Consideration of Minutes	Tab 16

Background:

The Council will review the minutes from the November 4, 2011, Council meeting and November 3, 2011, Committee of the Whole meeting.

Council	Expected Action:
Agenda Item 3. A.	The Council will review, revise as appropriate, and approve the minutes from the August meetings.

COUNCIL MEETING
DRAFT MINUTES
NOVEMBER 4, 2011

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair
Hunter Adkins
Kristine Bissmeyer
Kimberly Blackmon
Gladys Cortez
Mateo Delgado
Mary Durheim
Kevin Estes, HHSC
Mary Faithfull, DRT
Kathy Griffis-Bailey, DSHS
Cindy Johnston
Jeff Kaufmann, DADS
Sara Kendall, DARS
John C. Morris
Joe Rivas
Penny Seay, UT CDS
Cindy Swain, TEA
Lora Taylor
Susan Vardell

COUNCIL MEMBERS ABSENT

Kristen Cox
Andrew Crim
Diana Kern
Dana Perry
Mike Benz/Amy Sharp, A&M CDD
Richard Tisch

STAFF MEMBERS PRESENT

Roger Webb, Executive Director
Jeri Barnard
Martha Cantu
Joanna Cordry
Belinda Carlton
Cynthia Ellison
Cassie Fisher
Sonya Hosey
Wendy Jones
Melissa Loe
Melissa Rosser
Koren Vogel
Lucy Walker

GUESTS PRESENT

Chynna Burwell
Lillian Davis
James Faragoza
Leticia Finely
Gina Fuller
Ilene Robinson
Thelma Scott
Jaye Stepp

CALL TO ORDER

The Texas Council for Developmental Disabilities convened on Friday, November 4, 2011, in the Capitol E Ballroom of the Sheraton Austin at the Capitol Hotel, 701 East 11th Street, Austin, TX 78701. Council Chair Brenda Coleman-Beattie called the meeting to order at 9:00 AM.

1. INTRODUCTIONS

Council members, staff and guests were introduced.

2. PUBLIC COMMENTS

Council member Lora Taylor provided information on her recent trip to Morgan's Wonderland in San Antonio, a theme park designed for families to include individuals with disabilities. Taylor indicated that her family enjoyed the experience and recommends it to others.

3. CONSENT ITEMS

Chair Coleman-Beattie asked for a motion to approve minutes of the August 2011 Council meetings and to excuse absences of Kristen Cox, Andrew Crim, Diana Kern, Dana Perry, Mike Benz/Amy Sharp (A&M Center on Disability and Development), and Richard Tisch.

MOTION: To approve the excused absences and minutes of the August 4-5, 2011, Council Meeting.

MADE BY: Lora Taylor

SECOND: Cindy Johnston

The motion **passed** unanimously.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Roger Webb indicated that interview teams are reviewing applications for the Grants Management and Public Policy Director positions and expect to conduct interviews during the next several weeks. It is hoped that both positions will be filled by the first of the year.

The usual dates for the November 2012 Council meeting are very close to the inaugural Formula One race in the Austin area. Area hotels expect room rates to be 4-5 times higher than usual during that period. Staff propose rescheduling the fall 2012 meetings to October 24-26, 2012 to avoid this concern. Council members were asked to indicate if they have conflicts with those dates.

6. COUNCIL REPRESENTATIVE TO NOMINATING COMMITTEE

Coleman-Beattie reviewed the process for establishing the Council's Nominating Committee. The Public Policy Committee and the Project Development Committee each select one member. A third member is selected by the Council. The Nominating Committee will bring forward nominations for the position of Council Vice-Chair and the Consumer Delegate-at-Large to the Executive Committee at the February 2012 meeting.

John Morris currently serves as Vice-Chair and is eligible for a second consecutive term. Coleman-Beattie reminded members that she has asked Morris to serve as Acting Chair of the Council during her absence and until the Governor designates another member as Chair. Morris can continue in that role as Vice-Chair. Hunter Adkins is serving in her first term as the Consumer Delegate-at-Large to the Executive Committee and those terms are not limited.

Project Development Committee Chair Susan Vardell reported that Kathy Griffis-Bailey was selected by that Committee. Public Policy Committee Chair Joe Rivas reported that Kris Bissmeyer was selected by that Committee. Bissmeyer nominated Lora Taylor as the third member of the Committee.

MOTION: To approve Lora Taylor, Kris Bissmeyer and Kathy Griffis-Bailey as members of the Nominating Committee.

MADE BY: Brenda Coleman-Beattie (Motions from Committee do not need a second)

The motion **passed** unanimously.

Coleman-Beattie asked Committee members to accept Ms. Bissmeyer as Chair of the Nominating Committee, and Bissmeyer accepted.

7. STATE PLAN IMPLEMENTATION & FUTURE FUNDING ACTIVITIES

Coleman-Beattie provided a brief overview of the process for developing the Council's State Plan and noted that amendments could be made during the next year.

Vardell reviewed discussions of the Project Development Committee for a transportation project noting that feedback from grantees indicates transportation is a significant obstacle for people with disabilities. The proposed project (Attachment 1) expects pre and post assessment/evaluation of project activities to determine change concerning the expected outcome of an increase in access to transportation for people with disabilities in one health and human services region.

Vardell next described the proposal for an expansion of Project Search which is a school-to-work model for people with disabilities (Attachment 2). There is at least one active project in Texas at Seton Hospital (Austin) with four others in planning stages. The proposed TCDD grant would provide coordination between these five projects and the Department of Assistive and Rehabilitative Services (DARS), and would provide funding for ten additional project sites. The proposed project would provide organizational work and assist in coordinating with the national sponsors of the project. Coleman-Beattie noted that the current project at Seton trains individuals to assemble operating room tool kits and explained that the jobs are meaningful in nature and not the jobs typically available for people with disabilities. DARS representative Sara Kendall indicated that jobs from Project Search nationally include positions with banks, universities, hospitals and other locations with the goal of providing individuals full-time employment that includes employer benefits, with supervisors providing natural supports instead of job coaches. The student completes a 9-month internship with the goal of obtaining a job from the sponsoring employer.

Vardell reviewed the Committee's recommendations for continued support for the Gulf Coast of Texas African American Family Support Conference (Attachment 3). Webb provided additional background information, reminding members of the original RFP to replicate the Central Texas African American Family Support Conference. A grant was awarded to Parents Anonymous for that project. The Executive Committee decided to not approve continued funding to Parents Anonymous for the second year of the project because of various concerns. The first conference, conducted in August was very successful in large part because the involvement of TCDD staff and local community organizations. It is the Council's intent to continue providing support for additional conferences by soliciting proposals from other organizations. The proposed Executive Summary for this project solicits proposals from organizations that were directly involved with the first conference and authorizes up to $35,000 per year for two years and up to $15,000 for the third year which should support two additional conferences.

Vardell reported that the Project Development Committee also discussed possible next steps to build on the experiences of Outreach and Development projects that receive up to $10,000 for one year. The Committee is pleased with the outcomes of these projects but acknowledges the significant amount of staff time devoted to projects with small funding amounts. The Committee established an ad-hoc workgroup to discuss this matter further and identify ways to continue these type projects or obtain similar outcomes from grass-root minority groups with less TCDD staff support. The workgroup includes John Morris, Andy Crim, Gladys Cortez and Cindy Swain. The Committee recognizes that the Outreach and Development projects now concluding (Arc of Greater Houston, Apalachicola Creek Indians, and Friends and Families of Asians with Special Needs) have valuable information and insights to share with TCDD and suggested contracting with those organizations to facilitate further discussions as appropriate. Further discussion clarified that the Committee's intent is to obtain information from current grantees related to enhancing the cultural competence of future TCDD projects and for current projects to provide input for future TCDD Outreach and Development efforts. Vardell again commented about the difficulties for TCDD staff to monitor a large number of small Outreach and Development grants because each project can be rather time consuming even though they are small grant awards. Other suggestions included appointing an advisory group to explore the impact of new projects, including the cultural competence of grantees, and the possibility of developing a relationship with non-profit organizations that could provide funding without some of TCDD's restrictions to assist grantees. The ad-hoc workgroup will consider these suggestions.

MOTION: To approve a Transportation project as recommended by the Project Development Committee with funding of up to $400,000 per year for up to five years.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

MOTION: To approve a Project Search project as recommended by the Project Development Committee with funding of up to $175,000 per year for up to five years.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

MOTION: To approve the Gulf Coast of Texas African American Support Conference project as recommended by the Project Development Committee with funding of up to $55,000 per year for two years and $15,000 for the year three.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

Vardell discussed the Committee's recommendation to contract with the Friends and Families of Asians with Special Needs, Apalachicola Creek Indians, & Arc of Greater Houston to provide input on cultural competence for future TCDD projects. Council members discussed the need to evaluate the Outreach and Development projects and determine next steps for TCDD activities, and agreed for the ad hoc workgroup to determine logical strategies to continue these relationships. Webb indicated that staff can coordinate reimbursement for travel expenses if needed without formal action by the Council. Members also agreed that these grantees might be able to provide useful information for the 2012 Biennial Report.

8. FUTURE FUNDING PRIORITIES

Project Development Committee Chair Vardell reviewed that Committee's discussion about priorities for future projects and asked for approval for projects to be prioritized as follows:

1. Enabling Technology
2. Project Search
3. Leadership and Advocacy Next Steps – New Training Projects and Regional Network Development
4. Ongoing Outreach Consultant Activities (including Inclusive Faith-Based Communities)
5. Health & Fitness
6. Transportation
7. Statewide Leadership Advocacy Training Network
8. Funders Roundtable

MOTION: To approve the TCDD Future Funding Activities Priority List as indicated above.

