a justification for the change. The Executive Director shall review the request and make a recommendation to the Council. The Council's decision to approve or deny the request is final.

FY 2017-2021 Goal/Objective Suggestions

State Plan Guiding Principles

The following principles were kept in mind in developing the draft goals and objectives:

- Evolution versus revolution of the 2012-2016 State Plan, building on strategies that further advance TCDD's work.
- Alignment with the mission of the Council and purpose of the DD Act.
- Consistency with the SWOT (strengths, weaknesses, opportunities, and threats) analysis of TCDD as an organization.
- Ease of comprehension.
- Consistency with proposed measures and reporting requirements set by AIDD.
- Consistency with input from self-advocates, family members, and allies.
- Consistency with person-centered practices.

1. Create and support promising practices that assist people with developmental disabilities or families of people with developmental disabilities to achieve goals identified as important to them by 9/30/2021.

a. Each year of the plan, collect and review input from people with disabilities, families, and their allies from around the state and with diverse backgrounds about what they say is important and amend the State Plan as needed to implement new strategies that are selected.

b. Monitor and report on TCDD's projects that support people with disabilities to have employment of their choice each year the projects receive funding by 9/31/2018.

Current employment projects not scheduled to end until 3/31/2017 - 9/30/17:

- Educational Programs Inspiring Communities "H.E.A.R.T. Inventory Tracking System"
- Strategic Education Solutions "Virtual Job Coach"
- Texas Tech University "Project Search"

c. Provide training and information to people who have developmental disabilities and their families so they can continue receiving SSI/SSDI and health benefits while increasing their income and assets through gainful employment by 1/1/2018.

Proposal considered by Executive Committee 11/4/2015:

- Understanding Employment Options and Supports (1/1/16 – 12/31/17)

d. Monitor and report on TCDD's projects that support individuals with developmental disabilities to be more fully included in educational programs each year the projects receive funding by 5/31/2019.

Current project not scheduled to end until 5/31/18:

- Region 17 Education Service Center "Families in Schools"

- e. Monitor and report on at least three new models that support individuals with disabilities to improve or maintain their health through health and wellness programs each year they receive funding by 3/31/2018.

Current health and fitness projects not scheduled to end until 2/28/17 - 3/31/17:

- Any Baby Can of San Antonio, Inc, "Any Body Can"
- Epilepsy Foundation Texas "Get F.I.T. "
- Texas State Independent Living Council "Getting Fit to Live, Work and Play!"

- f. Create at least one new promising community-based person-centered practice that ensures that people with complex medical and/or behavioral health receive appropriate, timely services that by 9/30/2021.

- g. Create and pilot at least one new model that provides community-based, person-centered non-work activities for people with developmental disabilities by 9/30/2021.

- h. Create and pilot at least one promising practice that supports organizations, agencies, groups, or individuals who provide services to the general public so that they fully include and are responsive to the needs of people with developmental disabilities by 9/30/2021.

- i. Create and evaluate at least three projects that address specific needs of individuals with DD who identify with a specific minority culture(s) by 9/30/2021.

Current "Culturally Appropriate Family Supports" Projects in negotiation:

- Light and Salt (scheduled to continue until 2019)
- Reaching Families Advocacy and Support Group (scheduled to continue until 2019)

- j. By 9/30/2021, create and pilot at least one promising practice that addresses the needs of individuals with DD who are aging and their caregivers.

2. Community-based systems make improvements and/or expand to better support people with DD or families of children with DD to achieve goals identified as important to them by 9/30/2021.

- a) Promote systems that will sustain the policies and projects that demonstrate success in helping people reach their goals by 9/30/2021.

Examples of current projects that might be sustained within current systems:

- Texas Tech University "Project Search"
- Department of Assistive and Rehabilitative Services "Project HIRE"

- b) Support people with disabilities, family members, and allies to participate in transportation planning activities to improve mobility and accessible transportation that is affordable to people with disabilities by 9/30/2021.

