

Background:

Since the Project Development Committee and Public Policy Committee will not meet separately this quarter, minutes of the May Committee meetings, Committee of the Whole meeting, and Council meeting will all be considered and approved during this Council meeting. Minutes for the following meetings are included for your review:

- Project Development Committee, May 5, 2011
- Public Policy Committee, May 5, 2011
- Committee of the Whole, May 5, 2011
- Council Meeting, May 6, 2011

Council**Agenda Item 3. A.****Expected Action:**

The Council will review, revise as appropriate, and approve the minutes from the May meetings.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

PROJECT DEVELOPMENT COMMITTEE

THURSDAY, MAY 5, 2011

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT

Susan Vardell, Chair	Kristen Cox	John Morris
Kimberly Blackmon	Andrew Crim	Joe Rivas
Margaret Christen, TEA	Kathy Griffis-Bailey, DSHS	Mary Durham

COMMITTEE MEMBERS ABSENT

Diana Kern
Deneesa Rasmussen
Dana Perry

GUESTS PRESENT

Leticia Finley - Attendant
Amanda Dunnavant - Attendant
Gretchen Clayborne – Internship Supervisor

STAFF PRESENT

Jeri Barnard	Sonya Hosey	Melissa Loe
Martha Cantu	Wendy Jones	Laura Poskochil
Joanna Cordry	Patrice LeBlanc	Roger Webb
Cynthia Ellison		

CALL TO ORDER

The Project Development Committee met on Thursday, May 5, 2011, in the Wildflower Suite at the Hilton Austin Airport, 9515 Hotel Drive, Austin, Texas 78719. Chair Susan Vardell called the meeting to order at 2:25 p.m. A quorum was present.

1. INTRODUCTION OF COMMITTEE MEMBERS, STAFF AND VISITORS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. APPROVAL OF MINUTES

The Committee reviewed minutes of the November 3, 2010, Committee meeting.

MOTION: To approve the minutes of the November 3, 2010, Project Development Committee meeting minutes as presented.

MADE BY: Kathy Griffis-Bailey

SECOND: John Morris

The motion **passed** without opposition.

4. CHAIR'S REPORT

Chair Susan Vardell had nothing to report.

5. MEMBER ADVOCACY REPORTS

Committee members received reports from Council members Kimberly Blackmon, Andrew Crim, John Morris, and Joe Rivas about their activities related to Council business and/or advocacy.

6. GRANTS AND PROJECTS REPORT

A. Projected Available Funds Update

Grants Management Director Patrice LeBlanc discussed with the Committee the funding trends for the next few years, citing the need for more projects to be authorized by the Council as soon as possible to ensure all funds available to TCDD are fully used.

B. Staff Activities Report

The Committee received reports that were presented by Communications Coordinator Melissa Loe on the TCDD public information plan; by Intern Laura Poskochil on current outreach and diversity projects, and by Planning Coordinator Joanna Cordry on public input and focus groups.

7. CONSIDERATION OF FUTURE FUNDING ACTIVITIES

A. Higher Education

Cordry reviewed the proposed Executive Summary for a Higher Education project for individuals with developmental disabilities. No applications were received when the RFP was previously released. Cordry discussed information from applicants who indicated that funding was not enough for the Council's expected outcomes. The Committee agreed to recommend Council approval to reissue the Higher Education RFP with funding increased from \$125,000 per year to \$225,000 per year and to increase the number of projects available for funding from 1 to up to 3 projects, each eligible for up to 5 years for funding.

MOTION: To recommend Council approval to reissue the Higher Education RFP funding available increased from \$125,000 per year to \$225,000 per year, for up to 3 projects each eligible for up to 5 years of funding.

MADE BY: John Morris

SECOND: Joe Rivas

The motion **passed** without opposition.

B. Inclusive Faith Based Symposium Project

The Committee discussed and recommended Council approval to re-release the RFP for the Inclusive Faith Based Symposium Projects, with new funding amounts of between \$50,000 to \$75,000 per year, for up to 3 years, for up to 4 projects.

MOTION: To recommend Council approval to re-release the Inclusive Faith Based Symposium Project RFP with funding of between \$50,000 to \$75,000 per year, for up to 3 years, for up to 4 projects.

MADE BY: John Morris

SECOND: Kathy Griffis-Bailey

The motion **passed** without opposition.

C. Enabling Technology Project

The Committee reviewed the executive summary for an Enabling Technology Project that was approved by the Council in August 2009 and recommended Council approval of revisions to the Executive Summary in the following way: total funding available of up to \$750,000 per year total for up to 3 projects, with projects eligible for no longer than 5 years of funding. The Committee also directed staff to add language to the RFP to indicate that projects should be focused on improving educational and/or employment outcomes for people with developmental disabilities and to indicate that reimbursements will be contingent upon meeting approved milestones.

