

<b>Executive Committee Meeting Minutes</b>	<b>Tab 1</b>
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**Background:**

Minutes of the February 8, 2012, Executive Committee meeting are included for your review.

<b><u>Executive Committee</u></b>	<b><u>Expected Action:</u></b>
<b><u>Agenda Item 3.</u></b>	The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING  
DRAFT MINUTES  
FEBRUARY 8, 2012**

**COMMITTEE MEMBERS PRESENT**

John C. Morris, Council Vice-Chair	Hunter Adkins	Joe Rivas
	Dana Perry	

**COMMITTEE MEMBERS ABSENT**

Brenda Coleman-Beattie, Council Chair

**COUNCIL MEMBERS PRESENT**

Gladys Cortez

**STAFF PRESENT**

Roger Webb, Executive Director	Cynthia Ellison	Melissa Loe
Martha Cantu	Wendy Jones	Jessica Ramos
Joanna Cordry	Sonya Hosey	Koren Vogel

**GUESTS PRESENT**

Amanda Dunnavant	Rachel Nava	Thelma Scott
Leteshia Finely	Craig Spradling	

**CALL TO ORDER**

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, February 8, 2012, in the Limestone 2 Room at the Marriott Austin South, 4415 South IH-35, Austin, TX 78745. Council Vice-Chair John C. Morris called the meeting to order at 3:30 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced. Dana Perry attended as Vice-Chair of the Project Development Committee. It was noted that Council Chair Brenda Coleman-Beattie will not be in attendance as she has submitted her resignation to the Governor's office.

**2. PUBLIC COMMENTS**

The Committee received public comments from Thelma Scott of the Barbara Jordan Endeavors Corporation who spoke of the organization's work with students with disabilities and noted that requests for their services have increased following a recent news story. Rachel Nava spoke of her non-profit organization, Different Abilities Inc., which provides day habilitation services and has offered office space to the Barbara Jordan Endeavors Corporation.

Craig Spradling spoke to the Committee about his organization, Parking Mobility, that has developed smart phone technology to report abuse of parking spaces reserved for people with disabilities. Parking Mobility works with local governments to provide information on parking violations through trained volunteers. Volunteers are able to follow the tickets through the court system and designate a charity to receive a portion of the fines from the tickets. Spradling requested funding assistance for his organization.

### 3. CONSIDERATION OF MINUTES

The committee reviewed the minutes of the November 2, 2011, Committee meeting. No revisions were offered.

**MOTION:** To approve the minutes of the November 2, 2011, Executive Committee meeting as presented.

**MADE BY:** Hunter Adkins

**SECOND:** Dana Perry

The motion **passed** unanimously.

### 4. CHAIR'S REPORT

Acting Chair Morris reviewed opportunities for Council Members to attend upcoming national conferences. Council Member Kris (Bissmeyer) Clark and Public Policy Director Jessica Ramos are attending the Disability Policy Seminar in Washington, D.C., April 23-25, 2012. The ADD Technical Assistance Institute will be held in Arlington, VA, June 14-15, 2012. Morris, who is on the advisory committee and is on the NACDD Board of Directors, plans to attend and Planning Coordinator Joanna Cordry will likely attend. The NACDD Fall Conference will be held in Los Angeles, October 14-16, 2012. Morris encouraged the Committee to consider budgeting for 2-3 Council Members and 2-3 staff to attend this conference. Members who are interested in attending were asked to contact Morris or Executive Director Webb.

### 5. EXECUTIVE DIRECTOR'S REPORT

Webb began his report with thanks to Morris for serving as Acting Chair. Council Chair Brenda Coleman-Beattie has tendered her resignation to the Governor and has asked to step aside as Chair at this time. Morris indicated that Coleman-Beattie's resignation creates the third vacancy on the Council and noted that Mary Durham continues to serve in a "holdover" capacity following the expiration of her term. The Governor's appointments office hopes to have appointments confirmed in the near future.

