

Executive Committee Meeting Minutes	Tab 1
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Background:

Minutes of the May 2, 2012, Executive Committee meeting are included for your review.

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

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
MAY 2, 2012**

COMMITTEE MEMBERS PRESENT

Mary Durham, Council Chair	Joe Rivas
Hunter Adkins	Susan Vardell

COMMITTEE MEMBER ABSENT

John C. Morris, Council Vice-Chair

COUNCIL MEMBERS PRESENT

Andrew Crim	Gladys Cortez
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STAFF PRESENT

Roger Webb, Executive Director	Joanna Cordry	Jessica Ramos
Martha Cantu	Sonya Hosey	Koren Vogel

GUESTS PRESENT

Leteshia Finley	Eric Jacobson, GA DDC	Marisa Quist
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CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 2, 2012, in the Majestic 5 Room at the Sheraton Dallas Hotel, 400 Olive Street, Dallas, TX 75201. Council Chair Mary Durham called the meeting to order at 2:38 PM.

1. **INTRODUCTIONS**

Committee and Council members, staff and guests were introduced.

2. **PUBLIC COMMENTS**

No public comments were offered to the Committee.

3. **CONSIDERATION OF MINUTES**

The committee reviewed the minutes of the February 8, 2012, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the February 8, 2012, Executive Committee meeting as presented.

MADE BY: Susan Vardell

SECOND: Hunter Adkins

The motion **passed** unanimously.

4. **CHAIR'S REPORT**

Chair Durham expressed her surprise and pleasure at being designated by the Governor as TCDD Chair. The Governor also appointed Scott McAvoy of Cedar Park to replace Deneesa

Rasmussen. Scott is appointed as a “local, non-government agency” representative and is currently Vice-President of Operations at Marbridge Foundation, a private, residential facility in south Austin for people with significant disabilities. David Taylor of El Paso was appointed to fill the position previously occupied by Rene Requenez. David is appointed as a parent and has a son with autism. The Texas Education Agency recently appointed Barbara Kaatz as alternate representative. All three members attended orientation and are eligible to vote on all Council business.

Chair Durham reviewed Committee assignments and noted that the two new members were asked to visit each Committee before requesting a Committee appointment. Durham indicated she will ask Council approval of Gladys Cortez as a member of the Project Development Committee. Former Chair Brenda Coleman-Beattie, who has resigned and will likely not attend future meetings, is not assigned to a Committee. Durham’s designation as Council Chair creates a vacancy on the Audit Committee. Durham asked for members who are interested in serving on the Audit Committee to contact her or Executive Director Roger Webb.

Durham reviewed excused absences for this meeting which include John Morris, Kristine Clark, Brenda Coleman-Beattie, Mateo Delgado, Mike Benz/Amy Sharp (Texas A&M Center for Development and Disability), Sara Kendall (DARS), Penny Seay (Center for Disability Studies-UT), and Mary Faithful, (Disability Rights Texas).

Durham invited Council Member Gladys Cortez to discuss the press event in McAllen on April 3, 2012 announcing the beginning of TCDD grant Project Hire. The event was attended by well over 100 people including state Senator Eddie Lucio and Representative Aaron Pena, local university and college administrators, mayors and others. She commented on the excitement of the group and the appreciation that was expressed for the opportunities this project brings to the Rio Grande Valley. The project is administered by the Department of Assistive and Rehabilitative Services (DARS) in conjunction with the University of Texas - Pan American and South Plains Junior College to provide “wrap around” services to students with disabilities.

Durham discussed upcoming opportunities for travel to out-of state conferences. Council members John Morris and David Taylor and staff members Joanna Cordry and Cassie Fisher will attend the ADD Technical Assistance Institute in Washington, D.C., in June. The next opportunity will be the NACDD Fall Conference in Los Angeles in October. Due to his commitments to the NACDD Board, Morris will also attend this conference. Other staff and members will be determined once the FY 2013 budget has been approved.

5. **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Webb reported that Annette Berksan was selected as Web Administrator for TCDD beginning April 1. Berksan worked in this position as a contract employee for approximately 8 months before the re-organized position was posted. Grants Management Director Sonya Hosey is reviewing applications for the Senior Grants Management Specialist position and plans to conduct interviews soon.

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

- Texas Parent to Parent for up to \$6,000 for the *8th Annual Texas Parent to Parent Conference* on June 29-30, 2012, in San Marcos.

- American Association on Intellectual and Developmental Disabilities – Texas Chapter for up to \$6,000 for the *2012 AAIDD-Tx Convention* on July 24-27, 2012, in Corpus Christi.