MOTION: To recommend Council approval of a revised Executive Summary for Enabling Technology Projects with funding available for up to 3 projects, with up to \$750,000 total available per year for all projects and with funds available for no longer than 5 years and to add a requirement that reimbursement is contingent on a project reaching milestones in a timely manner.

MADE BY: Kristen Cox

SECOND: Andrew Crim

The motion **passed** without opposition.

D. Youth Leadership Advisory Council

The Committee received a report from Project Development Intern Poskochil on a proposed Youth Leadership Advisory Council. The report was discussed, but no action was taken. The Committee asked for more about what actions people took as a result of current youth leadership training after the training was completed.

E. Health and Fitness Promotion Project

The Committee reviewed and recommended Council approval of an Executive Summary for Health and Fitness Promotion Projects presented by Grant Specialist Wendy Jones.

MOTION: To recommend Council approval of the Health and Fitness Promotion Projects Executive Summary allowing funding of up to \$250,000 per project for up to 5 years, for up to 2 projects.

MADE BY: Andrew Crim

SECOND: John Morris

The motion **passed** without opposition.

F. Unsolicited Ideas

The Committee reviewed information from the Unsolicited Ideas workgroup provided by Cordry and determined that no action was warranted.

8. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed and revised the Future Funding Activities Priority List by moving Outreach Activities from priority #3 to priority #7, Enabling Technology Projects from priority

#7 to priority #3, added the new Health and Fitness Promotion projects as priority #8, and moved the Funders' Roundtable activities (no funds) to priority #9.

MOTION: To recommend Council approval of revisions to the Future Funding Activities Priority List as discussed by the Committee.

MADE BY: John Morris

SECOND: Kristen Cox

The motion **passed** without opposition.

9. TCDD GRANT PROJECT AND AWARD APPROVAL PROCEDURES

Committee members had no further discussion about the Grant Project and Award Approval Procedures that was discussed during the Committee of the Whole meeting.

10. OTHER DISCUSSIONS ITEMS

Planning Coordinator Cordry reviewed with the Committee the changes that will be made to the State Plan Goals and Objectives in response to the discussion by the Committee of the Whole. The revised draft TCDD State Plan Goals and Objectives for FY 2012-2016 will be presented to the Council for approval during the meeting Friday. That action allows public comments to be solicited on the draft Goals and Objectives prior to the August quarterly meetings. Final State Plan Goals and Objectives will need to be approved during August meetings. The Committee had no further comments.

ADJOURN

There being no further business, adjourned the meeting at 5:10 PM.

Roger A. Webb, Secretary to the Council

Date

**PUBLIC POLICY COMMITTEE MEETING
DRAFT MINUTES
MAY 5, 2011**

COMMITTEE MEMBERS PRESENT

Rick Tisch, Chair	Patty Anderson, DRT	Lora Taylor
Marcia Dwyer, Vice-Chair	Jeff Kaufmann, DADS	Mateo Delgado
Hunter Adkins		

COUNCIL MEMBER PRESENT

Brenda Coleman-Beattie, Council Chair

COMMITTEE MEMBERS ABSENT

Michael Benz	Frank Genco	Sara Kendall
Kristine Bissmeyer	Cindy Johnson	Penny Seay

STAFF MEMBERS PRESENT

Belinda Carlton	Angela Lello	Melissa Rosser
Cassie Laws-Fisher	Melissa Loe	Lucy Walker

CALL TO ORDER

The Public Policy Committee convened on Thursday, May 5, 2011, in the Longhorn Room of the Hilton Austin Airport, 9515 Hotel Drive; Austin, TX 78719. Committee Chair Rick Tisch called those present to order at 2:25 PM.

1. INTRODUCTION

Committee members and staff were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. APPROVAL OF MINUTES

The Committee reviewed the minutes from the August 5, 2010 and November 3, 2010, Public Policy Committee meetings.

MOTION: To approve the minutes of the August 5, 2010 and November 3, 2010, Public Policy Committee meetings as presented.

MADE BY: Mateo Delgado

SECOND: Marcia Dwyer

The motion **passed** unanimously.

4. MEMBER ADVOCACY REPORTS

The Committee received updates on member advocacy during the 82nd Legislative Session of the Texas Legislature from Hunter Adkins and Lora Taylor. Adkins has met with legislative staff of Reps. Paul Workman, Jim Jackson, and Jason Isaac as well as Senators Lucio II and Watson. Taylor said she has worked to inform a local coalition about decisions regarding the

Early Childhood Intervention (ECI) program and emailed Senator John Whitmire to thank him for supporting ECI funding. She also met with Congressman John Culbertson earlier in the week.

5. PUBLIC POLICY ISSUES

A. State Policy Issues

Public Policy Director Lello provided an overview of the history and purpose of the Economic Stabilization Fund and under what circumstances it can be utilized.

