

**Background:**

Two amendments are proposed to TCDD Policies following discussions this quarter with Chair Coleman-Beattie concerning grants matters.

1. Last quarter, the Executive Committee and Council approved a short extension of a current project in order to complete activities well underway. Following that approval, the grantee advised TCDD staff that the requested budget amount was incorrect and a modest increase was needed in order to accomplish the planned activities. Without that amount being included, the organization would likely be unable to accept the award for the extension period. The extra funds needed were less than 10% of the award approved by the Committee and Council. After discussion with Chair Coleman-Beattie, she agreed to approve an increase in the award by that amount rather than delay a decision until the next Executive Committee meeting, and asked staff to draft a proposed revision to TCDD Policies for these specific circumstances.
2. On a separate matter, in May 2004, the Council approved an Executive Summary including a cluster of activities related to outreach and cultural competency. As part of this initiative, the Council approved up to 10 grants, each for no more than \$10,000. Organizations that represent various minority communities can apply for these grants to expand the involvement of people with disabilities from their communities in their activities, to assist others to understand how to provide services in a culturally appropriate manner, and to inform the Council's future activities. Organizations can apply for these grants at any time until funds are exhausted, with the expectation that applications will be considered by the Executive Committee at the next quarterly meeting. Chair Coleman-Beattie authorized TCDD staff to serve as the initial review panel for the first three applications received, and to make recommendations to the Executive Committee for final consideration. We have also proposed an amendment to TCDD Policies concerning similar situations involving small grant awards.

**Executive Committee**

**Agenda Item 7.**

**Expected Action:**

The Executive Committee will review the proposed revisions to TCDD Policies and make recommendations to the Council as deemed appropriate.

# Texas Council for Developmental Disabilities

## Council Policies

### Proposed Amendments: November 2010

#### V. OFFICERS

##### D. Duties of Officers

1. The Chair is responsible for the general supervision of all activities of the Council in order to assure that the objectives of the Council are executed in the best possible manner. The responsibilities of the Chair shall include, but not be limited to, the following duties:

- (a) The Chair shall preside at all Council meetings.
- (b) The Chair shall serve as the Chair of the Executive Committee, as a non-voting ex-officio member of the Audit Committee, and as a voting ex-officio member of all other committees except the Nominating Committee.
- (c) The Chair shall appoint the members of all standing and ad hoc committees except the Nominating Committee and the Executive Committee.
- (d) The Chair shall appoint Chairs of all standing committees in a manner prescribed in Article VI of these bylaws. All such appointments are subject to the approval of the Council.
- (e) The Chair shall call special meetings of the Council, as necessary.
- (f) The Chair shall approve the agenda for each Council meeting.
- (g) The Chair shall represent the Council at public meetings and conferences and in dealing with other organizations or shall designate an alternate to do so.
- (h) The Chair shall approve out-of-state travel of Council members or staff pursuant to travel procedures established by the Executive Committee.
- (i) The Chair shall provide advice and consultation to the Executive Director concerning activities conducted by Council staff.
- (j) The Chair shall prepare the annual performance evaluation of the Executive Director after considering input from Committee Chairs and Council members.
- (k) The Council Chair shall be authorized to act for the Council on matters which require Council action when neither the appropriate committee(s) nor the full Council can meet, providing:
  - i. input is solicited from the Council Vice-Chair, the Chair of the appropriate Committee, and other members of the Council reasonably known to be knowledgeable about the matter at hand (For purposes of this sub-section, "input" means to receive and disseminate information.); and,
  - ii such action shall be reviewed by the appropriate Committee of the Council when it next meets.

In the event three or more Council members place in writing a request for recession of this authority to the Executive Committee, this authorization may be temporarily suspended by the Executive Committee pending full review by the Council. The Executive Committee shall review and affirm or disaffirm such actions and recommend to the Council continuance or discontinuance of authority for such matters.

**(l) The Council Chair shall be authorized to approve adjustments to amounts authorized for grant awards when that amount is not more than 10% of the amount previously approved by the Executive Committee and not more than \$10,000, and shall report such actions to the Committee and Council.**

X. TCDD GRANTS PROJECTS

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 **and other grants when the award is less than \$15,000.**
2. **Council staff shall serve as the review panel for stipends grant proposals and for other grants when authorized funding of less than \$15,000 yearly.**
3. 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.
4. Council staff shall provide written instructions and training for all Review Panel members.
5. Council staff shall convene a meeting with each Review Panel and shall record the summary evaluation of the review of each proposal.