MADE BY: Susan Vardell for the Project Development Committee

The motion **passed** unanimously.

9. PUBLIC INPUT TO THE COUNCIL

Strategies for fostering quality public input to inform Council discussions were discussed by the Public Policy and Project Development Committees. Chair Vardell reported that Project Development Committee members felt the best way to obtain meaningful input is through town hall meetings. She noted that the TCDD has attempted to gather input from stakeholders in a

number of ways to with varied degrees of success, and commented that social media and electronic surveys provide new opportunities. Committee Chair Joe Rivas reported similar discussions by the Public Policy Committee, and noted that more focused "prompts" could be provided through social media outlets to solicit responses. The Public Policy Committee also asked for staff to coordinate a town hall meeting in conjunction with the May 2012 Council meeting in Dallas to obtain input from members of that community.

10. PUBLIC COMMENTS (continued)

Chair Coleman-Beattie offered a second opportunity for public comments for guests who were unable to be present at the beginning of the meeting. Thelma Scott of the Barbara Jordan Endeavors Corporation spoke on their Outreach and Development project and thanked the Council for that grant. She asked for additional support with managing this project. Lillian Davis also spoke on work of the Barbara Jordan Endeavors Corporation. Ilene Robinson encouraged members to visit group homes for individuals with intellectual and developmental disabilities.

11. INTERNAL AUDIT CHARTER

Council Vice-Chair and Audit Committee Chair John Morris introduced TCDD Internal Auditor Jaye Stepp who presented the Internal Audit Charter for annual review. No revisions were made this year. (Attachment 4)

MOTION: To approve the TCDD Internal Audit Charter.

MADE BY: Mateo Delgado

SECOND: Kathy Griffis-Bailey

The motion **passed** unanimously.

12. REVIEW OF TCDD INTERNAL AUDIT REPORTS

Several Audit reports are provided to the Governor's Office of Budget, Planning and Oversight; Legislative Budget Board; State Auditor's Office; and Sunset Advisory Commission each year by November 1st. The Audit Committee met in October to approve the reports for submission. These reports can be amended if Council members desire any changes.

Stepp first reviewed the FY 2011 Internal Audit Report which focused on grantee monitoring. (Attachment 5) Stepp reported that only one missing document was found in her review of grantee monitoring. She suggested a checklist for each project to track all necessary documents which is now implemented by grants staff. No other concerns were noted.

MOTION: To approve the TCDD FY 2011 Internal Audit Report.

MADE BY: Kathy Griffis-Bailey

SECOND: Cindy Johnston

The motion **passed** unanimously.

The TCDD Annual Internal Audit Report is a summary of all internal audit activities for the fiscal year and includes the Internal Audit Plan for FY 2011, External Quality Assurance Review, List of Audits Completed, List of Consulting Engagements and Non-Audit Services, Organizational Chart, Report on Other Internal Audit Activities, Internal Audit Plan for FY 2012, External Audit Services, and Reporting Suspected Fraud and Abuse. (Attachment 6)

MOTION: To approve the TCDD FY 2011 Annual Internal Audit Report.

MADE BY: Brenda Coleman-Beattie

SECOND: Kris Bissmeyer

The motion **passed** unanimously.

Stepp next discussed the Internal Audit Activity Report on Quality Assurance and Improvement Program. This report focuses on Stepp's efforts to provide internal audit activities by industry standards. It is not sent to oversight agencies but was provided to staff and Committee members.

Stepp concluded by reviewing the TCDD Internal Audit Plan for FY 2012. (Attachment 7) The proposed internal audit focus for FY 2012 is:
1. Monitoring of Funding Obligations and Liquidations
2. Consult, Advise & Monitor the development of grantee reporting database (DD Suite)
3. Follow up on prior year audit recommendations.

MOTION: To approve the FY 2012 Internal Audit Plan.

MADE BY: Lora Taylor

SECOND: Kathy Griffis-Bailey

The motion **passed** unanimously. Stepp once again complimented TCDD staff for their openness to recommendations from the auditor, and their willingness to make corrective actions.

13. STRATEGIES TO IMPROVE EARLY CHILDHOOD SERVICES

Public Policy Committee Chair Rivas and Communications Coordinator Melissa Loe discussed Early Childhood Services. TEA representative Cindy Swain reported that the National Early Childhood Technical Assistance Center (NECTEC) has concluded its current activities but is scheduled to meet again in November. The TEA representative to that advisory committee will again express TCDD's offer to coordinate on various activities.

14. PUBLIC POLICY COMMITTEE REPORT

Public Policy Committee Chair Rivas reviewed with members the summary of staff public policy activities and the updated summary of State Supported Living Center Compliance Reports. Communications Coordinator Loe reviewed staff Public Information Activities during the past quarter. Staff are currently reviewing and updating information on the TCDD website. Loe also discussed TCDD followers on Twitter and fans on Facebook both of which have increased over time.

Rivas reviewed staff activities planned to complete the special focus of the 2012 Biennial Disability Report: *The interconnectivity of education with employment for individuals with developmental disabilities, including measures of consumer satisfaction.* Public Policy Specialist Cassie Fisher has taken the lead on this report.

15. PROJECT DEVELOPMENT COMMITTEE REPORT

Project Development Committee Chair Vardell discussed a contract that will assist TCDD Leadership Development and Advocacy Skills Training projects to develop sustainability plans. Committee members discussed their personal advocacy efforts from the past quarter and reviewed the TCDD projects training schedule.

16. EXECUTIVE COMMITTEE REPORT

Council Vice-Chair Morris discussed the Executive Committee's review of an appeal of the decision to not award 2nd year continuation funding to Parents Anonymous for the Gulf Coast African American Family Support Conference project. The Committee agreed that information provided by Parents Anonymous in the appeal could have been included in their original applications, and did not find any concerns regarding the review process. The Committee determined to maintain the previous decision to not approve continuation funding for that grantee. Morris also noted that the Council has now approved a recommendation from the Project Development Committee to continue funding support for additional conferences by soliciting proposals from organizations directly involved in the first event. Coleman-Beattie noted that the original award for this project to an out-of-state grantee anticipated the grantee would have a visible presence in Texas. She therefore views this as a "lesson learned" and encouraged the Council to carefully consider the type of project before approving funds to a grantee from outside Texas in the future.

Operations Director Martha Cantu reviewed the TCDD Quarterly Financial Report and indicated that the Committee did not have any concerns or recommendations.

Morris reviewed the grant projects approved by the Committee:

- Continuation funding of up to $61,780 to Texas Parent to Parent for the Public Policy Collaboration project to for the second year of a five year project.
- Funding of up to $75,000 per year for up to three years for new Leadership Development and Advocacy projects to Texas Advocates, Texas A&M University, NAMI Texas, Arc of Dallas, Arc of Texas, Arc of the Gulf Coast and Texas State independent Living Council (SILC).
- Funding of up to $75,000 per year for up to three years for new Inclusive Faith-Based Communities Symposium projects to OneStar Foundation, Arc of Greater Tarrant County (dba IDD Needs Council of Tarrant County), Jewish Family Services of Dallas, and West Texas Regional Foundation.
- Funding of up to $225,000 per year for up to three years (with an option for two more years) for new Enabling Technology projects to Educational Programs Inspiring Communities, Inc., and Strategic Educational Solutions, LLC.
- Funding of up to $250,000 per year for up to five years for new Health and Fitness projects years to Any Baby Can, Epilepsy Foundation, and Texas SILC.

Morris reminded members to update their Conflict of Interest Disclosure forms as necessary.

17. AUDIT COMMITTEE REPORT

Morris directed members to the minutes of the October 2011 Audit Committee meeting and invited members to attend future Audit Committee meetings.

18. ANNOUNCEMENTS AND UPDATES

Disability Rights Texas Representative Mary Faithfull shared information about special education training for parents of students with disabilities. The trainings will take place in rural, mid-size locations throughout the state and are free of charge.

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 11:29 AM.

_____ _____

Roger A. Webb Date
Secretary to the Council

Attachment 1

Future Funding Proposal
Executive Summary
Proposed Transportation Project

Issue:
Texans with developmental disabilities and their families continue to experience barriers to full inclusion in their communities that are due to insufficient access to the transportation they need to participate. Among other problems, public transit frequently is too limited in availability, does not meet the needs of individuals, and/or is difficult to navigate.

The Texas Council for Developmental Disabilities' (TCDD) Five Year State Plan places a high priority on improving transportation for Texans with disabilities. TCDD has demonstrated that establishing and building the capacity of local transportation alliances that include people with developmental disabilities and their allies is an effective and sustainable method to create systems change in transportation systems in both urban and rural areas in Texas.

TCDD's previous project coordinated and assisted with community recruitment, training, and organizing, and provided the initial funding and technical assistance to facilitate the self-sufficiency of each alliance. In addition, the project linked the alliances together and developed commitments from a wide range of partners who might positively influence transportation planning at the state level. Last, but not least, the project included a targeted public awareness component. The project was able to develop active alliances that enabled people with disabilities to influence transportation planning in San Antonio, Fort Worth, East Texas, Houston, and El Paso. Some of these alliances continue to be active and have been able to secure additional funding to support ongoing work.

State Plan Goal and Objective:
Goal 4: In at least one Health and Human Service (HHS) region, increase the percent of people with developmental disabilities surveyed who report they have access to the transportation they need to participate in their community in the manner they wish, by 9/30/2016.