The Committee discussed Utilization Reviews as a means to make sure that home and community-based services are evaluated to make sure that individuals are not receiving more services than necessary. Patty Anderson explained the types of information that may be requested of individuals during an evaluation. Jeff Kaufmann discussed that part of the purpose of the Utilization Review is to ensure that there is no waste, fraud, and abuse in home and community-based services. Members requested further information at the August 2011 Committee meeting.

B. Update on State Supported Living Center Monitoring Activities

The Committee discussed the efforts of the Department of Aging and Disability Services (DADS) to comply with the U.S. Department of Justice Settlement Agreement (SA) regarding state supported living centers (SSLCs). Jeff Kaufmann said that progress is being made in many areas, but DADS is still in the process of complying by hiring additional staff and supervisors. The department's hiring freeze does not affect SSLCs, which are authorized to fill vacancies. Chair Tisch asked about the time frame for complying with the SA, and Jeff Kaufmann said the SA expects each SSLC to be in compliance with the provisions of the SA in five years. However, the SA may still have effect over other provisions.

C. Federal Policy Issues

The Committee discussed specific federal policy issues currently under consideration by the US Congress, including the reauthorization of education laws.

6. REVIEW OF UNSOLICITED PROJECT IDEAS

Chair Tisch explained that TCDD received three Unsolicited Ideas during the last two quarters, which were reviewed by the Sub-Committee according to the Council's current process for considering Unsolicited Ideas. The Sub-Committee recommended that the Public Policy Committee discuss an idea received from the Texas Early Childhood Education Coalition (TECEC). Public Policy Director Lello gave an overview of the TECEC proposal to establish a statewide task force to develop public policy recommendations on how to improve access to and quality of early childhood education programs for children with developmental disabilities ranging in age from birth to five years old.

MOTION: To develop this idea into a funded TCDD activity, to be considered by the Council in August.

MADE BY: Mateo Delgado

SECOND: Lora Taylor

The motion **passed** unanimously.

7. PUBLIC INFORMATION REPORT

Communication Coordinator Melissa Loe reported to the Committee about staff public information and outreach activities. She also went over the TCDD Strategic Communications Outline, which details ongoing efforts of staff to conduct public outreach and disseminate public information through email announcements, the TCDD website, the FYI Newsletter, social media, and stakeholder groups and list serves. Loe reported that there is a significant amount of traffic on the TCDD website, with 31,000 unique visitors since January 2010. She reported that staff will look into ways to improve the website. Committee members provided feedback to Loe regarding the implementation of Strategic Communications and public information activities.

8. PRELIMINARY DISCUSSION OF 2012 BIENNIAL DISABILITY REPORT

Public Policy Director Lello reviewed statutory requirements for completing the Biennial Report, as provided by Title IV, Chapter 531, Section 531.0235 of the Texas Government Code, which requires TCDD to prepare a biennial report on the state of services to persons with disabilities in this state. Mateo Delgado expressed an interest in the topics of employment, education, and transportation. Rick Tisch indicated that he would be interested in a report on education. Hunter Adkins said she would be interested in the topic of healthcare. Mateo Delgado and Lora Taylor discussed the possibility of structuring the report to focus on education and cover education at all stages in life, incorporating the effect of education on employment prospects. Jeff Kaufman discussed the importance of improving the availability of direct support workers in the community. Patty Anderson suggested examining the impact of budget cuts on the areas identified by the Committee. The Committee members expressed support for this direction. Lello stated that Public Policy staff will research the recommendations of the Committee and develop a draft special focus area that the Committee will consider at the August meeting.

9. OTHER DISCUSSION ITEMS

The Committee discussed the draft State Plan Goals and Objectives as presented during the Committee of the Whole. Committee members expressed interest in changing Council Committee structures to align with State Plan Goals and incorporate the review of both policy issues and funded-activities by each individual Committee.

10. ADJOURN

There being no further business, Tisch adjourned the meeting at 4:22 PM.

Roger A. Webb
Secretary to the Council

Date

**COMMITTEE OF THE WHOLE
DRAFT MINUTES
MAY 5, 2011**

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair	Andy Crim Mateo Delgado	Sara Kendall, DARS John Morris
Hunter Adkins	Mary Durheim	Joe Rivas
Patty Anderson, DRT	Marcia Dwyer	Lora Taylor
Kimberly Blackmon	Kevin Estes, HHSC	Rick Tisch
Margaret Christen, TEA	Kathy Griffis-Bailey, DSHS	Susan Vardell
Kristen Cox	Jeff Kaufmann, DADS	

COUNCIL MEMBERS ABSENT

Mike Benz, A&M CDD	Diana Kern	Deneesa Rasmussen
Kris Bissmeyer	Dana Perry	Penny Seay, UT CDS
Cindy Johnston		

STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director	Wendy Jones Patrice LeBlanc	Laura Poskochil, Intern Melissa Rosser
Martha Cantu	Angela Lello	Koren Vogel
Joanna Cordry	Melissa Loe	