New proposal to be reviewed at the February 2017 Council meeting:

- Accessible Transportation Summit (expected dates 4/1/16 – 3/30/21)

- c) Each year collaborate with others to improve community capacity to support individuals with developmental disabilities who are at risk of institutionalization or who desire to leave institutions by 9/30/2021.

Current projects not scheduled to end until 6/30/2019 - 7/31/2019

- A Circle of Ten “Expanding Community Collaborative Capacity”
- Volar Center for Independent Living “Community Support Network”
- Community Healthcore “Building Community Capacity through Collaboration”

- d) Each year collaborate with others to increase access to timely, appropriate medical and/or behavioral health services that serve people with complex needs by 9/30/2021.

- e) Each year, advocate for legislative/policy change to remove barriers to full-time or part-time employment for people with developmental disabilities by 9/30/2021.

- f) Each year, advocate for legislative/policy change to improve educational outcomes for people with developmental disabilities by 9/30/2021.

- g) Collaborate with others to expand the appropriate use of alternatives to guardianship by 9/30/2021.

Proposal considered by Executive Committee 11/4/2015:

- Stakeholder Training on Guardianship Alternatives (1/1/16 – 12/31/18)

- h) Collaborate with the DD network partners and others to promote the use of person centered practices by 9/30/2021.

- i) Collaborate with others to reduce linguistic and cultural barriers that may prevent individuals from receiving services by 9/30/2021.

3. Individuals with developmental disabilities and their families have information, skills, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.

- a) Provide self-advocates opportunities to develop public speaking skills by 9/30/2017.

Current projects not scheduled to end until 4/30/17:

- Imagine Enterprises “Project SPEAK - Sharing Personal Experiences And Knowledge”
- VSA Arts of Texas “Promoting Self-Advocates as Speakers: Opening Minds, Opening Doors”

- b) Ensure that people with disabilities, family members of people with disabilities, and allies have access to general leadership development and advocacy skills training each year by 9/30/2021.

New proposals (up to four) to be reviewed at the February 2017 Council meeting:

- Leadership and Advocacy Projects (expected dates 4/1/16 – 3/30/2021)

- c) Ensure that people with disabilities, family members of people with disabilities, and allies have access to advanced leadership development and advocacy skills training each year by 9/30/2021.
- d) Support people with developmental disabilities to provide leadership development and advocacy skills training programs to people with developmental disabilities each year by 9/30/2021. (as required by DD Act)
- e) Support people with developmental disabilities to provide peer supports to people with developmental disabilities each year by 9/30/2021.
- f) Support people with developmental disabilities to serve as peer mentors and/or provide leadership and advocacy training to individuals living in institutions by 9/30/2021.
- g) Support people with developmental disabilities to conduct community organizing by 9/30/2021.

Current Project not scheduled to end until 3/31/2018:

- Texas Advocates “Self-Advocates Grass Roots Community Organizing”

- h) Build the capacity of and support at least one statewide self-advocacy organization run by people with developmental disabilities by 9/30/2021. (meets a requirement in DD Act although other approaches would as well)
- i) Support self-advocates and family members to participate on cross-disability, culturally diverse leadership coalitions each year by 9/30/2021. (as required by DD Act)
- j) Develop and support at least one leadership development and advocacy skills training for youth with disabilities by 9/30/2021.
- k) Develop and support at least one sibling network by 9/30/2021.
- l) Work with DD network partners and others to support collaborative public policy advocacy activities by 9/30/2021.

- m) Increase the number of policy professionals in Texas who have the requisite skills, knowledge and experience to engage in policy activities so that people with developmental disabilities have greater control over their own lives by 9/30/2021.

Current projects not scheduled to end until 7/31/2016:

- The Arc of Texas “Developmental Disabilities Policy Fellows”
- The Coalition of Texans with Disabilities “Developmental Disabilities Policy Fellows”

Proposals (up to two) considered by Executive Committee 11/4/2015:

- TCDD Policy Fellows (expected dates 1/1/16 – 12/31/2017)

- n) Reach out to and involve diverse groups, including people living in rural areas and people who self-identify as having a racial or ethnic minority background, each year of the plan by 9/30/2021.