Webb discussed federal appropriations for FY 2013 noting that it is unknown when the budget will be approved by Congress. Some estimates are for level funding for domestic, discretionary programs while others estimate cuts of up to 20%. Staff will base the proposed FY 13 Operating Expense budget on level funding knowing that adjustments can be made if funding is at a lower level. Webb also noted that TCDD's federal authority, the Administration on Developmental Disabilities (ADD), now the Administration on Intellectual and Developmental Disabilities (AIDD), has been "re-aligned" within the Health and Human Services. ADD was moved out of the Administration on Children and Families to a newly created Administration on Community Living along with the Administration on Aging. This should not affect state DD Council operations but creates opportunities at the federal level for AIDD to align on policy issues with the Administration on Aging and focus on community living options.

Webb noted that representatives of the Texas DD Network Partners (TCDD, Disability Rights Texas, Center for Disability Studies at UT, and Texas A&M Center for Disability and Development) recently met with the Department of Aging and Disability Services (DADS) Commissioner Chris Traylor and Assistant Commissioners Chris Adams and Gary Jessee on DADS plans to down-size the Austin State Supported Living Center. The DD Network Partners offered their support and partnership in this effort and will have further discussions as the DADS plan develops. Webb also discussed examples from other states that captured stories of individuals and their families as they transitioned from institutions to community settings. TCDD may want to consider this opportunity to collect those stories in Texas. He also noted an opportunity for training providers on the complex medical needs of some individuals.

Webb discussed current activities of the Disability Policy Consortium which has continued for the past year without TCDD funding. Members continue to meet and engage in advocacy planning and activities but there are some actions that will require funding such as the subscription to a legislative tracking service. TCDD is exploring options in partnership with Disability Rights Texas to offer some support for this service and allow smaller organizations to have access at a minimal cost.

Webb provided a summary of the recent ADD Self-Advocacy Summit in Chicago. The Texas team discussed various activities to strengthen self-advocate organizations and work toward closure of at least one state supported living center. Webb and Georgia Council on Developmental Disabilities Executive Director Eric Jacobson discussed the challenges in supporting self-advocate organizations.

6. **GRANT ACTIVITIES REPORT**

Grants Management Director Sonya Hosey reviewed the Independent Audit Status Report. No concerns were noted. Hosey also reviewed the Grants Monitoring Exceptions Report which summarizes concerns noted during staff on-site visits of TCDD grantees. A status of "pending" on that report indicates that some documents were still needed when the report was printed but all will show as complete next quarter. An additional on-site visit was conducted with the Arc of San Angelo as requested by the Executive Committee for additional monitoring of the Alternatives to Guardianship project. Evaluations, accomplishments and barriers were discussed

and no concerns were noted. Webb noted that the Arc of the Gulf Coast withdrew from their award for a Leadership and Advocacy Skills Training Grant. This organization has had some challenges recently, and the Board no longer felt the organization could carry out the project in a successful manner. This project was approved for up to \$75,000/year for up to three years. Those funds will be available for future projects.

7. **TCDD STATE PLAN TECHNICAL REVISIONS**

Planning Coordinator Joanna Cordry discussed the ADD peer review process of the five-year State Plan. She noted that TCDD received comments on its Plan in January including recommendations to strengthen the plan but nothing that would require amendments at this time. Cordry reviewed technical revisions developed in response to those comments.

8. **CONSIDERATION OF NEW GRANT AWARD**

Cordry reviewed the RFP for a project to support the Gulf Coast of Texas African American Family Support Conference. Only one application was received from organizations who were involved with the first conference as required by the RFP. A review panel of individuals who have been involved with the Central Texas African American Family Support Conference found some technical issues with the application but felt the applicant can be successful. Funding for the project is authorized at up to \$35,000 for years one and two and \$15,000 for year three.

MOTION: To approved funding to Helpful Interventions for support for the Gulf Coast of Texas African American Family Support Conference for up to \$35,000 for years one and two and up to \$15,000 for year three.

MADE BY: Susan Vardell

SECOND: Joe Rivas

Grants Director Hosey noted that Austin Travis County Integral Care will continue to provide support to the project and that Helpful Interventions staff will attend the central Texas conference. Hosey was not involved with the application review due to her involvement with the first conference and previous grantee. The motion **passed** unanimously. (Attachment 1)

9. **CONTINUATION GRANT AWARDS**

Grants Director Hosey reviewed six projects that are eligible for another year of funding. The Community Healthcore customized self-employment project is eligible for three months of funding to conclude that project. No concerns were noted for this project.

MOTION: To approve continuation funding of up to \$37,635 to Community Healthcore for the final three months of the customized self-employment project.

MADE BY: Joe Rivas

SECOND: Hunter Adkins

The motion **passed** unanimously. (Attachment 2)

The Positive Behavior Intervention Support – Head Start project at Region 17 Education Service Center (ESC) in Lubbock is eligible for up to \$120,000 for the fifth and final year of the project. The project has developed curriculum for Head Start programs to decrease the number of children expelled from early childhood programs, to provide behavior intervention skills, and decrease staff turnover rates. It has been a very successful project that has improved childcare policies and programs.