GUESTS PRESENT

Amanda Dunnivant, attendant	Leticia Finely, attendant	Adam Perez, A-V Tech
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CALL TO ORDER:

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, May 5, 2011, in the Chennault Room of the Hilton Austin Airport, 9515 Hotel Dr . Austin, TX 78719. Council Chair Brenda Coleman-Beattie called the meeting to order at 9:32 AM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. CHAIR'S REMARKS

Coleman-Beattie and Executive Director Roger Webb presented a plaque to Rosalinda Lopez, TCDD Web Administrator, recognizing her 31 years of service to the state of Texas; 27 of those years were dedicated to TCDD. Lopez plans to retire from service on June 30, 2011.

4. REVIEW OF KEY AGENDA ITEMS

Public Policy Committee Chair Rick Tisch and Project Development Committee Chair Susan Vardell reviewed key topics of discussion for their committee meetings.

5. TCDD 2012 – 2016 STATE PLAN GOALS AND OBJECTIVES

Planning Coordinator Joanna Cordry reviewed the draft TCDD 2012-2016 State Plan Goals and Objectives with members and noted that following Council approval, this document will be posted for public comment. Comments will be considered during the August Council meetings

and revisions can be made at that time prior to final submission to the Administration on Developmental Disabilities (ADD) by August 15, 2011.

She reminded members of past Council discussions including identifying the seven issue areas as the basis for the plan and identifying strengths, weaknesses, opportunities and threats in each area. Because the Council did not meet as planned in February, a work group consisting of Andy Crim, Mateo Delgado, John Morris, Lora Taylor and Rick Tisch was appointed to develop the draft goals and objectives based on those issue areas. Public input was also obtained through target focus groups, public events focused on disabilities, and through surveys available on the TCDD website.

Cordry reviewed each goal as outlined in the draft. Chair Coleman-Beattie noted that this is truly a collaborative document and although Cordry drafted the goals and objectives following workgroup discussions, each goal and objective is representative of input previously provided by members.

Further input was then provided which included:

- Adding access to technology as an educational objective in addition to employment so that individuals with disabilities will already have training on technological accommodations as they begin their careers
- Amending Goal 5, Objective 4 to include wording about reallocating existing funding toward community resources
- Clarification of language regarding “sustainability” of projects vs. TCDD funding since the reader may not understand the point that grant project sustainability is expected
- Consider wording such as “community first” which would be seen as a positive instead of “eliminate,” “reduce”, etc.

Council members discussed the Council position of reducing state supported living center (SSLC) admissions. A suggestion was offered for stronger language or a specific goal regarding ending admissions of children to SSLCs. Executive Director Webb noted that the Council has been clear about advocating this position in other areas such as Position Statements, Public Policy Priorities, and the Biennial Report. The State Plan highlights this position in Goal 7 which calls for staff to effectively implement the Council’s mission and goals. Workgroup members noted that reducing the number of SSLC admissions is not something the Council can “be in control of” but by implementing the activities outlined in the goals and objectives such as better access to health care, employment, etc.; services will be available that will allow individuals to live in the community and not have a need for SSLC placement. It was also suggested that increasing the interaction in the community of individuals with disabilities would lead to a reduced need for SSLCs. Cordry noted that ADD expects to hold Councils accountable for meeting the goals and objectives. An objective to reduce admissions may not be achievable. Failing to meet goals and objectives will most likely not reflect well on the Council and could potentially result in decreased future funding for the Council. A suggestion was also offered to include this position in a forward to the State Plan as a statement of “philosophical principals.”

6. TCDD GRANT PROJECT AND AWARD APPROVAL PROCEDURES

Webb presented an overview of current Council procedures for developing and approving grant awards including the staff activities to implement approved projects. He discussed the background concerning these procedures which have evolved following the Council’s Sunset Review in 1999. However, the Council can modify these procedures if desired. Webb reviewed various alternative ways to structure approval processes such as final approval by the Council. Council member Kristen Cox indicated that she raised this matter when she realized that the Executive Committee approves grantees and awards on behalf of the Council. Cox proposed a “hybrid” with Executive Committee recommendations reviewed by the Council for final approval.

Other suggestions included a sub-committee consisting of members from the Public Policy Committee and Project Development Committee to review grant applications instead of the Executive Committee. Members noted time constraints might require a “restructure” of all committees and questioned if grant continuations would be reviewed by a “grants” committee or only new project applications. Others noted that the Executive Committee currently includes members from both committees and suggested that additional members could be added to the Committee if the Council desires. It was also noted that all Council members are welcome to attend Executive Committee meetings and participate in discussions even though they are not able to vote. In most instances, Executive Committee materials are made available to all Council members so that members can ask questions if unable to attend a meeting. In response to questions, Webb noted that some Councils form committees around “issue areas” with each committee discussing policy issues and grant activities related to that topic.