> ***Objective 1:*** *Partner with disability advocacy groups, public transportation advocacy groups, and/or leadership and advocacy training programs to increase the number of individuals with disabilities who serve on transportation planning entities and are active in transportation planning by 9/30/2015.*
>
> ***Objective 2****: Build the capacity of at least four local organizations in that Region to provide transportation training to people with developmental disabilities by 9/30/2016.*

Proposed Project Description:
TCDD intends to fund 1 project to address transportation issues and include the following activities:

- Identify a single HHSC region that demonstrates a high need for transportation planning (to be defined by the potential grantee);
- Develop new transportation alliances that are actively working on transportation issues and demonstrating positive results in at least 60% of the counties in that region;
- Train, mentor, and/or provide other supports to ensure that all alliances include people with disabilities;
- Ensure that local alliances receive technical assistance and/or training as is needed;
- Pursue non-traditional partnerships and coordinate outreach activities to recruit individuals to be involved in project activities and local alliances;
- Coordinate with other transportation alliances/networks, advocates, and/or other TCDD grantees to inform advocacy work, share information, and maximize available resources when possible;
- Implement marketing and public awareness activities to increase understanding of transportation issues of people with developmental disabilities;
- Train local organizations to provide effective travel training to individuals with developmental disabilities; and
- Develop and coordinate an evaluation plan that will yield the necessary data for TCDD.

Expected Grant Outcome(s):
There will be an increase in the percent of people with developmental disabilities living in a single Health and Human Services Commission Region who report they have access to the transportation they need to participate in their community.

Proposed Measures of Success:
The grantee must report the following data by September 15, 2016:

- Report once during the grant on the percent of people with developmental disabilities living or working in the selected region who report they have access to the transportation they need to participate in their community *prior to implementation of project activities.*
- Report once during the grant on the percent of people with developmental disabilities living or working in the selected region who report they have access to the transportation they need to participate in their community *after 3 years of implementation of project activities.*
- Report quarterly on the total dollars leveraged through project activities, in any region.
- Report quarterly on number of individuals with disabilities who attain membership on transportation planning entities and are active in transportation planning within the selected region.
- Report quarterly on number of local organizations that begin to provide travel training to individuals with developmental disabilities; and

- Report quarterly on number of individuals with disabilities receiving travel training from local organizations as a result of this grant.

Proposed Funding Amount:
Up to $400,000 per year for up to five years, for 1 project.

Proposed Amount of Required Match:
Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state.

Proposed Duration:
Up to five years.

Other Considerations:
None.

Attachment 2

Future Funding Proposal
Executive Summary
Proposed Project: Project SEARCH

Issue:
Texans with developmental disabilities continue to experience higher unemployment rates than Texans who do not have disabilities. Parents of youth who have developmental disabilities also report that the transition from high school to a career is a particularly difficult, involved, and confusing process. Project SEARCH, a business-led school-to-work transition model, has demonstrated success in developing internships for students with developmental disabilities that lead to integrated employment that pays the prevailing wage for a given job. Since it started in Cincinnati in 1996, Project SEARCH has approved over 150 programs in 42 states and 4 countries. Sites in various stages of implementation are currently located in Austin, El Paso, and Fort Worth; individuals and businesses in other areas have indicated a strong interest in establishing more approved sites.

The Project SEARCH model requires a partnership between multiple state agencies (representing education, vocational rehabilitation, the long-term support agency, and a community rehabilitation provider) as well as businesses and families. The Texas Department of Assistive and Rehabilitative Services (DARS), in addition to participating at the local level in the sites, has actively supported the development of Project SEARCH sites across Texas for over a year. DARS staff maintains contact with the Project SEARCH national office and provides technical assistance to Texas businesses. Through this effort, DARS can gather information about emerging barriers and identify possible opportunities for sites to share resources and/or coordinate activities. However, as the number of sites expands, it will be difficult for DARS to continue in this role. It may also be preferable for the agency/organization that supports and coordinates work between all the sites not be one of the agencies involved in project implementation.

Developmental Disabilities Councils have played key roles in supporting the successful initiation and/or growth of Project SEARCH in multiple states. The Texas Council for Developmental Disabilities could also facilitate the expansion and the evaluation of Project SEARCH in Texas by providing funding to an organization to:

- facilitate the development of new sites across the state;
- coordinate activities of existing sites and collaborate with DARS to ensure that all available resources are used effectively and efficiently;
- evaluate the factors that influence the degree of success of any specific program and share this information broadly;
- explore, with the approval and assistance of the Project SEARCH national office, adapted models through which a wider range of businesses might successfully implement Project SEARCH; and

- gather information about barriers and work with the appropriate agency or organization to remove these barriers.

TCDD and DARS staff met to discuss what types of activities might be helpful. The project outlined below draws on those discussions and supports collaboration between DARS, the Project SEARCH national office, and Project SEARCH sites (existing and future) in Texas to facilitate the establishment of as many successful, sustainable Project SEARCH sites in Texas as possible. The grantee would serve in a supportive role, ensuring that each business has "ownership" of their site, and would agree not to use the Project SEARCH model or brand in any way that is not fully supported by the Project SEARCH national office. Additionally, the selected grantee would not be a partner involved in implementing a specific Project SEARCH site and nor could the grantee be a state agency.

State Plan Goal and Objective:
Goal 2: Establish at least two programs that assist Texans with developmental disabilities to gain competitive employment and/or to increase their personal income and assets, and that continue to operate after the completion of a maximum of 3-5 years of TCDD funding, by 9/30/2016.

Objective 3: Partner with other organizations to expand and evaluate the impact of Project SEARCH in Texas, by 9/30/2016.

Proposed Project Description:
TCDD intends to fund one (1) project to expand and evaluate the impact of Project SEARCH in Texas by implementing the following activities:

- Support coordination between the Project SEARCH national office, Project SEARCH sites in Texas, DARS, and other state agencies that become involved.
- Identify barriers that sites and/or other partners encounter (for example, ensuring that families have access to benefits counseling as a part of their participating in Project SEARCH) and seek to resolve those barriers in a collaborative manner with participating agencies.
- Conduct outreach/marketing activities to create additional interest in Project SEARCH sites across Texas.
- Provide technical assistance to organizations interested in establishing Project SEARCH sites in Texas.
- With the approval of and guidance from the Project SEARCH national office, explore adaptation and/or expansion of the model to other types of business and/or to non-students.
- Support an annual site visit from the Project Search national office or their approved national TA provider.
- Prepare a final evaluation for TCDD as outlined below.

Expected Grant Outcome(s):

1. At least 10 new sites in Texas will be approved by Project Search by the end of year 4.

2. A final evaluation report will be provided to TCDD that includes information regarding:
    - Savings achieved by businesses implementing Project SEARCH;
    - The employment outcomes of the students who participated in Project SEARCH, analyzed by type of disability, socio-economic background, and ethnicity; and
    - Information about barriers encountered.

Proposed Measures of Success:

- The grantee will report the number of Project SEARCH sites established, and the number of students who obtain jobs at each site.
- Staff from participating sites, DARS, the Project SEARCH national office, and others participating in the collaborative effort will be surveyed to determine grantee effectiveness.

Proposed Funding Amount:
Up to $175,000 per year for up to five years, for one project.

Proposed Amount of Required Match:
Matching funds of at least 25% of the total project costs are required except for activities conducted in designated poverty areas of the state.

Proposed Duration:
Up to five years.

Other Considerations:
None.

Attachment 3

Future Funding Proposal
Executive Summary
Gulf Coast of Texas African American Family Support Conference

Background:

The Council initially approved an Executive Summary to fund a conference in Houston that replicates the Central Texas African American Family Support conference (CTAAFSC) hosted by Austin Travis County Integral Care (ATCIC) and sponsored by community partners from the public and private sectors. The CTAAFSC is an annual event that has been successful in addressing myths about mental illness, treatment for mental illness, and issues related to health disparities experienced by African Americans. The CTAAFSC targets the African American community and focuses on providing culturally appropriate information for African Americans in a culturally appropriate forum, and also embraces all members of the community regardless of race/ethnicity. The mission of the CTAAFSC is to strengthen family and individual awareness of available health care services (behavioral and physical) through culturally sensitive education, supports, and partnerships. It strives to increase individual and family awareness of available behavioral and physical healthcare services, reduce stigma, and eliminate health disparities.

TCDD released an RFP for this project February 12, 2010 and received 3 applications. The Executive Committee approved the review panel recommendation to award funds to Parents Anonymous, Inc., (PA) for this project. PA proposed to provide support and coordination for a Regional Texas African American Family Support Conference for three years in Greater Houston, later named the Gulf Coast of Texas African American Family Support Conference.

TCDD initially authorized up to $50,000 to Parents Anonymous, Inc., for the first year; $35,000 for year 2; and $15,000 for year 3 of a three-year project to host the Gulf Coast of Texas African American Family Support Conference in Greater Houston. The project started on Sept. 1, 2010, and hosted the first conference on August 4, 2011, in the Greater Houston area for up to 121 people with disabilities, their families, community members and professionals on available health care services (behavioral and physical) through culturally sensitive education supports and partnerships.

At the August 2011 Council meeting the TCDD Executive Committee reviewed information provided by staff regarding efforts of Parents Anonymous to date and voted to not continue funding to Parents Anonymous for years 2 and 3 of the Gulf Coast of Texas African American Family Support Conference project. The Council believes that it is crucial to the long term viability and success of this effort to have an organization with presence within the geographic region; and believes this is essential for the conference to effectively build capacity and sustainability.

