

Background:

- **TCDD Planning Calendar** – We have again included a calendar of key activities that will be discussed in Council or Committee meetings during the next year. A few staff activities completed are also included.

- **Grants Monitoring Reports** – Two reports are enclosed that will be reviewed with members by Grants Management staff:
 - ✓ Independent Audit Status Report
 - ✓ Grants Monitoring Exceptions Report

- **Stipends Grants Applications Approved** - TCDD Policies provide for the Executive Director to make final decisions about applications for Stipend Grants. Stipend applications were approved during this quarter from the following organization:
 1. Texas Advocates for \$5,963 for the *2010 Annual Convention* that will occur August 6-8, 2010 in Corpus Christi.

- **Attendance Report** – A quarterly summary of attendance of Council members at meetings is also enclosed.

Important Terms:

Stipends Grants: Organizations may apply for up to \$6000 to pay for conference registration, hotel rooms, attendants, respite, etc. for self-advocates and their family members to attend conferences and other events.

Executive Committee

Agenda Item 5.

Expected Action:

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

TCDD Planning Calendar

August 2010

August 2010

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Operating Expense Budget for Following Year** – Executive Committee
 - ✓ **Preliminary Review of Biennial Disability Report Recommendations** (even-numbered years) – Committee of the Whole
 - ✓ **Approve State Plan / Amendments** – Project Development Committee
 - ✓ **Approve extension and/or revisions to Memorandum of Understanding with TEA** – Executive Committee
 - ✓ 2011: Review of TCDD Position Statements (Public Policy Committee)
 - ✓ Approve Biennial Disability Report Special Focus, if any, (odd-numbered years) – Public Policy Committee
 - ✓ **Consideration of Possible TCDD Projects or Activities (every year)**; Summary of Texas Legislative Session (odd-number years)– Public Policy Committee
 - **Executive Committee**
 - ✓ **Review/Approve & Continuation Grant Awards**
 - ✓ 2012: Initial Review of TCDD Rules for Re-adoption
 - **Audit Committee**
 - ✓ **Review Status of Internal Auditing Activities for Current Year**
 - **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
- **State Plan / Amendments** – submitted electronically to ADD by August 15th
- 2011: TCDD Sunset Self-Evaluation Submitted (est.)

September 2010

- **State Fiscal Year begins**

October 2010

- **Council and Federal Fiscal Year begins October 1**
- **Audit Committee Reviews and Approves Annual Internal Audit Report & Internal Audit Plan**

November 2010

- **Annual Internal Audit Report and Audit Plan submitted to SAO & others by November 1st**
- **Quarterly Meetings**
 - **Council**
 - ✓ **Nominating Committee established**
 - ✓ **Approval of prior year Internal Audit Report and current year Internal Audit Plan**
 - ✓ **Biennial Report Recommendations Finalized** (even-numbered years) – C.O.W.
 - ✓ **Approval of TCDD Public Policy Priorities** (even-numbered years) – Public Policy Committee
- **Executive Committee – Approve Pool of Review Panel Members** (even-numbered years)
- 2011: Review TCDD Sunset Review Staff Report; public hearing schedule, etc.
- 2012: Approval to Publish TCDD Rules for Re-adoption

December 2010

- **Biennial Report submitted to Governor, Lt. Governor, Speaker, and HHSC Executive Commissioner** – December 1st of even numbered years

January 2011

- **Annual Report (PPR) submitted electronically submitted to ADD by January 1st**
- Texas Legislature convenes on 2nd Tuesday of odd-numbered years
- 2013 Only: Monitor Sunset Legislation to Reauthorize TCDD during 82nd Legislature