Current projects: Outreach and Development (ongoing)

- o) Increase access to information to support advocacy and involvement in public policy development each year of the plan by 9/30/2021.

4. TCDD identifies and engages in current and emerging issues and opportunities according to the Council's mission and priorities.

- a) Each year of the plan, provide public policy input regarding issues that are determined to impact the lives of people with developmental disabilities and their families.
- b) Each year of the plan, organize and conduct communications activities to further the Council's mission and increase outreach.
- c) Each year of the plan, support the Council to develop and monitor initiatives that will further the Council's mission and reach state plan goals.
- d) Each year of the plan, engage in continuous quality improvement activities that benefit the Council and other organizations.

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
NOVEMBER 5, 2015**

COUNCIL MEMBERS PRESENT

Mary Durham, Council Chair
Hunter Adkins
Kimberly Blackmon
Kristine Clark
Gladys Cortez
Kristen Cox
Elaine Eisenbaum, UT CDS

Mary Faithfull, DRT
Ivy Goldstein, DSHS
Jennifer Kaut, DARS
Ruth Mason
Scott McAvoy
Michael Peace
Brandon Pharris

David Taylor
Lora Taylor
John Thomas
Richard Tisch
April Young, HHSC
Donnie Wilson, DAD

COUNCIL MEMBERS ABSENT

Mateo Delgado
Andrew Crim

Stephen Gersuk
Barbara Kaatz, TEA

Dana Perry
Dan Zhang, A&M CDD

STAFF MEMBERS PRESENT

Beth Stalvey,
Executive Director
Martha Cantu
Belinda Carlton
Joanna Cordry

Cynthia Ellison
Danny Fikac
Ashley Ford
Linda Logan
Jessica Ramos

Fernando Rodriguez
Joshua Ryf
Koren Vogel

GUESTS PRESENT

Isabel Evans
Chris Masey

Megan Morgan
Darryl Powell

CALL TO ORDER

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, November 5, 2015, in the Ballroom F-H of the Horseshoe Bay Resort, 200 Hi Circle North, Horseshoe Bay, TX 78657. Council Chair Mary Durham called the meeting to order at 9:33 AM.

1. INTRODUCTIONS

Council members, staff and guests introduced themselves.

Council Chair Durham reviewed member absences to include Andy Crim, Mateo Delgado, Stephen Gersuk, Dana Perry and representatives from Texas Education Agency and the Center on Disability and Development at Texas A&M University.

2. PUBLIC COMMENTS

Council Vice-Chair Kristen Cox discussed circumstances at Texas A&M University where her son attends that have relocated the Offices for Students with Disabilities to a part of the campus that is difficult for students to reach in a timely manner. She asked everyone to consider signing a petition through change.org which asks the university to move the office back to the main campus.

3. CHAIR AND EXECUTIVE DIRECTOR REMARKS

Chair Durham invited the representatives from the state agencies to provide updates on agency activities.

April Young discussed Texas Health and Human Services Commission (HHSC) activities in response to Senate Bill 7 from the 84th Legislature. HHSC is working to implement STAR Kids, the Medicaid managed care program for children receiving Supplemental Security Income (SSI) Medicaid or who are enrolled in the Medically Dependent Children Program (MDCP), by field testing the assessment portion of the program. Contracts to provide these services have been awarded to ten managed care organizations throughout the state and preliminary outreach activities are expected to begin in early 2016. HHSC is also working on the IDD Pilot which is a Medicaid managed care model for individuals with intellectual and/or developmental disabilities that will increase access to long-term services and supports and improve quality of care. In response to Senate Bill 1226, HHSC is working to implement Employment First policies throughout all the health and human services agencies and incorporate this philosophy into all programs. HHSC began the Community First Choice (CFC) program on June 1, 2015 which provides home and community-based attendant services for individuals who need an institutional level of care. Person-Centered Planning training is being conducted for providers of CFC services. Young also reported on the HHSC website that allows members of the public to sign up for email alerts related to Sunset transition activities. A new advisory committee structure for the consolidated HHSC has been proposed and is posted in the Texas Register for public comment.