State Plan Goal and Objective:
Goal 5: Demonstrate how to prevent unnecessary admissions to State Supported Living Centers (SSLC) by supporting community organizations in at least at least 1 HHS Region to increase their capacity to provide community-based services that support people with developmental disabilities to improve and maintain their health and have access as needed to necessary healthcare, behavior supports, community services, and/or respite, by 9/31/2016.

Objective 3: As funds are available, demonstrate and evaluate other strategies to support individuals with developmental disabilities to improve and/or maintain their health and well-being.

Expected Outcome:
An annual, sustainable, event modeled on the Central Texas African American Family Support Conference will be held annually in Greater Houston.

Project Description:
The Gulf Coast of Texas African American Family Support Conference would be established as a yearly event, free to people with disabilities and their families, hosted by a local organization and sponsored by community partners from the public and private sectors. TCDD staff recommend soliciting new proposals to support two additional conferences consistent with the Council's original intent. It is also recommended that a key criteria for this new solicitation be that the applicant organization have an existing, substantive involvement in the planning and coordination of the first conference held in August 2011. That involvement is central to the model of CTAAFSC that is managed by community advocates who volunteer their time. The hosting organization would be required to follow the model of the CTAAFSC closely and would be required to seek and support active involvement of: committee members involved in the 2011 Gulf Coast of Texas African American Family Support Conference; leaders of faith-based organizations; mental and physical health-care professionals (including researchers) who focus on health disparities experienced by African Americans; African American community organizations (such as sororities or fraternities); local businesses; provider organizations; and local civil justice advocates. Prior to grant award, the applicant organization(s) would be required to obtain an agreement from ATCIC confirming their willingness to continue to provide guidance and share information.

Proposed Funding Amount:
$35,000 for year 1; $35,000 for year 2; $15,000 for year 3.
The applicant organization will submit a proposal to outline how funds will be used.
For example: Presenters fees, Venue costs, and other project-related costs.

Proposed Duration:
TCDD funding would be offered for up to 3 years. TCDD would expect the conference to continue without TCDD funding after the initial 3 years.

Other Considerations:

Funding priority will be given to involved members (e.g., Project Advisory Committee and Ad Hoc Committee) who had direct experience with the 2011 Gulf Coast of Texas African American Family Support Conference. The hosting organization selected will show evidence of collaboration with committee members involved in the 2011 conference. The hosting organization must have presence within the geographic region and outline a plan to build capacity and sustainability after TCDD funds ends.

Attachment 4

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT CHARTER

Fiscal Year 2012

Prepared by:
Rupert & Associates, P.C.
Certified Public Accountants

INTRODUCTION

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve operations. The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Definition of Internal Auditing, the Code of Ethics, and the *Standards*. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.

The internal audit charter is a formal document that establishes the internal audit activity's position within the organization; authorizes access to records, personnel, and physical properties relevant to any function under review; free and unrestricted access to the Council and the Audit Committee; and defines the scope of internal audit activities. Final approval of the internal audit charter resides with the board.

DEFINITION OF INTERNAL AUDITING

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

CHIEF AUDIT EXECUTIVE

The Texas Council for Developmental Disabilities contracts for internal audit services to meet the requirements of the Texas Internal Audit Act. The Texas Internal Audit Act §2102.006 requires that the internal auditor be either a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). The Institute of Internal Auditor's Professional Standards recommends that the Chief Audit Executive possess one or more of the following credentials: Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Audit Professional (CGAP) or Certified Information Systems Auditor (CISA). In keeping with these guidelines, TCDD's contracted internal auditor serves as the agency's Chief Audit Executive.

OBJECTIVES AND SCOPE OF WORK

Assurance Objectives

The objectives of assurance services are to provide formal, independent assurance to management and the Audit Committee that the organization's assets are safeguarded, that operating efficiency is enhanced, and that compliance is maintained with prescribed laws, and management and Board policies. The assurance services objectives also include independent assessment of the organization's risk awareness and management, reliability and integrity of the organization's data, and achievement of the organization's goals and objectives.

Consulting Objectives

The objectives of consulting services are to provide management with assessments and advice for improving processes that will advance the goals and objectives of the organization. No assurance is provided. The objectives of consulting services are to provide formal assessments and advice on the front-end of projects so that risks may be managed and internal controls may be designed at the beginning of a project. Typically, the objectives and the scope of the projects are agreed to by management.

Scope

The scope of work of the internal auditing activity is to determine whether the organization's framework of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Risk and control information is effectively communicated throughout the organization.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Systems are established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports, and whether the organization is in compliance.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are monitored and achieved in line with the organization's mission.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed appropriately.
- Internal controls are in place and are functioning effectively to accomplish business objectives.
- Information technology controls including systems security controls are in place and are functioning effectively.
- Specific operations, processes and programs are reviewed at the request of management or the Audit Committee.

During the performance of audit work, recommendations for improvement in risk management, control, and governance processes may be identified. This information will be communicated to the appropriate level of management and the Audit Committee.

AUTHORITY

The chief audit executive, or contract internal auditor, and staff of the internal auditing activity are authorized to:

- Have unrestricted access to all agency divisions, departments, personnel, activities, confidential and non-confidential data and records, information systems, physical property, and contractors relevant to the performance of engagements, subject to applicable state and federal laws.
- Have access to contractor records and files in line with contract terms and specifically the 'right to audit' section.
- Have full and free access to the chair of the Audit Committee, Audit Committee members, and the executive director.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish assurance and consulting objectives.
- Obtain the necessary assistance of agency personnel in units of the organization where audits are performed, as well as other specialized services from within or outside the organization.
- Obtain timely reports from management on actions proposed and taken pertaining to audit recommendations.

The chief audit executive and staff of the internal auditing activity are not authorized to:

- Perform any operational duties for the organization, its sub-grantees or contractors. Compliance duties are not considered operational duties.
- Initiate or approve accounting transactions external to the internal auditing activity.
- Direct the activities of any organization employee external to the internal auditing activity, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

INDEPENDENCE AND OBJECTIVITY

To provide for the independence of the internal audit activity, the internal auditor reports functionally to the Audit Committee and administratively to the executive director or his designee in a manner outlined in the section on Accountability.

RESPONSIBILITIES AND ACCOUNTABILILTY

Responsibilities

The chief audit executive and staff of the internal auditing activity have responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, considering any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval as well as provide periodic updates.
- Implement the approved audit plan including appropriate plan amendments and special tasks or projects requested by management and the Audit Committee.
- Assess the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Evaluate and assess significant new or changing functions, services, processes, operations, and internal controls concurrent with their development, implementation, and/or expansion.
- Issue periodic reports to the audit committee and management summarizing results of audit activities, including monitoring the implementation of previous audit recommendations.
- Keep management and the Audit Committee informed of emerging trends and successful practices in risk management, control, and governance.
- Assist in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of the system of internal controls.
- Report immediately any known incident of significant fraud to executive management, the Audit Committee, the Board, and the State Auditor's Office.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the Audit Committee of the results.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.
- Maintain an effective quality assurance program to include training, internal reviews, and external reviews.
- Prepare an annual report and submit the report before November 1st of each year to the Governor's Office, the Legislative Budget Board, the Sunset Advisory Commission, the State Auditor's Office, the agency's governing board, and the agency's administrator. The form and content of the report will be determined by the State Auditor.

Accountability

The chief audit executive, in the discharge of his/her duties, shall be accountable to the Audit Committee and the executive director to:

- Provide an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth in the current year's annual audit plan.
- Report significant issues related to the processes for controlling the activities of TCDD, its sub-grantees and contractors, including potential improvement to those processes, and provide information concerning such issues through resolution.
- Periodically provide information on the status and results of the annual audit plan and the sufficiency of internal audit resources.
- Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

STANDARDS OF AUDIT PRACTICE

The internal auditing activity shall be governed by adherence to the following standards:

- *Texas Government Code,* Chapter 2102 (Texas Internal Auditing Act)
- *International Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* of the Institute of Internal Auditors.
- *Government Auditing Standards* of the United States Government Accountability Office.

SIGNATURE SECTION

The Internal Audit Charter was adopted by the Texas Council for Developmental Disabilities

on this ____19th_____ day of _October__, _2011_.

_____	_____
Roger Webb, Executive Director	Brenda Coleman-Beattie, Council Chair
_____	_____
John Morris, Audit Committee Chair	Jaye Stepp, Chief Audit Executive

Attachment 5

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Internal Audit Report #2011-1

Grantee Monitoring

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

Table of Contents

Internal Auditor's Report 1

Executive Summary 2

Audit Results and Recommendations 3

Internal Audit Objectives -

Compliance 4

Controls 4

Data Management and Safeguarding 5

Follow Up on Prior Audit Recommendations 7

Report Distribution Page 9

Acronyms and Abbreviations

- CPA Comptroller of Public Accounts, Texas
- DSA Designated State Agency
- GAO Government Accountability Office, US
- IIA Institute of Internal Auditors, International
- OMB Office of Management & Budget, US
- OP Operating Procedures
- SAO State Auditor's Office, Texas
- TAC Texas Administrative Code
- TCDD Texas Council for Developmental Disabilities
- TEA Texas Education Agency
- TGC Texas Government Code
- UGMS Uniform Grants Management Standards, Texas

RUPERT & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

Internal Audit Report

July 15, 2011

Audit Committee and Council Members
The Texas Council for Developmental Disabilities

The following report provides the results and recommendations noted during the internal audit procedures conducted in fiscal year 2011. Included in this report are the purpose, scope, results, and recommendations of the audit, as well as management's responses to those recommendations.