Coleman-Beattie polled members to determine if there was a consensus of members who preferred for the approval of grant awards to be made by the full Council. Only four members indicated this preference. After further discussion, members agreed to not recommend changes to current procedures.

7. PUBLIC POLICY UPDATE

Public Policy Director Angela Lello provided a brief update on status of bills in the current Texas Legislature and the impact of those bills on people with disabilities. She reviewed deadlines to pass bills as the session concludes and indicated that a special session may be necessary for the Legislature to reach consensus on the budget in addition to any other issues the Governor may choose to include. TCDD staff have tracked several hundred pieces of legislation this session. Lello also provided updates on various federal legislative matters including appropriations. Members discussed the impact of pending budget cuts to services for people with disabilities.

8. CONFERENCE REPORTS

Webb provided a brief update on the ADD “Envisioning the Future” Forum in November 2010 where Council members Joe Rivas and Dana Perry provided comments on existing services and supports for people with disabilities. A summary of that event was included in meeting materials.

ADJOURN

Chair Coleman-Beattie adjourned the Committee of the Whole at 2:08 PM.

Roger A. Webb, Secretary to the Council

Date

**COUNCIL MEETING
DRAFT MINUTES
MAY 6, 2011**

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie,
Council Chair
Hunter Adkins
Patty Anderson, DRT
Kimberly Blackmon
Margaret Christen, TEA
Kristen Cox

Andrew Crim
Mateo Delgado
Mary Durheim
Marcia Dwyer
Frank Genco, HHSC
Kathy Griffis-Bailey, DSHS
Jeff Kaufmann, DADS

John Morris
Joe Rivas
Lora Taylor
Richard Tisch
Susan Vardell

COUNCIL MEMBERS ABSENT

Kristine Bissmeyer
Cindy Johnston
Sara Kendall, DARS

Diana Kern
Dana Perry
Deneesa Rasmussen

Penny Seay, UT CDS
Amy Sharp, A&M CDD

STAFF MEMBERS PRESENT

Roger Webb,
Executive Director
Jeri Barnard
Martha Cantu
Joanna Cordry
Cynthia Ellison

Sonya Hosey
Wendy Jones
Cassie Laws-Fisher
Patrice LeBlanc
Angela Lello
Melissa Loe

Laura Poskochil
Melissa Rosser
Koren Vogel
Lucy Walker

GUESTS PRESENT

Amanda Dunnavant
Leticia Finley

Adam Perez, A-V Technician
Jaye Stepp

Michael Vardell

CALL TO ORDER

The Texas Council for Developmental Disabilities met on Friday, May 6, 2011, in the Chennault room of the Hilton Austin Airport Hotel, 9515 Hotel Drive, Austin, TX 78719. Council Chair Brenda Coleman-Beattie called the meeting to order at 8:30 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were presented.

3. CONSENT ITEMS

Chair Coleman-Beattie reviewed excused absences for this meeting for Mike Benz, Center for Disability and Development, TX A&M; Penny Seay, Center for Disability Studies at UT-Austin; Kris Bissmeyer; Cindy Johnston: Diana Kern; Dana Perry; and Deneesa Rasmussen.

Coleman-Beattie asked for a motion to approve minutes of the November 2010 Council and Committee of the Whole meetings and the excused absences for this meeting.

MOTION:

To approve the minutes of the November 2-3, 2010, Committee of the Whole and the November 3, 2010, Council meetings and the excused absences as reviewed by the Chair.

MADE BY:

Kristen Cox

SECOND: John Morris

The motion **passed** unanimously.

4. CHAIR'S REPORT

Coleman-Beattie discussed pending appointments to the Council to fill the vacancy for Rene Requenez's position and to replace Mary Durham and Marcia Dwyer. Durham is not eligible for another term and Dwyer is not seeking reappointment. Kris Bissmeyer and Joe Rivas are both eligible and are seeking reappointment. The Governor's appointments staff focus on appointments requiring Senate confirmation while the Legislature is in session. Coleman-Beattie hopes that TCDD appointments will occur following the session. Chair Coleman-Beattie thanked both Ms. Dwyer and Ms. Durham and asked if they had any comments they wanted to share with the Council in the event this is their last Council meeting. Durham and Dwyer expressed how meaningful and important their involvement as Council members has been, and remarked about the many fond memories they will take with them from their time on the Council.

Coleman-Beattie informed members of her recent appointment to the Board for Austin-Travis County Integral Care representing the Central Texas Health Care Board, and indicated that she is now Vice-Chair of the University of Texas School of Social Work Advisory Board.

5. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb provided an update on staff activities including Angela Lello's upcoming interview for a Joseph P. Kennedy Foundation Fellowship in Public Policy. Webb also thanked Laura Poskochil, a UT School of Social Work intern who has work with TCDD since January. Poskochil will complete her internship mid-May and has been assisting Planning Coordinator Joanna Cordry on State Plan and other activities.