February 2011

- **Quarterly Meetings**
 - **Council**
 - ✓ **Vice-Chair elected**
 - ✓ **Consumer Member-at-large to Executive Committee elected**
 - ✓ Feb 2012: TCDD Sunset Review Update
 - **Project Development Committee**
 - ✓ **Consideration of Unsolicited Ideas**
 - **Executive Committee**
 - ✓ **Executive Session re: Personnel Matters**
 - **Public Policy Committee: Review of TCDD Position Statements**
 - Time allowed for Members to visit Senator and/or Representative (odd years)
- Terms of 1/3 of public members expire February 1 of odd years
- 2012: TCDD Sunset Report submitted to 82nd Texas Legislature
- 2012: Final approval of TCDD Rules for Re-adoption

March 2011

- **Audit Committee Meeting**

April 2011

- **Executive Committee**
 - **Consideration of Continuation Grant Awards**

May 2011

- **Quarterly Meetings**
 - **Council**
 - ✓ **Approve Draft State Plan / Amendments for Public Comments** – Proj Dev. Committee
 - ✓ 2011 Only: Review of TCDD Sunset Review Process; Timeline for Self-Evaluation
 - ✓ 2012: TCDD Sunset Review Update
 - **Executive Committee**
 - ✓ **Consideration of Continuation Grant Awards**
 - **Public Policy Committee**
 - ✓ **Initial Consideration of Biennial Report Special Focus, if any (odd-numbered years)**

June 2011

- **Beginning of Grant Projects Annual Budget Cycle (most projects)**
- Texas Legislature Adjourns Sine Die after 160 days in session (odd-number years)

July 2011

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INDEPENDENT AUDIT STATUS REPORT

| GRANTEE | FYE | AUDIT FIRM | EXCEPTIONS NOTED | RECOMMENDATIONS/RESOLUTIONS |
|--|------------|--------------------------------|---|--|
| Brighton School, Inc. | 8/31/2009 | Cundiff, Rogers & Solt | The expenditures under the Developmental Disabilities-Basic Support Grant on the Schedule of Expenditure of Federal Awards on pg. 17 were not grouped in the section with the expenditures of grants received from the U.S. DHHS. These expenditures were included in a separate section as a Non Major Program on the schedule | TCDD desk reviewer Don Mikeska (CPA) discussed the issue with the grantee's auditor regarding future audits and he will comply with Mr. Mikeska's recommendation, no need for reissuance of this audit. Done. |
| Brighton School, Inc. | 8/31/2006 | Cundiff, Rogers & Solt | The expenditures under the Developmental Disabilities-Basic Support Grant (CFDA 93.630) on the Schedule of Expenditure of Federal Awards on pg. 17 weren't grouped in the section with the expenditures of grants received from the U.S. DHHS. | Don Mikeska, TCDD's desk reviewer discussed the exception with the grantee's auditor and resolved the exception. No further action is required. Done. |
| Community Healthcore (formerly Sabine Valley Center) | 8/31/2009 | Davis, Kinard & C., P.C. | None. | None/Done. |
| Knowbility, Inc | 12/31/2008 | Allman & Associates | None. | None/Done. |
| NAMI Texas | 8/31/2009 | Allman & Associates | None. | None/Done. |
| Paso del Norte Children's Development Center aka (El Paso Rehabilitation Center) | 8/31/2009 | Gibson, Ruddock, Patterson LLC | None. | Forward for Desk Review. |

Key: Audits were submitted to TCDD during the fiscal year (Oct. 1, 2009 – Sept. 30, 2010). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