Texas Department of Aging and Disability Services (DADS) representative Donnie Wilson provided copies of proposed surveys to evaluate 1115 Waiver services. The surveys include self-assessments for residential providers and non-residential providers as well as compliance programs assessments, resident surveys and day program participant surveys. Another survey on employment assistance and supported employment is proposed for participants in waiver programs. The surveys are posted to receive public comment on the draft and will be administered to their respective audiences after they are finalized. DADS work on employment initiatives include a Money Follows the Person (MFP) Employment pilot that involves three providers that created best practices to move individuals out of day programs into supported employment of their choosing as well as training programs on Employment First principles.

Ivy Goldstein provided an overview of the services provided by the Children with Special Health Care Needs division in which she works. She noted that program is undergoing a transformation mandated by federal partners and will have two primary objectives: transition for youth with special health care needs to adult medicine and medical homes of coordinated family-based care. Goldstein described the contracts throughout the state that are administered by her division to provide these services as well as the coordination of the Medical Home Workgroup and resources that are provided to the public by her agency.

Texas Department of Assistive and Rehabilitative Services (DARS) representative Jennifer Kaut provided an update on the Workforce Innovation and Opportunity Act (WIOA) that requires DARS funding for pre-employment services such as internships, applied behavior analysis, autism spectrum disorder (ASD) supports in the home. She stressed this is new for the agency in that all prior services from vocational rehabilitation program had to lead to permanent employment goals. She discussed a pilot project with Leander Independent School District that provides these transition

services so that students are employed prior to graduation. Kaut further discussed services for individuals with autism spectrum disorders as well as an environmental work assessment that can evaluate the variables to determine the most productive work environment.

Council member Lora Taylor discussed the implementation of the laws (84th Texas Legislature) allowing for cannabidiol (CBD oil) to treat seizures. She noted that because CBD oil is considered a schedule 1 drug, only four doctors in Texas will be allowed to prescribe it and school nurses will not be allowed to administer it if prescribed. The four doctors are pediatric epileptologists and therefore any adult such as Taylor's daughter will not be able to be put on the registry for treatment. Taylor plans to continue her advocacy work in this area on the federal level and will ask for CBD oil to be moved to a schedule 2 drug so that it can be more widely prescribed and research will not be as restricted. Taylor also discussed epilepsy awareness events for the month of November.

Council Chair Durham briefly reviewed the process to establish the TCDD Nominating Committee which will take place during the meetings. The Committee will consist of three members with one selected from the Project Development Committee, one selected from the Public Policy Committee and one selected from the Council. The Committee will select its Chair and conduct business by teleconference during the interim when it will select a nominee for Council Vice-Chair and a nominee for the self-advocate member to the Executive Committee, then present those selections to the Council at the February meeting. Council members were reminded that those who serve on the Nominating Committee cannot have their name submitted by the Committee for either position and that agency representatives are not eligible to serve as the Council Vice-Chair but are eligible to serve on the Committee.

Executive Director Beth Stalvey reported on the recent National Association of Councils on Developmental Disabilities (NACDD) Executive Directors meeting in Atlanta. Administration on Intellectual and Developmental Disabilities (AIDD) Commissioner Aaron Bishop presented on changes to the federal structure that increase opportunities for collaboration. Staff from the Centers for Disease Control presented on disability data and resources. The directors also attended a tour of the Civil and Human Rights Museum which includes exhibits related to the disability rights movement and provided a background for discussion on Councils' role in addressing cultural competency and diversity.

4. DD POLICY FELLOWS UPDATE

TCDD Public Policy Director Jessica Ramos introduced DD Policy Fellows Megan Morgan of the Arc of Texas and Chris Masey of the Coalition of Texans with Disabilities (CTD). Ramos invited the fellows to review their advocacy activities during the 84th Texas Legislature and discuss plans for the remaining year (Year 2 of 2) of their fellowship.