Webb provided information on the status of federal appropriations, noting that TCDD has not received a final grant award for FY 2011. Appropriations for DD Councils are subject to a 0.2% across-the-board reduction as are appropriations for other non-military domestic programs. Webb estimates that funds for TCDD will be approximately \$10,000 less than FY 2010.

Webb indicated that none of the bills pending in the Texas Legislature have a major impact on TCDD administrative operations, and do not negatively impact employee salaries or benefits in a significant manner. TCDD Web Administrator Rosalina Lopez will retire from state employment June 30, 2011, after 27+ years with TCDD. Webb indicated that her position will not be refilled at the current time. Staff plan to contract or use a temporary services agency to provide staffing for some of the technical functions of the position on a part-time basis. Some job functions will also be absorbed by other TCDD staff. Webb noted that staff will re-evaluate refilling this position after the legislative session concludes.

Coleman-Beattie reminded members that future Council meetings are currently scheduled for August 3-5 and November 2-4, 2011 and February 8-10 and May 2-4, 2012. Council member Mateo Delgado proposed holding one of those meetings outside of Austin. Coleman-Beattie noted that it had been a number of years since the Council has had a "retreat" and suggested that a location outside of Austin might be considered for such an event. El Paso and The Woodlands were suggested and Coleman-Beattie encouraged members to offer other suggestions to herself or Webb. Staff were asked to review information about various options with the Executive Committee.

6. ELECTION OF VICE CHAIR AND CONSUMER MEMBER-AT-LARGE TO THE EXECUTIVE COMMITTEE

Coleman-Beattie thanked Nominating Committee Chair Joe Rivas and members Dana Perry and Mateo Delgado for their time and efforts to consider nominations for the positions of Council Vice-Chair and for the Consumer Member-at-Large to the Executive Committee. She offered sincere thanks to Cindy Johnston for her active participation as the Consumer Member-at-Large for the past 4 years to the Executive Committee and for her encouragement in the use of technology to provide information to Council members. Coleman-Beattie also thanked Mary Durham for her involvement not only as Council Vice-Chair but as Audit Committee Chair and for assuming Council Chair responsibilities in Coleman-Beattie's absence.

Rivas indicated that the Nominating Committee discussed their nominations with both individuals and they are willing to accept.

MOTION: The Nominating Committee nominates John Morris for the position of Council Vice-Chair, and Hunter Adkins for the position of Consumer Member-at-Large to the Executive Committee.

MADE BY: Joe Rivas for the Nominating Committee
(Motions from Committees do not need a second.)

No other nominations were offered from the floor. The motion **passed** unanimously.

7. TCDD AUDIT COMMITTEE REPORTS AND CHARTER

Coleman-Beattie reminded members that due to quorum issues in November, the Council deferred approval of the prior year's audit reports until the February meeting. However, that meeting was cancelled due to the weather event in north Texas. Audit Committee Chair Durham presented the following reports for approval:

- TCDD Internal Audit Charter
- TCDD FY 2010 Annual Internal Audit Report
- TCDD Internal Audit Report #2010-1: TAC 202
- TCDD Internal Audit Plan for FY 2011

(Reports are available from TCDD staff.)

Durham noted that the Audit Committee met in October 2010 to review the reports and did not have any concerns. The Committee approved submission of these reports to the State Auditor's Office on behalf of the Council as allowed by Council Policies, subject to review by the Council. Internal Auditor Jaye Stepp provided highlights of each report and indicated that there are no changes recommended to the Internal Audit Charter from the previous year. Stepp explained that the Annual Internal Audit Report is a summary of the audit activities conducted throughout the year. The TAC 202 audit is a state required review that focuses on information systems security. That audit was conducted in conjunction with TEA to determine if TCDD was included in the TEA business continuity plan. Stepp indicated that the focus of the FY 2011 Internal Audit Plan will be on grantee monitoring.

MOTION: To accept the TCDD Internal Audit Charter, the FY 2010 Audit Reports, and FY 2011 Audit Plan as presented and reviewed by the Auditor.

MADE BY: Mary Durham for the Audit Committee

The motion **passed** unanimously. Coleman-Beattie expressed gratitude to Stepp and her firm, Rupert and Associates, for the great working relationship with TCDD.

8. TCDD FY 2012 – 2016 STATE PLAN GOALS AND OBJECTIVES

Planning Coordinator Joanna Cordry presented a revised draft of the FY 2012 – 2016 State Plan Goals and Objectives that incorporated changes discussed by the Committee of the Whole (Attachment 1). Once approved, TCDD will request public input on the draft State Plan Goals and Objectives. Any input will be reviewed during August meetings. At that time the Council will be asked to approve final State Plan Goals and Objectives for FY 2012 – 2016 which must be submitted by August 15th. Councils can revise State Plan Goals and Objectives each year if desired. Members agreed the revisions reflected discussions of the Committee of the Whole and thanked Cordry for her facilitation of this process.