| GRANTEE | FYE | AUDIT FIRM | EXCEPTIONS NOTED | RECOMMENDATIONS/RESOLUTIONS |
|---|------------|---------------------------------------|---|--|
| Region 17 ESC | 8/31/2009 | Bolinger, Segars, Gilbert & Moss, LLP | None. | None/Done. |
| SER Jobs for Progress | 8/31/2009 | Mir, Fox, & Rodriguez, P.C. | None. | None/Done. |
| Syracuse University | 6/30/2009 | KPMG LLP | None. | Forward for Desk Review. |
| Syracuse University | 6/30/2008 | KPMG LLP | None. | Forward for Desk Review. |
| Texas A&M Research Foundation | 8/31/2009 | Ingram, Wallis & Co., P.C. | Item 7e. The Condition paragraph for finding 09-1 (in the schedule of findings and questioned costs) did not provide the reader with information related to the prevalence of the audit findings. Item 9b., the corrective action plan prepared by the Foundation did not provide a completion date. | Don Mikeska, CPA who does TCDD's desk reviews discussed the exceptions with the grantee's audit firm and it is not necessary to reissue the report since the corrective action has been completed. The errors did not affect the overall use of the audit report. Done. |
| Texas Advocates | 12/31/2008 | Dunagan Jack LLP | None. | None/Done. |
| Texas Advocates | 12/31/2009 | Dunagan Jack LLP | None. | Forwarded for Desk Review. |
| Texas Tech University | 8/31/2009 | State of TX | None. | Forward for Desk Review. |
| Texas Tech University | 8/31/2008 | State of TX | None. | Forward for Desk Review. |
| The Arc of Texas | 12/31/2007 | Dunagan & Jack LLP | None. | None/Done. |
| TIRR/Independent Living Research Utilization (ILRU) | 6/30/2009 | Ernst & Young | None. | Forward for Desk Review. |
| TIRR/Independent Living Research Utilization (ILRU) | 6/30/2008 | Ernst & Young | None. | Forward for Desk Review. |

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| GRANTEE | FYE | AUDIT FIRM | EXCEPTIONS NOTED | RECOMMENDATIONS/RESOLUTIONS |
|---|------------|----------------------------------|-------------------------|------------------------------------|
| TIRR/Independent Living Research Utilization (ILRU) | 6/30/2007 | Ernst & Young | None. | Forward for Desk Review. |
| United Cerebral Palsy | 9/30/2009 | Montemayor Hill & Company, P. C. | None. | None/Done. |
| VSA Arts of Texas | 9/30/2006 | Berrier & Company | None. | None/Done. |
| VSA Arts of Texas | 9/30/2007 | Berrier & Company | None. | None/Done. |
| VSA Arts of Texas | 9/30/2008 | Monday N. Rufus, P.C. | None. | None/Done. |
| VSA Arts of Texas | 9/30/2009 | Monday N. Rufus, P.C. | None. | None/Done. |

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GRANTS MONITORING EXCEPTIONS REPORT

| GRANTEE PROJECT TITLE | TYPE OF ONSITE | DATE OF ONSITE | CONCERNS NOTED | CORRECTIVE ACTIONS | STATUS |
|---|-------------------|----------------------|--|---|----------|
| Texas Citizen Fund <i>Para Transit Education and Advocacy Collaborative</i> | Final | 5/11/10 | Provide Independent Review by CPA for fiscal year ending 12/09; Submit copies of travel logs. | Documents requested: 5/12/10 Documents received: 5/20/10 | Complete |
| Lower Rio Grande Valley <i>Field- Initiated Employment</i> | Final | 5/16/10 | Provide copies of Grant Related Income; Copies of Personnel Activity Report; Verification of Accrual Basis Accounting; Project Related Cost; Travel Log and Reimbursements; Utility Cost; and Match Costs. | Documents requested: 6/2/10 Documents received: 6/17/10; 6/21/10 | Complete |
| Texas Advocates <i>Peer-to-Peer</i> | Final | 5/18/10 | Provide invoices/documentation for telephone/internet costs. | Documents requested: 5/20/10 Documents received: 6/14/10 | Complete |
| Knowbility <i>Field –Initiated Employment</i> | Final | 5/19/10 | Provide copies of Personnel Activity Report; Statement of Financial Position; Documentation for all “in-kind” match required. | Documents requested: 5/28/10 Documents received: 6/28/10 | Complete |
| VSA Arts of Texas <i>Self-Employment</i> | Follow-up | 5/25/10 | Provide copies of Personnel Activity Report; New contract for consultant. | Documents requested: 6/2/10 Documents received: 6/16/10 | Complete |
| Texas A & M University <i>Field-Initiated Employment</i> | Final | 5/27/10 | Provide copies of Personnel Activity reports for all project staff; Copies of travel logs/reimbursements. | Documents requested: 5/28/10 Documents due by 6/28/10 Document 2nd request: 6/28/10 | Pending |
| NAMI <i>Specialized Leadership and Advocacy Project</i> | Follow-up | 6/08/10 | Provide all program and fiscal documentation. | Documents requested: 6/8/10 Documents received: 6/11/10 | Complete |
| Brighton School <i>Basic Leadership and Advocacy Project</i> | Follow-up | 6/16/10 | None | Documents requested: 6/16/10 Documents received: 6/16/10 | Complete |