Executive Director Webb reminded members that Sonya Hosey was selected as Grants Management Director beginning December 1, 2011. This creates a vacancy for a Grants Management Specialist which will be posted shortly. Jessica Ramos was selected as the Public Policy Director and started with TCDD on January 2, 2012. The Web Administrator position, previously filled by Rosalinda Lopez, was recently posted. Webb and Operations Director Martha Cantu reorganized some of the functions previously carried out by Ms. Lopez, with many of the remaining web support functions performed by a contracted temporary employee. Staff have now finalized the reorganization and including some new activities related to web support skills in the web administrator position which was then posted with Communications Coordinator Melissa Loe as the hiring supervisor.

Stipends grants were approved during the past quarter for the following applicants:

- Partners Resource Network was awarded \$5,998 for the *Statewide Parent Leadership Conference* December 2-3, 2011, in Austin.
- The Arc of Texas was awarded \$6,000 for the *Inclusion Works Conference* on February 1-4, 2012 in Austin.

- Attention Deficit Disorders Association – Southern Region was awarded \$6,000 for the 24<sup>th</sup> Annual ADDA-SR Conference February 17-18, 2012, in Houston.
- Texas A&M University was awarded \$6,000 for the *Texas Transition Conference* February 7-9, 2012 in Austin
- Southwest Chapter Autism Society of America was awarded \$1,200 for the *Techniques for Systematic Teaching and Reducing Behavior Challenges in Students with ASD* conference March 30, 2012 in El Paso.

Webb next discussed the status of federal appropriations for the Council and noted that FY 2012 funding for Councils included a 0.23% reduction from FY 2011 funding with a final award for TCDD of \$5,083,999. At the request of NACDD, staff developed a fact sheet highlighting accomplishments during FY 2011 that will be used in the advocacy efforts on behalf of the DD Councils.

The Administration on Developmental Disabilities (ADD) is hosting regional self advocacy summits focused on supporting and sustaining self advocacy efforts in each state. Texas is included in the Chicago regional summit April 19-20, 2012. ADD will provide travel assistance for 4-5 self advocates to attend the summit. The Texas Department of Aging and Disabilities (DADS) has agreed to sponsor two self advocates, and Acting Chair Morris and Webb agreed that TCDD will support 3-4 additional self advocates. Morris also asked Webb to represent TCDD as a member of the Texas team.

Webb indicated that staff have reviewed options for the public input event planned in conjunction with May 2012 Council meeting in Dallas with Acting Chair Morris and have decided that hosting that event at a separate location is not practical. Members agreed with overall plans for the event including the proposal to begin at 6:30 PM on Wednesday, May 2, 2012, following the Executive Committee meeting.

Webb and Planning Coordinator Joanna Cordry discussed the peer review process for DD Council State Plans for FY 2012 – 2016. Review comments for TCDD were non-substantive and can be addressed in revisions submitted for FY 2013. A written summary of the review comments was provided for members.

Committee members requested additional information during the November 2011 Committee meeting concerning public policy collaboration outcomes of the Texas Parent to Parent project. Grants Specialist Wendy Jones indicated that the project expects to train more advocates than originally reported and that legislators who have been “adopted” know they are being contacted frequently by certain individuals.

## **6. GRANT ACTIVITIES REPORT**

Grants Management Director Sonya Hosey reviewed the Independent Audit Status report and noted that 10 audits were reviewed this quarter with no concerns noted. Hosey also reviewed the Grants Monitoring Exceptions report and indicated that one on-site review was conducted this quarter and the one concern identified has been resolved. She noted that more on-site reviews will be conducted during the next quarter since staff efforts this quarter were focused on beginning new projects approved during the November meeting.