Morgan described her growth as an advocate during the past year noting she had very little experience with public policy work or with disability issues prior to beginning her fellowship. She began her fellowship by attending meetings and conferences and developing relationships with advocates and other mentors enabling her to gain knowledge of various disability issues. She also conducted focus groups throughout the state to determine issue areas that needed attention. During the legislative session she attended hearings, worked on "one-pagers" to provide information to legislators on issues such as state supported living centers and supported decision making, and assisted self-advocates as they made visits to legislative offices. She described her

highlight of the session in assisting a self-advocate to prepare and provide testimony on guardianship alternatives and supported decision making. She noted that attending the Guardianship Reform and Supported Decision Making workgroup and working on this topic has become a passion for her and will be her focus for rest of the fellowship. She will monitor the implementation of the laws passed on this topic as well as provide education on those laws. She will continue to develop and distribute educational material on guardianship reform. She hopes to put together an advocacy tool-kit for self-advocates and families to use in future legislative sessions.

Masey described the beginning of his fellowship as getting up to speed on various disability issues to prepare for the legislative session. He noted that the Coalition of Texans with Disabilities (CTD) conducted surveys prior to the session and although the number of responses was not as great as was hoped, the comments that were provided allowed for valuable input and helped in the development of a report on disability issues. He assisted in the training and support of self-advocates during the session. Masey further discussed the issues on which he gained knowledge such as supported decision making, the Texas ABLE Act, and dual diagnoses of mental health and developmental disabilities. His second year will be focused on implementation of legislative reform in areas such as palliative care and involvement in the advisory committees to oversee HHSC consolidation. He has been very involved in education and advocacy for the Texas ABLE Act and will serve on the advisory committee as the law is implemented.

Morgan and Masey both expressed their appreciation to the Council for this project and the work that it has enabled them to do.

5. GRANT PROJECT HIGHLIGHTS

TCDD Senior Grants Management Specialist Cynthia Ellison provided highlights of the Meaningful Relationships project from SafePlace. She noted that this project has worked with seven service providers to provide opportunities and supports for 82 people with developmental disabilities to participate in healthy relationships education. SafePlace has worked with three partner agencies to develop or revise policies to better support people with developmental disabilities to form relationships by engaging in community life and activities. A 16-lesson curriculum for future trainings is being developed and fundraising to allow project sustainability is being conducted.

6. PUBLIC INFORMATION REPORT

TCDD Communications Coordinator Joshua Ryf provided an update on public information activities during the past quarter. He noted there has been a significant spike in the number of fans of the TCDD Facebook page with a growth of more than 600 between July and October. This is in part due to efforts in guiding users away from the old TCDD “friend” page to the current “fan” page designed for businesses. The page has also seen increased traffic resulting from posts on hot topic issues such as proposed cuts to Medicaid therapy reimbursement rates. He noted that some posts have reached over 6,000 people due to fans sharing the posts.

Ryf also discussed the development of icons to illustrate specific topics on the TCDD website that are then used with other platforms such as Facebook, Twitter and email to identify that issue. The icons are specific to any news related to this topic including blog posts or announcements about a Request for Proposals (RFP). These have been used for topics such as Guardianship Reform and Accessible Public Transportation.

7. CHAIR AND EXECUTIVE DIRECTOR REMARKS (continued)

Chair Durham noted that the Executive Committee requested that Council members receive financial reports prior to discussion on future projects so that they may be fully aware of Council finances as decisions are made.

TCDD Operations Director Martha Cantu reviewed the Quarterly Financial Reports noting that \$510,000 of FY 2015 funds are available to be re-obligated for projects. Although the notice of grant award has not been received for FY 2016, it is estimated to be \$4.7 million. With \$1.8 million allocated for operating expenses, approximately \$2.8 million is available for grant projects. With the current planned projects, there is an expected balance of approximately \$750,000 including the roll-over from FY 2015.