MOTION: To approve the draft TCDD FY 2012 – 2016 State Plan Goals and Objectives for public comment.

MADE BY: John Morris

SECOND: Kathy Griffis-Bailey

The motion **passed** unanimously.

9. TCDD GRANT PROJECT AND AWARD PROCEDURES

Coleman-Beattie noted that the Committee of the Whole discussed the Councils current procedures to approve applicants for new grant projects, and to approve continuation awards each year. The Committee of the Whole did not recommend any changes to procedures at this time. Therefore no action is required by the Council.

10. REVISIONS TO STIPENDS GRANT REQUEST FOR PROPOSALS

Webb reviewed proposed revisions to the Request for Proposals (RFP) for Event Stipends Grants. (Attachment 2) Those revisions include an increase in the amount allowed per event if more than one organization is collaborating to host a joint event, and revisions to allow stipend funds to be used for travel expenses.

MOTION: To accept revisions to the Event Stipends Grant RFP as presented.

MADE BY: John Morris

SECOND: Mary Durham

The motion **passed** unanimously.

11. CONSIDERATION OF FUTURE FUNDING PROJECTS

Project Development Committee Chair Susan Vardell reviewed Committee discussions about the current request for proposals (RFP) for a project focusing on higher education for people with disabilities. Vardell indicated that staff received feedback from some interested organizations that the funding authorized in the RFP is not sufficient to achieve the outcomes required. The Project Development Committee recommends increasing the funds authorized for the project from \$125,000 per year to \$225,000 per year per project, and recommends allowing funding for up to five years for up to 3 projects.

Vardell next reviewed the Committee's recommendation to repost the Inclusive Faith-Based Communities Symposium RFP allowing funding for up to 4 projects with up to \$75,000 per year authorized for each project for up to 3 years.

The Committee favorably reviewed an Executive Summary for Health and Fitness Promotion projects that authorizes funding for 2 projects with up to \$250,000 per year per project for up to 5 years. These projects are intended to provide health and recreation opportunities for people with disabilities. (Attachment 3)

Vardell reported that the Committee was also favorable to revisions to the previously approved Executive Summary for Enabling Technology projects. (The Executive Summary as previously approved is Attachment 4) Since the scope of the project has been broadly defined and outcomes will be determined based on proposals, some projects may require more funding than others. The Committee recommends approving funds for up to three projects for a total of \$750,000 per year for 5 years for all projects combined. The Committee asked staff to consider reimbursements for these projects contingent on the grantee meeting approved milestones. Council member Kristen Cox asked staff to explore options for TCDD to retain some ownership rights for these projects so that future profits can be used for other projects. Grants Director Patrice LeBlanc noted that discussions concerning ownership rights could become complicated and difficult to monitor. Staff will review this matter with TCDD's general counsel.

Further discussion of the Youth Leadership Advisory Council was deferred until a future meeting.

Public Policy Committee Chair Rick Tisch reported that the Public Policy Committee will explore further an unsolicited idea from the Texas Early Childhood Education Coalition that proposes a statewide taskforce to develop policy recommendations regarding early childhood education programs for children with developmental disabilities. Council member Margaret Christen (TEA) noted there is already a statewide group known as Expanding Opportunities that has a similar mission and volunteered to coordinate with Public Policy Director Angela Lello on this item prior to the August meeting to gather more information.

Vardell indicated that other unsolicited ideas reviewed by the Project Development Committee were not considered as appropriate for further discussion by the Council.

MOTION:

To approve the following:

- Revise and repost the Higher Education for People with Disabilities RFP and approve funding for up to 3 projects at up to \$225,000 per year per project for up to 5 years
- Repost the Inclusive Faith Based Communities Symposium projects RFP and approve funding for up to 4 projects at up to \$75,000 per year per project for up to 3 years
- Request proposals for Health and Fitness Promotion projects for 2 projects at up to \$250,000 per year per project for up to 5 years
- Request proposals for Enabling Technology projects for up to 3 projects with up to \$750,000 per year available for all projects each year for up to 5 years

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

12. FUTURE FUNDING PROJECT PRIORITIES

The Project Development Committee also reviewed the Future Funding Activities Priority List and recommended revising the order for various projects and including new activities as discussed previously. Vardell noted that some projects are already beginning and RFPs will be released soon for others. The Committee recommends activities in the following priority order:

- 1) Higher Education for People with Disabilities
- 2) Public Policy Collaboration
- 3) Enabling Technology
- 4) Meaningful Relationships
- 5) Alternatives to Guardianship
- 6) Leadership and Advocacy Next Steps
- 7) Outreach and Development
- 8) Health and Fitness Promotion
- 9) Funder's Roundtable

MOTION: To approve revisions to the Future Funding Project Priorities as presented.