## **7. APPEAL OF FUNDING DECISION – TEXAS IMPACT EDUCATION FUND**

Webb reviewed an appeal from the Texas Impact Education Fund (TIEF) for two proposals which were not approved for funding during the November 2011 Executive Committee meeting for

*Inclusive Faith-Based Communities Symposium* projects. He reminded members of the review process and indicated that four other proposals were approved for grant funds. The independent review panel recommended that the two proposals from TIEF were not fundable. Members did not find any discrepancies in the review process and did not feel that the previous decision should be overturned.

**MOTION:** To uphold the Executive Committee decision from November 2011 to not award funding to the Texas Impact Education Fund for either proposal for *Inclusive Faith-Based Symposium* projects.

**MADE BY:** Dana Perry

**SECOND:** Hunter Adkins

The motion **passed** unanimously.

#### 8. CONTINUATION GRANT AWARDS

Grants Management Specialist Cynthia Ellison reviewed the Executive Summary for continuation funding for the Safeplace *Meaningful Relationships* project. (Attachment 1) Ellison noted that the grantee is meeting its goals and staff do not have any concerns.

**MOTION:** To approve funding of up to \$117,022 to SafePlace for year two of a three year *Meaningful Relationships* project.

**MADE BY:** John Morris

**SECOND:** Dana Perry

The motion **passed** unanimously.

Grants Specialist Jones reviewed the Executive Summary for continuation funding for the Arc of San Angelo *Alternatives to Guardianship: Volunteer-Supported Decision-Making Advocate* project. (Attachment 2) Jones noted that the grantee has encountered several obstacles and difficulties but has worked hard to overcome those issues. Staff recommend approval of continuation funding for the project. Cordry reminded members that this project is in partnership with the Texas Department of Aging and Disabilities (DADS). TCDD advocated for the Texas Legislature to institute changes regarding guardianship issues. Legislation was passed directing DADS to fund up to three pilot demonstrations sites, but DADS did not receive funding for those pilots. Morris asked for more on-site monitoring of this grantee to make certain that it stays on target.

**MOTION:** To approve funding of up to \$73,941 to the Arc of San Angelo for year two of a three year *Alternatives to Guardianship* project.

**MADE BY:** John Morris

**SECOND:** Dana Perry

The motion **passed** unanimously.

**9. TCDD QUARTERLY FINANCIAL REPORT**

Operations Director Martha Cantu reviewed the TCDD Quarterly Financial Report. It reflects a summary of funds from FY 2010 – FY 2013. Cantu noted the large negative balance for FY 2012 and explained that that over \$700,000 is remaining in unspent grant funds from FY 2011 and over \$200,000 will be available from FY 11 operating expenses that will be transferred for grants. In addition, TCDD’s experience is that some current grant projects will not spend the full amount available in their grant awards. This negative balance will thus even out by the end of the fiscal year. Cantu also explained that the negative variance in benefits for FY 2011 of \$15,373 is the result of accrued vacation time paid to two employees who retired during the year. Those amounts were not anticipated in the original budget. She expects negative variances for FY 2012 to even out as the year progresses and expects additional funds to available from salaries and benefits for FY 2012 because turnover and vacancies of four TCDD staff. Any available funds will become available for grant projects. Committee members did not express any concerns regarding the financial reports.

**10. REVIEW OF TCDD RULES**

Executive Director Webb reviewed requirements in state law for state agencies to review Rules adopted by the agency every four years. TCDD Rules need to be reviewed during 2012. During this review process, agencies may re-adopt rules with no changes, amend rules when appropriate, or allow rules to expire when no longer needed. Webb indicated that the Council will need to approve any proposed amendments during May meetings so that proposed amendments can be posted for a 30-day comment period. The Executive Committee can review any comments received at the August meeting and recommend final adoption to the Council with any further revisions as appropriate. Webb reviewed preliminary suggestions for some amendments and asked members to provide input if other changes are desired.

**11. CONFLICT OF INTEREST DISCLOSURES**

Committee members reviewed Conflict of Interest disclosure statements from members and staff with no noted concerns.