The internal audit was conducted in accordance with the Institute of Internal Auditor's (IIA) *International Standards for the Professional Practice of Internal Auditing*, the Government Accountability Office's (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act. We believe that our work fully supports our conclusions.

This report is distributed to and intended for the use of the Texas Council for Developmental Disabilities management and Governing Board, and the oversight agencies as identified in the Texas Internal Audit Act.

Rupert & Associates, P.C.

Certified Public Accountants
Austin, Texas

Executive Summary

Audit Purpose

The Texas Council for Developmental Disabilities' (TCDD) annual internal audit plan is risk-based, with specific audit areas and objectives determined after an annual risk assessment update is conducted by management and the internal auditor. The Internal Audit plan developed for TCDD for fiscal year 2011 consisted of the following objectives:

1. Grantee Monitoring: Review and evaluate current grantee monitoring procedures and controls. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).

2. Follow up on prior audit recommendations.

Key Observations

1. TCDD has policies and procedures in place to ensure that their grantee monitoring procedures comply with federal and state guidance.
2. The controls over the monitoring procedures were tested and were found to be effective. Some oral recommendations were made to staff for minor opportunities for improvement – i.e., naming conventions for files and folders.
3. Data management and safeguarding responsibilities are in place and staff members are aware of their individual responsibilities in this regard.
4. All prior audit recommendations have been addressed by TCDD.

Significant Recommendations

2011-1-1 Develop a process to ensure completeness of grantee files. A checklist that identifies expected documentation could be developed as a template, included in each grantee's file, where staff can initial and date when they add documents to the files. Exceptions could quickly be recognized and followed up on.

Audit Results and Recommendations

BACKGROUND & PURPOSE

The Texas Council for Developmental Disabilities awards the majority of their funds to grantees to promote independence, productivity, and community integration for people with disabilities. Based on the significance of grants to the overall TCDD budget, mission, goals and objectives, grant administration processes, including grant management and grantee monitoring, have always been high on the risk radar at TCDD and closely monitored. This year's audit focus was on grantee monitoring processes.

CRITERIA

OMB Circulars

- A-87 "Cost Principles for State, Local, and Indian Tribal Governments," for cost principles (relocated to 2 CFR, Part 225);
- A-102 "Grants and Cooperative Agreements with State and Local Governments" – for administrative requirements;
- A-133 "Audits of States, Local Governments and Non-Profit Organizations" – for audit requirements;

Texas Administrative Code

- TAC 5.141 thru 5.147 Uniform Grant Management Standards

SCOPE, METHODOLOGY, & OBJECTIVES

The scope of the audit included an evaluation of the TCDD's processes, policies, and procedures to ensure compliance with federal and state guidance and tests of controls and details to evaluate the effectiveness and efficiency of those processes. The scope was limited to considering current processes in place for grants awarded during the past three fiscal years.

The audit methodology included interviews, questionnaires, and discussions with various personnel at TCDD as well as sampling of current grants and tests of controls and details. Criteria for compliance were developed by reviewing the OMB's and UGMS for monitoring requirements and comparing these requirements to monitoring activities at TCDD. TCDD's operating procedures and the TCDD Grants Manual were also used to identify procedures related to grantee monitoring for tests of controls and tests of details.

The agreed-upon audit objectives were to –

A. Evaluate compliance with state grant monitoring requirements.
B. Evaluate the effectiveness of processes and controls over grantee monitoring.
C. Evaluate the processes and controls for data management and safeguarding of data.

AUDIT RESULTS BY OBJECTIVE

Audit Objective A: To determine if current processes and controls in place and in use by TCDD staff for monitoring grantees comply with identified monitoring requirements.

Results and Conclusions:

TCDD's grantee monitoring processes were found to be in compliance with Federal and State guidance, as well as with TCDD's internal written procedures. Test procedures included the development of a compliance worksheet, where grantee monitoring requirements of the various OMBs and UGMS were identified. These requirements were then compared to TCDD's written policies and procedures. The TCDD processes as well as management's assertions about monitoring performance were tested in substantive tests of controls and details by sampling grantees and reviewing their file folders, both electronic and hard copies, to support performance of stated processes. The grantee files supported TCDD monitoring activities performed and documented. Minor changes discussed with staff included naming conventions for files and document storage for improving overall organization of grantee files.

Audit Objective B: Through substantive testing, determine if TCDD is following their procedures and if these processes and controls provide an adequate level of monitoring of grantees as identified in the Compliance section of this audit.

Results and Conclusions:

A random sample of grantees was selected for testing of controls and details. Criteria for testing were TCDD's procedures and management assertions, and the grantees' records – both electronic and hard copy – were reviewed for elements that support performance as identified. File content was present as expected, mostly in electronic format and some hard copies; often both, as the agency continues the transition to electronic files. In addition, several new activities have been implemented that reflect a proactive monitoring program at TCDD:

- The Onsite Review forms reflect a revision date of 6/17/10, evidencing recent review and update.
- An Onsite Log has been initiated to track all projects, identify specialist, project period, monitoring requirements, scheduled dates and completed dates.
- The grantee risk assessment process is reviewed, updated, and reported to Council annually.
- An Audit Log has been initiated to track audit reports received.
- The Desk Review checklist for internal review of grantee audit reports is in use.
- The Audit Requirements section of the TCDD Grants Manual was updated to add language for grantees to request their auditor's peer review report, and for TCDD to request the grantees' management letter along with their audit report.
- A Match / Waiver Report was initiated for the Council meetings.
- An exceptions report was developed for reporting grantee issues to the Council.

TCDD's grantee monitoring processes and controls are being followed and are effective, based on our tests of details in the hard copy and electronic grantee files tested. There were minimal errors noted, clerical errors and one missing audit report. These errors or omissions are within a tolerable level.

Audit Objective C: Evaluate the data management processes and controls for safeguarding of data.

Results and Conclusions:

Through interviews with management and the test work performed during other fieldwork, it was determined that processes and controls are in place to ensure data is appropriately managed and safeguarded. Responsibilities have been assigned for maintaining the grantee files, both electronic and hard copies. Access to electronic files is limited to staff whose job prescribes that they have access. Electronic files are backed up on the TEA servers, according to TEA policies. Hard files are kept in a file cabinet, locked, within the locked TCDD offices. Keys are assigned to appropriate staff and processes are in place to allow access when the key-holder is out of the office.

Responsibilities have been assigned for an annual review of hard copy and e-files to determine which ones are ready to archive / warehouse and which ones have exceeded record retention requirements and are ready for disposal.

TCDD's processes and controls to safeguard and adequately maintain the grantee files are in place, are followed, and are effective based on minimal missing grantee data.

AUDIT RECOMMENDATIONS & MANAGEMENT RESPONSES

Recommendation 2011-1-1:

Develop a process to ensure completeness of grantee files. A checklist that identifies expected documentation could be developed as a template, included in each grantee's file, where staff can initial and date when they add documents to the files. Exceptions could quickly be recognized and followed up on.

Management Response 2011-1-1:

The TCDD Acting Grants Management Director, Systems Support Specialist, Grants Specialists and Project Development Assistant are the designated staff for implementing the following action plan within 90 business days and no later than November 18, 2011.

The designated staff will:

1) Meet to discuss the Audit recommendations no later than August 30, 2011.

2) Identify processes to improve grantee filing systems and a process to ensure grantee files have all required documentations no later than September 30, 2011.

3) Develop a grantee file checklist to track all expected grant-related documents, date received, and staff initials; to be completed no later than October 31, 2011.

4) Implement a grantee filing system and checklist to ensure all grantees files are complete no later than November 18, 2011.

We believe that these processes and internal tracking will effectively improve TCDDs Grants data management system.

TCDD - Internal Audit Report FY-2011
Follow Up on Prior Audit Recommendations

Rpt #	Rpt Date		High-Level Audit Objective(s)	Rec #	Observations/Findings and Recommendations	Current Status
2010-01	**8/31/2010**		**TAC 202 - Information Security Audit**			
	Objective	**A**	Determine the roles and responsibilities of TCDD and TEA related to TAC 202 compliance.	2010-1	Develop a written Business Recovery Plan for TCDD that will interface with TEA efforts for systems and business recovery in the event of an incident. The objective of the document is to ensure that necessary procedures to address the business recovery needs of the entity in the event of an incident have been identified, are thoroughly thought out, are comprehensive, and are appropriately documented and communicated to staff.	**Implemented:** TCDD has adopted OP 01-11 Business Continuity Planning that establishes procedures for TCDD business continuity planning in order to ensure the quick and effective recovery of mission-essential business functions in the event of a disaster or major business interruption that impairs the operations of the TCDD. TCDD IT functions are included in the TEA Business Continuity Plan version 1.0 dated January 2010. UPDATE 07/11: TCDD met with TEA Business Continuity Project Manager and TEA has updated their BCP to incorporate TCDD into their recovery process. TCDD has completed material that has become part of the Appendix. Further some TCDD staff have been included on BCP planning committees. Revisions are proposed to the TCDD / TEA Memorandum of Understanding (section VI) stating that TEA will include TCDD in their BCP for systems and business recovery.
	Objective	**B**	Determine if TCDD has adequate procedures in place to ensure that they meet their responsibilities as described in TEA's information security procedures.	2010-2	Agency policy calls for employees to sign an acknowledgement of appropriate usage policy at the time of hire. In addition to this initial acknowledgement, TCDD should encourage a reiteration of the risks of inappropriate technology usage. TEA could be asked to provide their internet security class to all TCDD staff in a series of classes. The series would serve to raise awareness and reinforce appropriate usage policies.	**Implemented:** TEA currently offers security classes through their Office of Organizational Effectiveness. These classes are open to TCDD staff. TCDD staff receive emails regarding security class curriculum and schedules. TCDD staff is encouraged to sign up for these classes to raise security awareness and reinforce security usage. Several TCDD staff have taken advantage of security classes offered by TEA and have shared information with other TCDD staff. Appropriate use of technology is discussed periodically during TCDD staff meetings. UPDATE 07/11: TCDD continues to encourage TCDD staff to take security classes offered by TEA. Operations Director Martha Cantu has completed the Series X classes and has shared curriculum information with staff at staff meetings. Professional Development opportunities has been added to Section VI of the MOU. The MOU clarifies the responsibilities of TEA IT Security.