8. FY 2017-2021 STATE PLAN GOAL AND OBJECTIVES

Planning Coordinator Joanna Cordry led a discussion on the development of the FY 2017-2021 State Plan Goals and Objectives. She reminded members that the State Plan is what creates the change for people with developmental disabilities in Texas. Cordry noted that the suggested goals and objectives will be discussed and that substantive changes can be made based on Council member input but any “wordsmithing” should be handled after the meeting with input provided by email. If the Council agrees to the draft Goals and Objectives, this can be posted to the Texas Register for public comment.

Cordry reviewed the guiding principles of the plan noting that it builds on the previous State Plan; it is aligned with the TCDD mission, DD Act and AIDD requirements; it includes public input as well as input from Council members at the August 2015 meeting; and is consistent with person-centered practices. The four goals of the FY 2017-2021 State Plan are:

- Create and Support Promising Practices
- Improve and Expand Existing Community Based Systems
- Self-Advocates and Advocates Influence Policy and Practice
- Identify and Engage in Emerging Issues and Opportunities

Cordry discussed each goal in detail and provided examples of projects that apply to each goal. She noted that some current TCDD projects will continue into the next state plan time period and can be listed as objectives for that plan. Council members did not offer revisions to the draft but provided comments on elements of the plan for which they were in favor. Council members were encouraged to have further discussion on the State Plan during the Project Development and Public Policy Committee meetings.

Cordry further explained the timeline and requirements for developing the State Plan. The Council needs to vote on the current draft and if approved, it will be posted in the Texas Register for public comment. Public comments will then be collected and shared with the Council at the next meeting. If no substantive changes are made, the draft can be voted on for submission to AIDD. However if significant changes are made based on public comment, the draft plan will need to be posted in the Texas Register a second time for additional comment.

9. CONSIDERATION OF PARTNERS IN POLICYMAKING© PROJECT PROPOSAL

Planning Coordinator Cordry presented an executive summary for a proposal of a Partners in Policymaking© project noting that the summary has been revised following discussion at the August 2015 Project Development Committee and Council meetings. The goal of the project is to facilitate

advanced leadership and advocacy training for adults with intellectual and developmental disabilities and family members using the Partners in Policymaking© curriculum. Cordry noted that the executive summary describes one project for up to 5 years with suggested funding amounts to include the planning and/or training activities and the travel costs for attendees. Cordry noted that the curriculum is trademarked and the founder has offered to help the selected grantee reduce costs but that only limited modifications can be made or it would no longer be Partners in Policymaking©.

Cordry reviewed the history of the Partners in Policymaking© program and Council Chair Durham described the original model coordinated by TCDD staff before it was administered as a grant project. Members engaged in the pros/cons of executing the program as a complete grant project or with staff involvement. Executive Director Stalvey noted that staffing models such as an in-house contractor could be explored if the Council directive is to implement the program through TCDD staff instead of a grant contract. Durham then clarified that how the program is administered is secondary to the decision whether the program should be funded and implemented.

Cordry discussed the proposed changes from the original model to the outcomes and follow-up of the program which include defined goals and outcomes for policy impact, follow-up measures to track and involve graduates, and improved evaluation measures to quantify graduate advocacy activities and public policy involvement.

Cordry further discussed TCDD's efforts to implement advanced leadership and advocacy skills training since the Partners in Policymaking© project ended in 2006. She noted that implementing the Partners in Policymaking © project again would contribute to the Council's overall efforts in leadership and advocacy trainings throughout the state which also include state-wide youth leadership, self-advocate organizations, and sibling networks in addition to local trainings.

MOTION: To recommend Council approval of the Partners in Policymaking program with an increase in funding for the first year to \$150,000 and allowing staff judgement to increase funding for subsequent years as needed with approval by the Council Chair.

MADE BY: Mary Durham

SECOND: Rick Tisch

Durham further clarified that the motion does not specify if the program will be coordinated by TCDD staff or through a grant project but is a simple approval of the project. The motion **passed** without opposition. Donnie Wilson and April Young abstained from voting.

ADJOURN

Council Chair Durham adjourned the Committee of the Whole adjourned at 2:03 PM.

Beth Stalvey
Secretary to the Council

Date