**12. EXECUTIVE SESSION: ANNUAL EVALUATION OF THE EXECUTIVE DIRECTOR**

Vice-Chair Morris announced that the Executive Committee of the Texas Council for Developmental Disabilities would meet in closed section pursuant to Section 551.74 of Government Code related to personnel matters. A quorum of the Committee is present. The time was 5:09 PM on February 8, 2012.

At 5:18 PM on February 8, 2012, the Executive Committee reconvened in open session. Vice- Chair Morris announced that the Committee did not take any action during its closed meeting discussion on personnel matters.

**ADJOURN**

Vice-Chair Morris adjourned the Executive Committee meeting at 5:20 PM.

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Roger A. Webb  
Secretary to the Council

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Date

# **Attachment 1**

**Texas Council for Developmental Disabilities  
Executive Committee**

**Date: 02/08/12**

**Review of Proposed Activities & Budget**

**ITEM: A**

**Grantee: SafePlace**

**Year: 2 of 3**

**Project Title: Meaningful Relationships**

**Project Location: Austin/Travis County, Seguin/Guadalupe County**

**TCDD RFP Intent:**

The project intent is to try to ensure that at least 60 people with developmental disabilities will indicate that they are more satisfied and happier with their personal relationships after participating in project activities and at least 3 organizations will have changed their policy and/or procedures to improve their ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships. TCDD has approved funding of up to \$125,000 per year for up to three years.

**Project Goals and Accomplishments for Year(s) 1:**

**Goal:** The overall goal of the project is to create a replicable, successful and self-directed model for adults with developmental disabilities to develop lasting and meaningful relationships with other people based on shared interests.

*Accomplishments per goal:* The “Nurturing Workshop” was held and it was adapted to be used for this project’s purpose; staff from 1 provider participated in the adapted ‘dreams’ workshop; MOU’s were developed with 2 disability service providers to accomplish the goals and objectives of this project; a 3-part series of classes to guide activities with participants was developed; recruited 36 adults with developmental disabilities to participate in project activities; and began a series of educational classes with the project participants.

**Proposed Goals and Objectives for Year 2:**

**Goal: Same As Above**

**Objectives:** Support at least 20 people with developmental disabilities to increase their satisfaction and happiness with personal relationships based on self-chosen common interests; at least 1 disability service provider organization will change or develop (and institutionalize) new policies and/or procedures to improve its ability to provide support to people with developmental disabilities to establish and maintain meaningful relationships with others; and, work with recreational, volunteer, faith-based, leisure, civic or other organizations chosen by project participants to increase access to activities and programs which will increase opportunities to connect with others who have shared interests.

**Council Considerations:** Public Policy Considerations: Supporting individuals with significant disabilities to develop positive personal relationships is an important effort related to information suggesting that individuals with more relationships with non-paid care-givers are less likely to be the subject of abuse and neglect. No staff concerns; Council to consider continued funding for this project.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (\$17,250 consultants)	\$64,672	\$23,838	\$88,510
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	100,302	42,736	143,038
<b>II. Travel</b>	3010	600	3610
<b>III. Purchased services</b>	13,170	1725	14,895
<b>IV. Property/materials</b>	540	180	720
<b>V. Rental/leasing</b>	0	1649	1649
<b>VI. Utilities</b>	0	1681	1681
<b>VII. Other (Indirect Costs)</b>	0	0	0
Budget period totals	\$ 117,022	\$48,571	\$165,593

# **Attachment 2**

**Texas Council for Developmental Disabilities  
Executive Committee**

Date: 02/08/12

Review of Proposed Activities & Budget

ITEM: B

Grantee: The Arc of San Angelo

Year: 2 of 3

Project Title: Alternatives to Guardianship: Volunteer-Supported Decision-Making Advocate Pilot

Project Location: San Angelo

**TCDD RFP Intent:**

The project intent is to fund a project that will demonstrate how volunteers can provide appropriate supports to help individuals with intellectual and other developmental disabilities to make decisions concerning their own lives. In 2009, the Texas Legislature passed HB 1454 directing the Health and Human Services Commission (HHSC) to develop and evaluate two Volunteer Supported Decision-Making Advocate pilot programs that will provide supported decision-making services to persons with intellectual and developmental disabilities and other cognitive disabilities. The Department of Aging and Disability Services (DADS) was directed by HHSC to develop and implement the pilot program and to provide the legislature with a report and recommendations. TCDD has partnered with DADS to implement the pilot. TCDD has approved funding of up to \$75,000 per year for up to three years.