TCDD - Internal Audit Report FY-2011
Follow Up on Prior Audit Recommendations

Rpt #	*Rpt Date*	*High-Level Audit Objective(s)*	*Rec #*	*Observations/Findings and Recommendations*	*Current Status*
2010-01	**8/31/2010**	**TAC 202 - Information Security Audit**			
	Objective C	Evaluate monitoring and oversight of TCDD information security control processes.	2010-3	TCDD should work with the TEA ISO to identify the level of IT security support to be provided by TEA and the activities for which TCDD is responsible. The interagency MOU should be revisited to clearly define the responsibilities for these procedures, including IT security oversight.	**Implemented** By TEA IT protocols, TCDD staff do not have "administrative rights" for TCDD computers. TEA is responsible for all software installation on TCDD computers and related software audits and intrusion testing and reporting. TCDD believes the responsibilities of TEA and of TCDD related to IT services and security are clear and appropriate within the current MOU. The MOU defines the information technology support provided for TCDD by TEA, including support through the Department of Information Resources and the state Data Center Service. It includes support to desktop and laptop computers, printers, networking, server and infrastructure, E-mail accounts, network connection (including LAN equipment and data circuits) and related hardware and software. In addition, TCDD works with the ISO to determine costs and services associated with DIR/DCS Server Infrastructure, E-mail accounts, and services provided by Northrop Grumman for desktops and laptops. UPDATE 07/11: As discussed above, the MOU with TEA has been revisited with proposed revisions regarding the BCP.

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee
John Morris, Chair
Andrew Crim, Member
Jeffrey Kaufmann, Member
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities
Roger Webb, Executive Director
Martha Cantu, Operations Director
Patrice LeBlanc, Grants Management Director

Oversight Agencies

Michael Sparks
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Ed Osner
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Internal Audit Coordinator
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Ken Levine
Sunset Advisory Commission
sunset@sunset.state.tx.us

Attachment 6

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ANNUAL INTERNAL AUDIT REPORT

Fiscal Year 2011

Presented to
TCDD Audit Committee
October 19, 2011

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

Table of Contents

I. Internal Audit Plan for Fiscal Year 2011 1

II. External Quality Assurance Review 1

III. List of Audits Completed 2

IV. List of Consulting Engagements and Non-Audit Services Completed 3

V. Organizational Chart 4

VI. Report on Other Internal Audit Activities 5

VII. Internal Audit Plan for Fiscal Year 2012 5

VIII. External Audit Services 6

IX. Reporting Suspected Fraud and Abuse 6

Report Distribution Page 7

I. Internal Audit Plan for Fiscal Year 2011

The internal audit plan for TCDD for fiscal year 2011 was based on risks identified in the annual risk assessment update process in September of 2010. The plan identified the following objectives as the focus for internal audit activities in fiscal year 2011.

1. Grantee Monitoring: Review and evaluate current grantee monitoring procedures and controls. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).

2. Follow up on prior year audit recommendations.

II. External Quality Assurance Review (QAR)

An external quality assurance review was performed in April of 2009 by David J. MacCabe, CIA, CGAP, MPA, covering TCDD internal audit activities performed by the internal audit contractor (Rupert & Associates) during the period July 2007 through June 2009. The contracted internal audit function at TCDD was found to fully comply with the Institute of Internal Auditors (IIA) *International Professional Practices Framework* including the *International Standards for the Professional Practice of Internal Auditing*, the *Definition of Internal Auditing*, and the *Code of Ethics*, the United States Government Accountability Office (GAO) *Government Auditing Standards*, and the Texas Internal Auditing Act (*Texas Government Code*, Chapter 2102). Opportunities for improvement recommended by the reviewer include:

1. Consider updating the Audit Committee Charter
2. Plan future audit projects to include evaluation of organizational governance

Recommendations from the QAR have been implemented. The Audit Committee Charter was reviewed and updated in October of 2009 and will be reviewed annually and updated as needed. Future audit projects will include elements of organizational governance within other audit programs as appropriate.

III. List of Audits Completed

The table on the following page provides a list of audits completed during fiscal year 2011 with high-level objectives, summarized key audit observations and recommendations, including impact and implementation status of each.

III. List of Audits Completed Showing High-Level Objectives, Observations / Findings, Recommendations, and Status

Report # / Rec #	*Rpt Date*	*High-Level Audit Objective(s)*	*Observations/Findings and Recommendations*	*Current Status*	*Fiscal Impact / Other Impact*
2011-1	**7/15/2011**	**Grantee Monitoring**			
	Objective A	Determine if current processes and controls in place and in use by TCDD staff for monitoring grantees comply with identified monitoring requirements.	TCDD's grantee monitoring processes were found to be in compliance with Federal and State guidance, as well as with TCDD's internal written procedures.	**No Recommendations**	
	Objective B	Determine if TCDD is following their procedures and if the processes and controls provide an adequate level of monitoring of grantees.	TCDD's grantee monitoring processes and controls are being followed and are effective, with minimal errors noted including clerical errors and one missing report. The errors were not significant; the missing report could have been noted with better oversight controls. See Objective C.	**No Recommendations**	
2011-1-1	Objective C	Evaluate the data management processes and controls for safeguarding of data.	Processes and controls are in place to ensure data is appropriately managed and safeguarded. Responsibilities have been assigned for annual review of files for retention purposes. A process to ensure review for completeness of files should be implemented.	**Implemented:** Grants Management staff will meet to identify a process to ensure grantee files completeness and develop a checklist to track documents.	Operational efficiencies and adherence to TCDD procedures

IV. List of Consulting Engagements and Non-audit Services Completed Showing High-Level Objectives, Observations/Results, Recommendations, and Status

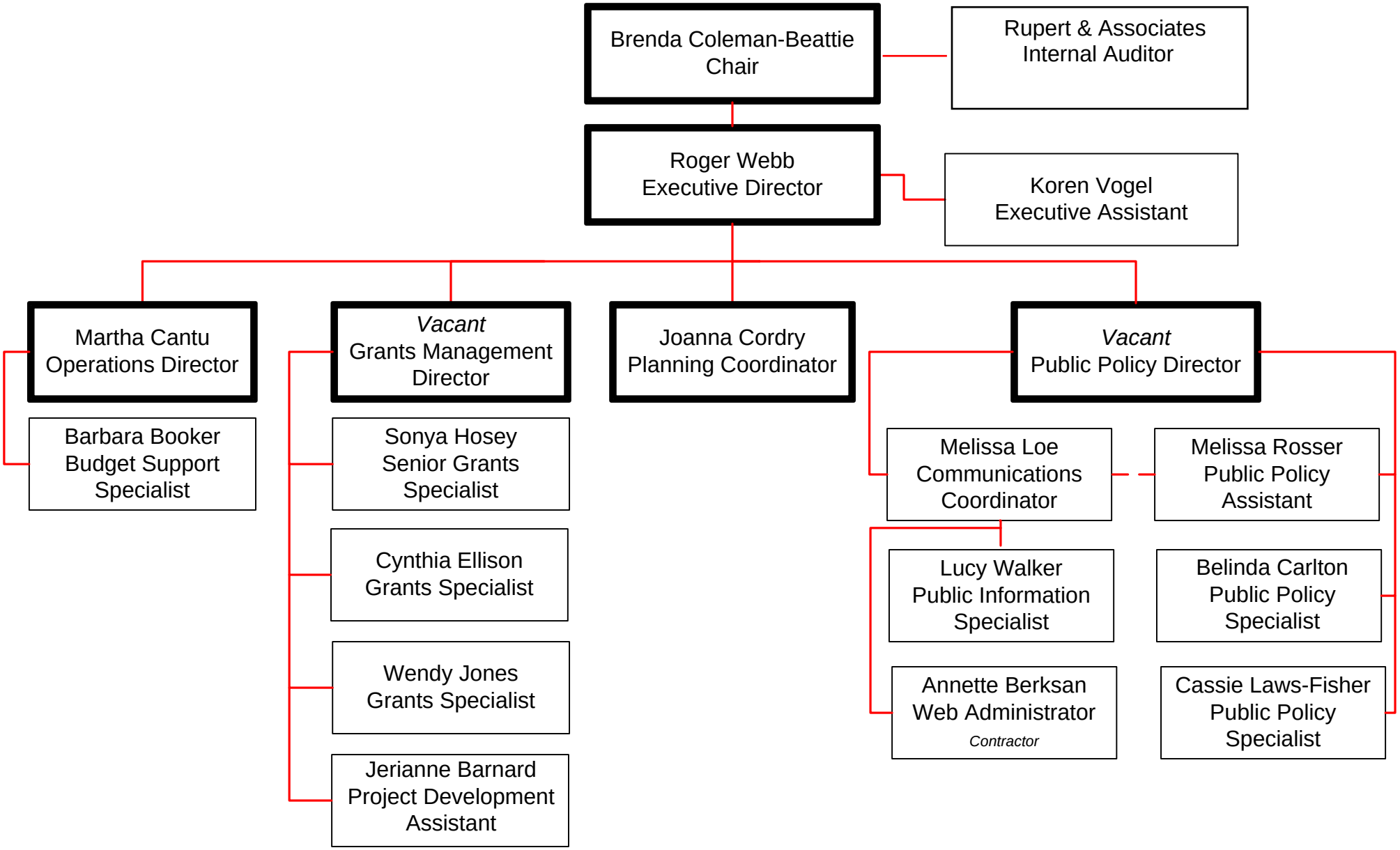
The Internal Auditor did not perform any consulting engagements, as defined in *The International Standards for the Professional Practice of Internal Auditing*, or non-audit services, as defined in *Government Auditing Standards, July 2007 Revision*, Sections 3.25-3.30 for the Texas Council for Developmental Disabilities in fiscal year 2011.

