

Background:

Minutes of the November 3, 2011, Project Development Committee meeting are included for your review.

Executive Committee

Agenda Item 3.

Expected Action:

The Committee will review, revise as appropriate, and approve.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

PROJECT DEVELOPMENT COMMITTEE

THURSDAY, NOVEMBER 3, 2011

DRAFT MINUTES

COMMITTEE MEMBERS PRESENT

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| Susan Vardell, Chair | Andrew Crim | John Morris |
| Kimberly Blackmon | Mary Durheim | Cindy Swain, TEA |
| Gladys Cortez | Kathy Griffis-Bailey | |

COMMITTEE MEMBERS ABSENT

Kristen Cox
Diana Kern
Dana Perry

GUESTS PRESENT

Gina Fuller - Attendant

STAFF PRESENT

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| Jeri Barnard | Sonya Hosey |
| Martha Cantu | Wendy Jones |
| Joanna Cordry | Lucy Walker |
| Cynthia Ellison | |

CALL TO ORDER

The Project Development Committee met on Thursday, November 3, 2011, in Salon H at the Sheraton Austin at the Capitol, 701 East 11th Street, Austin, Texas 78701. Chair Susan Vardell called the meeting to order at 2:00 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. CHAIR'S REPORT

Committee Chair Susan Vardell reported that the Executive Committee approved funding for new projects that responded to Request for Proposals (RFPs) for Health and Fitness for People with Developmental Disabilities; Enabling Technology: Collaborating for the Future; Leadership and Advocacy Skills Training Projects; and Inclusive Faith-based Communities Symposium. She also explained the Council's process to review and approve proposals submitted for (RFPs).

4. COMMITTEE REPRESENTATIVE TO THE NOMINATING COMMITTEE

Chair Vardell asked for a nomination for a member of the Committee to serve on the Nominating Committee, and reviewed the Committee's responsibilities. Kathy Griffis-Bailey offered to serve as the member on the Nominating Committee.

MOTION: To select Kathy Griffis-Bailey as a member of the Nominating Committee.

MADE BY: Andrew Crim

SECOND: John Morris

The motion **passed** without opposition

5. GRANTS AND PROJECTS REPORT

A. Staff Activities Report

Public Information Specialist, Lucy Walker provided updates on materials distributed, social media, and website visits. She also discussed with the committee Public Policy staff activities with various community organizations. The committee suggested staff provide a presentation on the metrics being used to evaluate public information activities at a future Council meeting. Planning Coordinator Joanna Cordry provided an update on the federal performance measures; DD Suite; and the Capacity Building Facilitator Contract. Senior Grant Specialist Sonya Hosey provided an update on the status of initiating new projects approved at the last Council meeting.

B. Projected Available Funds

Operations Director Martha Cantu reviewed the TCDD Quarterly Financial Report including the Summary of Funds for FY 2009-2012; FY 2011 Expense Budgets; Current Grants and Contracts Projections; and Stipends Expenditures.

6. MEMBER UPDATES

The Committee received reports from Council members Andrew Crim and Kathy Griffis-Bailey about advocacy-related activities in which they have been involved.

7. STATE PLAN IMPLEMENTATION AND FUTURE FUNDING ACTIVITIES

The Committee reviewed progress made on the State Plan Goals and Objectives and action to be taken in the next 3-6 months.

A. Next Steps – Outreach and Development Activities

Cordry reviewed with the committee the Outreach and Development Activities and the Committee recommended developing a workgroup consisting of John Morris, Gladys Cortez, Cindy Swain, and Andrew Crim to continue to build on lessons learned and next steps of Outreach and Development Projects.

MOTION: To recommend a workgroup for the Outreach and Development Projects to consider contracting with up to 3 projects.

MADE BY: John Morris

SECOND: Kimberly Blackmon

The motion **passed** without opposition.

B. Transportation Projects

The Committee reviewed the executive summary presented by Cordry for a Transportation project and recommended Council approval for funding of up to \$400,000 per year for up to 5 years for 1 project.

MOTION: To recommend Council approval of the Transportation project executive summary allowing funding of up to \$400,000 per year for up to 5 years for 1 project.

MADE BY: John Morris

SECOND: Andrew Crim

The motion **passed** with Andrew Crim opposed.

C. Measures for Education Projects and Activities

Cordry reviewed the State Plan Goals and Objectives and action to be taken in the next 3 to 6 months for Goal 1, Goal 3, and Goal 5. Staff will review and bring back information to the February 2012 Council meeting concerning education measures, next steps for outreach and development activities, and the possibility of developing a relationship with an existing foundation or creating a new foundation to provide funds for expenses that might be helpful for various grantees to support project activities that cannot be paid for with TCDD funds.

D. Project SEARCH

The Committee reviewed the executive summary presented by Cordry on project SEARCH, and recommended Council approval of the project with funding of up to \$175,000 per year up to 5 years, for 1 project.

MOTION: To recommend Council approval of the Project SEARCH Executive Summary allowing funding of up to \$175,000 per year for up to 5 years, for 1 project.

MADE BY: John Morris

SECOND: Gladys Cortez

The motion **passed** without opposition.

E. Gulf Coast African American Family Support Conference Executive Summary

The Committee reviewed the executive summary presented by Hosey for the Gulf Coast of Texas African American Family Support Conference, that was developed through a grant initially approved in November 2008 and awarded to Parents Anonymous. The Committee recommended Council approval to continue funding support for the GCTAAFSC for up to \$35,000 for years 1 and 2; and \$15,000 for year 3, and limiting applications to organizations in the Greater Houston area that were involved in supporting the initial conference held in August 2011.

MOTION: To recommend Council approval of the executive summary on the Gulf Coast African American Family Support Conference allowing funding for of up to \$35,000 for years 1 and 2, and \$15,000 for year 3.

MADE BY: Mary Durheim

SECOND: John Morris

The motion **passed** without opposition.

8. FUTURE PROJECT FUNDING PRIORITIES

The Committee reviewed and reprioritized the Future Funding Activities Priorities list to reflect the Enabling Technology Project as #1; Project SEARCH #2; Leadership and Advocacy #3; Outreach and Development #4; Health and Fitness #5; Transportation #6; Statewide Leadership and Advocacy Training Network #7; and Funders Roundtable #8.

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

MADE BY: John Morris

SECOND: Andrew Crim

The motion **passed** without opposition.

9. PUBLIC INPUT TO THE COUNCIL

The Committee discussed Public Input to the Council and the various ways that it could be collected. The Committee agreed that over the past few years, relevant, informative public input has best been gathered when staff have traveled to other regions of the state to speak with people one-on-one or in groups about specific issues. The Committee's recommendation is for staff to continue to visit various regions in the State when public input is desired and to share that input with the Council.

ADJOURN

There being no further business, Chair Susan Vardell adjourned the meeting at 5:15 PM.

Roger A. Webb, Secretary to the Council

Date