**Project Goals and Accomplishments for Year 1:**

**Goal One:** To provide supported decision-making services to individuals with intellectual and developmental disabilities and other cognitive disabilities to increase their self-determination, power, and control of their own lives through recruiting, training, monitoring, and supporting volunteers.

*Accomplishments per goal:* The project explored service delivery methods in Year 1, identifying both legal and implementation barriers in the process. Project leaders explored solutions and established diversion as a priority with education and execution of advanced directives as a secondary activity. The project selected strategies to address individual needs. In addition, the project assisted with the Restoration of Rights for one individual, helped establish Advance Directives through Medical Power of Attorneys for 10 individuals (thus preventing unwarranted guardianship restrictions).

**Proposed Goals and Objectives for Year 2:**

**Goal: Same As Above**

**Objectives:** Recruit, train, and support volunteers to support 5 participants in Diversion of Guardianship and 10 Additional Participants in Executing Medical Power of Attorney.

**Council Considerations:** Public Policy Considerations: TCDD and DADS hope to use information and experiences of this project to expand alternatives to legal guardianship for individuals with significant disabilities. Staff concerns: This project may need an additional onsite visit to review TCDD procedures (e.g. compliance of RARs, quarterly reports, and other TCDD requirements); however, Council consideration of continued funding for this project is recommended.

<b>Continuation Budget Detail Summary</b>			
	Federal	Match	Totals
Amount expended in year 1 (based on 5 months)	\$25,930	\$8,205	\$34,135
<b>Amount requested for next year budget:</b>			
<b>I. Personnel services</b>	69,044	6930	75,974
<b>II. Travel</b>	0	0	0
<b>III. Purchased services</b>	1527	6500	8027
<b>IV. Property/Materials</b>	0	600	600
<b>V. Rental/Leasing</b>	0	10,793	10,793
<b>VI. Utilities</b>	3370	0	3,370
<b>VII. Other (Indirect Cost Rate)</b>	0	0	0
Budget period totals	\$ 73,941	\$24,823	\$98,764

# EXECUTIVE COMMITTEE CLOSED SESSION

## Certified Agenda

Wednesday, February 8, 2012

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**COMMITTEE MEMBERS PRESENT:** Acting Chair John C. Morris, Hunter Adkins, Dana Perry, and Joe Rivas.

**STAFF PRESENT:** Martha Cantu, Operations Director

### CALL TO ORDER

Acting Chair John C. Morris announced that a quorum of the Committee was present and called the meeting to order at 5:09 PM on Wednesday, February 8, 2012. The Committee met in closed session pursuant to Texas Government Code Chapter 551, Section 551.074, to discuss matters involving personnel.

### I. EXECUTIVE DIRECTOR ANNUAL APPRAISAL

Chair Morris discussed matters related to the annual performance appraisal of Executive Director Roger Webb with members of the Committee. Morris and members discussed various accomplishments during the past year including managing the continuity of staff activities related to the retirement of three key staff; successfully recruiting and selecting two new managers; assisting with the transition of Council leadership functions following the retirement of the former chair; and providing objective information to the Committee and Council regarding the status of obligating prior year funds and contingency plans to address that concern.

### II. RECESS

Chair Morris announced the closed session was concluded 5:20 PM Wednesday, February 8, 2012. No actions were taken.

Certified Agenda approved by the Committee:

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John C. Morris, Acting Chair

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Date