MADE BY: Susan Vardell for the Project Development Committee.

The motion **passed** unanimously.

13. EXECUTIVE COMMITTEE REPORT

Coleman-Beattie reported that an omission was noted in the Executive Committee minutes. Patty Anderson of Disability Rights Texas (formerly Advocacy, Inc) and Jeff Kaufmann of DADS both attended the tour of Austin State Supported Living Center with other Council members and Executive Director Webb. Although already approved, the Executive Committee minutes will be revised to reflect that addition.

Coleman-Beattie shared information about six continuation grant awards approved by the Executive Committee and indicated that funding was authorized for two outreach and development projects. (See Executive Committee minutes). The Committee also reviewed appeals from two organizations of funding decisions approved by the Committee at the May meeting. The Committee received comments from one appellant and determined to not modify either decision.

Webb provided information on proposed amendments to Council Policies recommended by the Executive Committee. Council Policies require that notice of any proposed amendments be provided to members at least 10 days in advance. These amendments will be considered by the Council at the August meeting. The Executive Committee recommends:

- Authorizing the Council Chair to approve a one-time adjustment to grant awards provided the amount is no more than 10% of the amount previously approved or \$10,000.
- Designating Council staff to serve as the review panel for grant proposals of \$15,000 or less.
- Limiting contracts for internal audit services to no more than 10 consecutive years. This recommendation was previously approved by the Council.

Members offered suggestions for clarifications on a few items.

Operations Director Martha Cantu reviewed the Quarterly Financial Report and noted that the Committee did not have any concerns. Cantu noted revisions to report formats this quarter intended to provide a better picture of all TCDD funds. Coleman-Beattie commented that these changes should make the financial records more easily understood. Webb commented that since TCDD does not usually know its final federal allotment at the beginning of the fiscal year,

operating expenses are charged to the previous fiscal year's funds for the first quarter each year. The summary reporting actual expenditures will thus show different amounts than the amount budgeted for operating expenses during a twelve month period.

Webb also reviewed the authority in the DD Act for Councils to obligate funds over a two year period and spend those funds over a three year period. He noted that some projects have been approved by the Council, but specific activities have not yet been identified. Funds approved for those projects are reflected in projected expenditure data to hold funds for those projects. When activities are still pending, those projected expenses are moved to the next future year which frees funds for the current year. Staff generally can obligate the remaining balance of funds during the second year for continuation awards. However, TCDD currently has fewer projects available for awards than in past years. Staff plan to use remaining prior year (FY 2010) funds for current year operating expenses so that all FY 10 funds are spent.

Coleman-Beattie indicated that the Executive Committee reviewed the Conflict of Interest Disclosure reports and found no concerns. She reminded members to update their information with the forms provided.

The Executive Committee met in executive session to provide input to the Chair for the annual performance appraisal of Executive Director Webb. Coleman-Beattie asked for input from staff and other Council members again this year. Once completed, she will review the appraisal with Webb as per procedures. She noted several achievements during the past year including the development of succession planning and emergency preparedness procedures for TCDD.

Webb and Coleman-Beattie discussed opportunities for Council members to attend conferences in the upcoming months including the ADD Technical Assistance Institute in Washington DC in July, the Southwest Disability Institute in Albuquerque, New Mexico in October, and the NACDD Fall Conference in Baltimore in November. Members are asked to advise Coleman-Beattie or Webb if interested in attending any of these events.

14. PROJECT DEVELOPMENT COMMITTEE REPORT

Project Development Committee Chair Vardell discussed the Public Information Report that was presented by Communication Specialist Melissa Loe. The Committee was impressed with the Council's efforts in outreach and social media. The Committee also received a report from TCDD Intern Laura Poskochil on information learned from outreach and development "mini-grants." The Committee took no action on a proposed Youth Leadership Advisory Council this quarter, or on any of the unsolicited ideas reviewed by the Committee. Vardell reported that the "Advocacy U" project now has a live website and encouraged members to visit that site.

The Committee received a report on recent advocacy efforts from members Kimberly Blackmon, Andy Crim and John Morris.

15. PUBLIC POLICY COMMITTEE REPORT

Public Policy Committee Chair Tisch reported on discussions of the Committee including updates from Hunter Adkins and Lora Taylor on their recent advocacy efforts. Council Member Jeff Kaufmann (DADS) provided updates to the Committee on state supported living center monitoring activities.

The Committee had an initial discussion on the possible special focus area for the 2012 Biennial Disability Report. Staff are asked to develop activities to help people navigate through the utilization and review process and asked for a presentation from DADS staff during the August meetings on this topic. The Committee would like to consider funding public policy activities related to this topic.

16. ANNOUNCEMENTS AND UPDATES

There were no further announcements or updates.

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 10:26 AM.

Roger A. Webb
Secretary to the Council

Date