CONSUMER STIPENDS PROPOSALS

Date: 05/10/10

Executive Director Review

ITEM: 1

Organization: Texas Advocates
City, State: Austin, TX

Federal: \$ 5,963
Match: \$ 670

Event: Conference: 2010 Texas Advocates Annual Convention
Date: July 27-29, 2007
Hotel: The Omni Bayfront Hotel
City, State: Corpus Christi, Texas

Previously Funded: Yes: 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1993, 1992, 1991, and 1990

Comments: This statewide event will provide opportunities for people with disabilities to learn about self advocacy and self determination.

Considerations: The conference sponsors propose to provide stipends to cover:
Lodging (double occupancy) - 61 individuals
(61 @ \$48.87/night for two days) = \$5963.00
Total cost (federal): = \$5963.00

Applicant match covers registration:
Registration – 61 individuals
(61 @ \$10.00/individual) = \$610.00
Total cost (match): = \$610.00

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

Approved: yes no _____ Date: _____

Comments: _____

**TCDD QUARTERLY COUNCIL MEETINGS
ATTENDANCE REPORT
August 2008 – May 2010**

| Council Member | 5/10 | 2/10 | 11/09 | 08/09 | 05/09 | 02/09 | 11/08 | 08/08 |
|--------------------------------|---------------|---------------|----------------|---------------|--------------|--------------|--------------|--------------|
| B. Coleman-Beattie | P | EA-Th P-FR | P | P | P | P | EA | P |
| H. Adkins | P | P | P | P | P | NA | NA | NA |
| K. Bissmeyer | P | P | P | P | EA | P | P | A |
| K. Blackmon | P | P | EA- Th P-Fr | P | P | NA | NA | NA |
| K. Cox | P | P | P | P | P | NA | NA | NA |
| A. Crim | P | P | EA | P | P | P | NA | NA |
| M. Delgado | P | P | P | P | P | NA | NA | NA |
| M. Durheim | EA | P | P | P | P | P | P | P |
| M. Dwyer | EA | EA | P | P | P | P | EA | P |
| C. Johnston | P | P | P | P-Th EA-Fr | EA | P | P | P |
| D. Kern | EA | P | P | P-TH EA-Fr | P | P | EA | P |
| J. Morris | EA | P | EA | P | P | EA | P | P |
| D. Perry | P | P | EA | P | P | EA | P | EA |
| D. Rasmussen | P | EA | P | P | P | NA | NA | NA |
| J. Rivas | P | P | P | P | P | P | EA | EA |
| L. Taylor | P | P | P | P | P | P | NA | NA |
| R. Tisch | P | P | P | EA | P | P | P | P |
| S. Vardell | P | P | P | P | P | P | P | EA |
| M. Faithfull / P. Anderson, AI | P | EA-Th P-Fr | P | P | P | P | P | P |
| P. Seay, UT CDS | A | EA | P | P | EA | P | EA | P |
| A. Sharp/M. Benz, A&M | P-Th EA-Fr | P | P | P | P | P | P | P |
| DADS | P | P | P | P | P | A | P | P |
| DARS | P | P | P | P | EA | P | A | P |
| DSHS | P | P-Th EA-Fr | P | P | P | A | P | P |
| HHSC | P | P | P | P | P | P | P | P |
| TEA | P | P | P | P | P | EA | EA | P |

Key: P = Present
A = Absent
EA = Excused Absence
NA= Not Applicable; prior to appointment.