V. Organizational Chart

A current organizational chart is provided on the following page. The Council has an Audit Committee, with responsibilities and duties outlined in TCDD Policy.

There is no organizational chart for the internal audit function because that activity is contracted out to Rupert & Associates, Certified Public Accountants, in Austin Texas.

Texas Council for Developmental Disabilities



August 2011

VI. Report on Other Internal Audit Activities

Activity	Impact
Annual Risk Assessment Update	Facilitated management in the annual review and update of their risk assessment, including fraud risk factors, and mitigating strategies.
Internal Audit Quality Assurance and Improvement Program (QAIP)	Professional standards checklists, working paper reviews and quality self-assessments are employed on all audits.
External Quality Assurance Reviews (QAR)	External Quality Assurance Reviews are performed on the internal audit function at TCDD in accordance with the Texas Internal Auditing Act.
State Agency Internal Audit Forum (SAIAF)	Participated in SAIAF to stay abreast of changes in legislation that may impact internal audit's role in Texas.
Training sponsored by The Institute of Internal Auditors and the State Auditor's Office	Attend various audit and internal audit training events to stay abreast of changes in professional standards.

VII. Internal Audit Plan for Fiscal Year 2012

Based on the updated risk assessment, the proposed internal audit focus for FY-2012 is:

1. Monitoring of Funding Obligations and Liquidations: Review and evaluate current monitoring procedures and controls over funding obligations and liquidations.
2. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
3. Follow up on prior year audit recommendations.

Alternative audit areas are proposed in the event that circumstances prevent the implementation of the planned audit, or if additional resources are available for more audit work. An alternative audit areas proposed is IT security over social media sites.

VIII. External Audit Services

External audit services procured in fiscal year 2011 consisted of the internal audit function and independent CPA services for performing desk reviews on grantee audit reports.

IX. Reporting Suspected Fraud and Abuse

Actions taken to implement the requirements of Article IX, Section 17.05, and Article XII, Section 5(c), the General Appropriations Act (81st Legislature) and Texas Government Code, Section 321.022) include the placement of a link on the TCDD website to connect users directly to the State Auditor's Office website page for reporting suspected fraud, waste, or abuse.

TCDD Policies also provide guidance for anyone wanting to report suspected fraud or abuse. Grantees are provided guidance on reporting fraud in the TCDD Grants Manual.

REPORT DISTRIBUTION PAGE

Texas Council for Developmental Disabilities, Audit Committee
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Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities
Roger Webb, Executive Director
Martha Cantu, Operations Director

Oversight Agencies

Governor's Office of Budget, Planning, and Policy

Legislative Budget Board

State Auditor's Office

Sunset Advisory Commission

Attachment 7

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

INTERNAL AUDIT PLAN

Fiscal Year 2012

Prepared by:
Rupert & Associates, PC
Certified Public Accountants
Austin, Texas

Table of Contents

Letter to Council Members 1

Section 1: Risk Assessment..... 2

Section 2: Internal Audit Plan 4

Section 3: History of Internal Audits at TCDD..... 5

Exhibit 1: Risk Footprint 6

Distribution Page 7

RUPERT & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

September 27, 2011

Members of the Council,
Texas Council for Developmental Disabilities (TCDD)

The following document presents the proposed fiscal year 2012 Internal Audit Plan for your review and approval, in accordance with the Texas Internal Auditing Act.

Chapter 2102 of the Government Code requires that the internal audit plan be risk-based and include areas identified though a risk assessment process. This document presents the risk assessment results, the proposed audit plan, and a summary of the internal audits performed in prior years at TCDD.

The FY 2012 Internal Audit Plan that follows is submitted for your approval.

Respectfully,

Rupert & Associates, PC

Certified Public Accountants
Austin, Texas

Section 1:
RISK ASSESSMENT

This section presents the update of the Texas Council for Developmental Disabilities (TCDD) Risk Assessment for FY 2012, and establishes the foundation for the Internal Audit Plan presented in the next section.

TCDD continues to refine Grants Administration procedures for monitoring grantee performance, and TCDD staff also continues to participate in the design and development of the DD Suite – an electronic grantee reporting database – in conjunction with DD Councils from other states.

The risk assessment update process was performed by TCDD management and facilitated by the internal auditor in September of 2011. Management continues to exhibit a commitment to improving operational efficiencies and performance, including their voluntary participation in and responsiveness to the internal audit function.

Purpose

The TCDD risk assessment provides management and board members with a prioritized list of risks associated with their activities. From these risks, a management strategy is developed. The risk assessment allows the Board to identify the risks being monitored by management and evaluate the effectiveness of controls and responses to those risks.

Concepts of Risk

Risk is defined as the level of exposure to uncertainties that an agency must comprehend and manage to effectively and efficiently achieve its objectives and execute its strategies. Risk is a measurement of the likelihood that an organization's goals and objectives will not be achieved. Controls are anything that improves the likelihood that goals and objectives will be achieved.

Methodology

The Texas Council for Developmental Disabilities' risk assessment process includes three parts: (1) identifying agency activities; (2) identifying and rating risks for each activity; and (3) identifying actions to mitigate risks. The risk assessment update contemplates additional risks to be added and also considers additional controls put in place. The risk assessment update is used to determine the highest risk areas for the current year's audit plan.

Risk Footprint

The attached risk assessment footprint reflects the prioritized risks as identified and ranked in the current year's risk assessment update. Each risk identified in the matrix is assigned two risk factors of High, Medium, or Low based on the impact the risk would have on the agency if it occurred and the probability of occurrence. By combining these measures the agency develops a priority ranking for each risk factor. The following key provides the level of risk management that will be employed by the agency for each potential risk factor ranking:

- HH, HM – Extensive Risk Management that includes monitoring by management and an internal audit.
- HL, MH – Considerable Risk Management that includes monitoring by management and a less in depth audit.
- MM, ML, LH – Manage and monitor the risk
- LM, LL – Monitor or accept the risk

Results

The results of the risk assessment shown in Exhibit 1 illustrate changes in the prioritization and organization of consolidated activities and risk factor priorities based on the current year's update. The highest-risk areas are marked in red and, as in the prior year, relate to activities in Grant Administration, Executive and Administrative functions, and the Public Policy and Information area.

Risks in the red area require oversight controls to ensure that the supervisory and operating controls are working. Oversight controls can include exception reports, status reports, analytical reviews, variance analysis, etc. These controls are performed by representatives of executive management, on information provided by supervisory management. Areas within this highest risk category should also be considered for inclusion in the internal audit plan.

Activities that fall within the yellow risk category require considerable risk management. Under this category of risk executive management or their designees should perform oversight controls to ensure that supervisory and monitoring controls are working. If internal audit provides services in this area, it is to ensure that oversight of the supervisory controls are appropriate and are being performed.

The last two categories of risk are marked in green and gray. Risks falling within the green areas rely on department managers to provide oversight by ensuring that supervisory controls and operating controls are working. Department managers should report to the Executive Director on the condition of these risks. Risks in the gray area are low risk areas that are managed by operating and supervisory controls and executive management accepts the residual risk in these areas.

Section 2:
FY 2011 INTERNAL AUDIT PLAN

The Texas Internal Auditing Act requires certain audits to be performed on a periodic basis. Required audits include audits of the department's accounting systems and controls, administrative systems and controls, electronic data processing systems and controls, and other major systems and controls.

The *International Standards for the Professional Practice of Internal Auditing* requires the internal audit activity to evaluate the effectiveness and contribute to the improvement of risk management processes. The internal audit activity must evaluate risk exposures, including the potential for the occurrence of fraud and how it is managed. The auditor assists the organization in maintaining effective controls by evaluating the effectiveness and efficiency of the risk management process and by promoting continuous improvement. Specifically, the internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding the:

- Reliability and integrity of financial and operational information,
- Effectiveness and efficiency of operations,
- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts.

Internal auditors are required to ascertain the extent to which management has established adequate criteria to determine whether objectives and goals have been accomplished.

Based on the updated risk assessment, the proposed internal audit focus for FY-2012 is:

1. Monitoring of Funding Obligations and Liquidations: Review and evaluate current monitoring procedures and controls over funding obligations and liquidations.
2. As needed, consult, advise, and monitor the development and refinement of the grantee reporting database (DD Suite).
3. Follow up on prior year audit recommendations.

Alternative audit areas are proposed in the event that circumstances prevent the implementation of the planned audit, or if additional resources are available for more audit work. An alternative audit area proposed is IT security over social media sites.

Section 3:
HISTORY OF
INTERNAL AUDITS AT TCDD

2011	Grantee Monitoring
2010	Information Security TAC 202
2009	Contract Administration and Management Quality Assurance Review
2008	Grantee Audit Desk Review Process Internal Controls over Financial Reporting to Council Grantee Records Management Process (database and hard copy files)
2007	Grantee Monitoring: Onsite Review Process Internal Administrative Operating Procedures Grantee Reporting Database Development (DD Suite)
2006	Control Environment Evaluation Grantee Expenditure Monitoring Public Policy Processes and Controls Administrative Policies and Procedures
2005	Grantee Risk Assessment Model Evaluation Master Grantee Records Maintenance Process Fraud Prevention and Reduction Policy Administrative & Project Development Procedures
2004	Follow-up on MATRS Review Findings Grantee Risk Assessment Model Development Electronic Grants Manual Review
2003	Grants Manual Compliance Review TRC Performance Audit Review
2002	Grants Administration

Attachment 1:

FY12 Risk Footprint

RISK ASSESSMENT FOOTPRINT - Texas Council for Developmental Disabilities

ACTIVITY PRIORITY	CONSOLIDATED ACTIVITY	IMPACT RATING	PROBABILITY RATING	RISKS	IMPACT RATING	PROBABILITY RATING	RISKS	IMPACT RATING	PROBABILITY RATING	RISKS	IMPACT	PROBABILITY RATING	RISKS	IMPACT RATING	PROBABILITY RATING	RISKS	IMPACT RATING	PROBABILITY RATING	RISKS	IMPACT RATING	PROBABILITY RATING	RISKS	IMPACT RATING	PROBABILITY RATING	RISKS
				1			2			3			4			5			6			7			8
5	Grant Administration	H	M	Insufficient monitoring of grant expenditures	H	L	Providing inadequate or inappropriate guidance to grantees	H	L	Non-compliance with federal or state regulations (OMB / UGMS)	H	L	Fraud and/or inappropriate use of federal funds												
1	Executive and Administrative	H	M	Violation of state and/or federal rules or regulations	M	M	Inadequate monitoring of funding obligations and liquidations	M	M	Inadequate monitoring of fiscal reporting system	M	L	Insufficient succession planning for executive management	L	L	Ineffective governance functions									
4	Public Policy and Information	H	M	Violation of state or federal rules	M	L	Inaccurate policy interpretations provided to constituents	M	M	Negatively impact relationships	M	M	Communications - mis-information; lack of control												
6	Information Technology	H	L	Unauthorized access to data set	H	L	Loss of data / data integrity	M	M	Inadequate oversight in design and implementation of DD Suite	M	L	Unauthorized access to TCDD website	L	M	Increased vulnerability from social networking									
8	DSA Administrative Support: Finance & Accounting, Human Resources, Purchasing	M	L	Inadequate contract administration & management	M	L	HR: Hiring unqualified employees; inadequately addressing employee performance / productivity	M	L	HR: Non-compliance with current HR policies & reporting requirements	L	L	Overspend or under spend budget	L	L	Inaccurate reports to management and board	L	L	Purchasing: Improper / unauthorized procurements; incorrect postings	L	L	Lack of segregation of duties	L	L	Inadequate infrastructure support: mail services, supplies, property management
7	Council Support	M	L	Non-compliance with state and federal requirements	M	L	Non-compliance with Council policies and procedures	M	L	Insufficient logistical support															
2	Planning, Evaluating and Reporting	M	L	Non-compliance with state or federal requirements	M	L	Poorly planned	M	M	Documentation processes are insufficient for reporting requirements	L	M	Negatively impact relationships												
3	Project Development	M	M	Non-compliance with approved procedures	M	L	Poorly planned																		
9	Designated State Agency (DSA) Operational Relationship	M	L	DSA / Council Separation of Authority	L	L	Fair reimbursement for DSA support	L	L	Inaccurate accounting information reported to State and/or Federal Government	L	L	Inadequate or inappropriate guidance from DSA												

Report Distribution Page

Texas Council for Developmental Disabilities, Audit Committee
John Morris, Chair
Andrew Crim, Member
Jeffrey Kaufmann, Member
Brenda Coleman-Beattie, Council Chair

Texas Council for Developmental Disabilities
Roger Webb, Executive Director
Martha Cantu, Operations Director

Oversight Agencies

Governor's Office of Budget, Planning, and Policy
internalaudits@governor.state.tx.us

Legislative Budget Board
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Internal Audit Coordinator
State Auditor's Office
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Sunset Advisory Commission
sunset@sunset.state.tx.us

COMMITTEE OF THE WHOLE
DRAFT MINUTES
NOVEMBER 3, 2011

COUNCIL MEMBERS PRESENT

Brenda Coleman-Beattie, Council Chair
Hunter Adkins
Kris Bissmeyer
Kimberly Blackmon
Gladys Cortez
Andy Crim
Mateo Delgado
Mary Durheim
Kevin Estes, HHSC
Mary Faithfull, DRT
Kathy Griffis-Bailey, DSHS
Cindy Johnston
Jeff Kaufmann, DADS
Sara Kendall, DARS
John C. Morris
Joe Rivas
Penny Seay, UT CDS
Cindy Swain, TEA
Lora Taylor
Susan Vardell

COUNCIL MEMBERS ABSENT

Kristen Cox
Diana Kern
Dana Perry
Mike Benz/Amy Sharp, A&M CDD
Rick Tisch

STAFF MEMBERS PRESENT

Roger A. Webb, Executive Director
Jeri Barnard
Martha Cantu
Belinda Carlton
Joanna Cordry
Cynthia Ellison
Cassie Fisher
Sonya Hosey
Wendy Jones
Melissa Loe
Melissa Rosser
Koren Vogel
Lucy Walker

GUESTS PRESENT

Mary Sixwomen Blount
Chynna Burwell
King Davis
James Faragoza
Leticia Finely
Gina Fuller
Judy Kantorczyk
Ilene Robinson
Myrta Torres

CALL TO ORDER:

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, November 3, 2011, in the Capitol E Ballroom of the Sheraton Austin at the Capitol Hotel, 701 East 11th Street, Austin, TX 78701. Council Chair Brenda Coleman-Beattie called the meeting to order at 9:30 AM.

1. INTRODUCTIONS

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

Ilene Robinson provided public comments on Congregation Beth Yeshurun in Houston which has recently formed a committee to explore the needs of individuals with developmental disabilities. A special “inclusion” Shabbat service was held recently. Brenham and Richmond State Supported Living Centers provided transportation to this service but individuals from group homes were unable to participate because of a lack of transportation. She noted other instances of transportation issues in the Houston area for people with disabilities.

3. CHAIR’S REMARKS

Chair Coleman-Beattie announced she submitted a letter of resignation to the Governor’s office in October. She explained this was due to family issues that are now requiring more or her time and attention than expected. Coleman-Beattie indicated that Vice-Chair John Morris will serve as Acting Chair until the Governor has designated a member to replace her as Chair. She noted that she has recommended Morris’ appointment as Chair to the Governor’s appointments staff.

Coleman-Beattie announced that Joe Rivas has agreed to serve as Chair of the Public Policy Committee, and commented that having self-advocates as leaders of the Council says a great deal about the Council and its mission to serve Texans with Disabilities. Coleman-Beattie also thanked Susan Vardell for her continued leadership as Project Development Committee Chair.

Rivas provided a report on his experience at the Southwest Disability Conference. He felt it was the best conference he has attended as there were a variety of programs for different interests. He is interested in presenting at next year's conference.

Vardell reviewed key items for the Project Development Committee including the selection of a member to the nominating committee, discussion of state plan implementation through future projects, and discussion of ways to collect meaningful public input to the Council.

At the request of Chair Rivas, Executive Director Roger Webb reviewed key items for the Public Policy Committee including the selection of a nominating committee member, updates of state and federal policy issues, discussion of staff activities on policy issues, continued discussion of strategies to improve early childhood services, update on the progress of the TCDD 2012 Biennial Disability Report, and discussion of ways to collect meaningful input to the Council.

4. PRESENTATIONS – CULTURAL COMPETENCE

TCDD Grants Management Specialist Sonya Hosey discussed the Council's progress on cultural competency in grant projects, noting that ten years ago, few projects were coordinated by members of minority communities and few grant materials were translated into Spanish or other languages. As progress is made in these areas, there is still a need for continued education regarding cultural competence. Hosey introduced King Davis, PhD, who discussed "Race, Ethnicity, Poverty, Gender, Disability, & Language: Pathways to Human Services". Davis discussed disparities between ethnic and social groups and the collective cost of those disparities. He presented a model of Integrated Community Collaborative Care to meet the needs of individuals through services provided by a variety of organizations.

The Council also received presentations from two grantees about their Outreach and Development projects. Dr. Mary Sixwomen Blount of the Apalachicola Band of Creek Indians, Maybank, Texas, provided information on their project which conducted a survey of tribe members to gather consumer input on community involvement and independence. In response to that input, projects were developed that focused on cooking for independent living, a gospel choir, and a "reading rodeo" that provided free rodeo tickets to individuals who participated in a library resources program. Blount discussed the obstacles encountered with appropriate use of grant funds and the lessons learned from the project.

Myrta Torres, Outreach Coordinator of the Arc of Greater Houston, provided information on their project "Empowering Hispanic Families to Access Community IDD Resources". This program provided training to meet the culturally specific needs of Spanish speaking families to better understand services and supports available for family members with developmental disabilities. The project impacted 250 people through monthly trainings and a one-day conference. The Arc of Greater Houston will continue to expand its Spanish speaking services.

ADJOURN

Chair Coleman-Beattie adjourned the Committee of the Whole at 1:15 PM.

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Roger A. Webb, Secretary to the Council Date