MOTION: To approve continuation funding of up to \$120,000 to Region 17 ESC for the fifth and final year of the Positive Behavior Support – Head Start project.

MADE BY: Susan Vardell

SECOND: Joe Rivas

The motion **passed** unanimously. (Attachment 3)

The Positive Behavior Intervention Support – Disproportionate Impact at Region 17 ESC is eligible for up to \$115,000 for the fifth and final year of the project. Hosey noted that this project has had district-wide impact in reducing the rate of disciplinary action for students with disabilities.

MOTION: To approve continuation funding of up to \$115,000 to Region 17 ESC for the fifth and final year of the Positive Behavior Support – Disproportionate Impact project.

MADE BY: Susan Vardell

SECOND: Hunter Adkins

The motion **passed** unanimously. (Attachment 4) Durham suggested staff from Region 17 ESC present a report to the OSEP Technical Assistance Center on Positive Behavioral Intervention and Supports which is funded by the US Department of Education.

The Texas A&M University Texas Advanced Leadership and Advocacy Conference project is eligible for continuation funding of up to \$150,000 for the fifth and final year. No concerns were noted for this project

MOTION: To approve continuation funding of up to \$150,000 to Texas A&M University for the fifth and final year of the Texas Advanced Leadership and Advocacy Conference project.

MADE BY: Susan Vardell

SECOND: Joe Rivas

The motion **passed** unanimously. (Attachment 5)

The Creative Industries Self-Employment project of VSA Texas Artworks is eligible for up to \$25,000 for the final two months of the project. Hosey noted that the project has expanded its array of art projects and will provide training opportunities in media resources to artists who participate in the project. The project will not expand at the conclusion of funding but will continue to serve artists who are participating, and the established art gallery will remain open.

MOTION: To approve continuation funding of up to \$25,000 to VSA Texas Artworks for the final two months of the Creative Industries Self-Employment project.

MADE BY: Joe Rivas

SECOND: Hunter Adkins

The motion **passed** unanimously. (Attachment 6)

10. **PROPOSED AMENDMENTS TO TCDD RULES**

Executive Director Webb reminded Committee members that state agencies are required to review all Rules every four years. Proposed amendments and Rules proposed for re-adoption or deletion must be posted in the *Texas Register* for a 30 day comment period. Comments must be considered before the Agency considers final Rules for adoption. Staff propose two amendments to TCDD Rules in Chapter 876: General Provisions. The first adds language from the federal DD Act to clarify the purpose of the agency. The second adds a clarifying verb which was omitted from the last version. One amendment is proposed to Chapter 877: Grant Awards to clarify language about reviewing unsolicited ideas and proposals.

MOTION: To recommend Council approval to post the proposed amendments to TCDD Rules for public comment.

MADE BY: Susan Vardell

SECOND: Joe Rivas

The motion **passed** unanimously. (Attachment 7)

11. **TCDD QUARTERLY FINANCIAL REPORT**

TCDD Operations Director Martha Cantu presented the TCDD Quarterly Financial Report. Cantu reviewed the operating expense budget and noted a negative variance in professional services due to the extension of the Web Administrator contract. However, that is offset by a positive variance to staff salaries because this position was vacant. Cantu commented that TCDD will likely not spend 100% of the current operating expense budget and any remainder will transfer to funds available for grant projects.

Cantu and Webb also discussed out-of-state travel budget and expenses for Council member attendants. Members agreed that those expenses should not impact who is approved to travel but noted that TCDD needs to be respectful of the current fiscal climate and travel restrictions for state agencies.

Cantu reviewed the Grants & Contracts Expense Projections and noted that as grant projects end, funding will become available for new projects. The Project Development Committee will consider new projects to implement State Plan activities and is encouraged to move forward with those in an expedited manner whenever possible.

Cantu also reviewed the quarterly Administrative and Expense Budget summary and noted that current year expenses are being spent from the previous year's funds to allow those funds to be fully expended. TCDD has two years to obligate funds and three years to spend but it would be a risk to obligate the prior fiscal year funds to new grant projects that do not have a stable spending pattern. Cantu noted that by FY 2013, the increased number of grant projects should allow operating expenses to be funded by that current fiscal year's funds.

Cantu reviewed a draft revised format to report obligations and expenditure of grant funds. This format was suggested by TCDD Internal Auditor Jaye Stepp to report current grants, budget periods, amounts authorized by the RFP, amount of actual grant award, current expenditures, and remaining balance under each award. Committee members liked the format of the report and agreed it would be helpful at future meetings.

12. CONFERENCE CO-SPONSORSHIPS

Webb reviewed an Executive Summary for the Promotion of Self-Advocacy at Texas Conferences which will be discussed by the Project Development Committee. That executive summary has three parts: 1) support self-advocates as speakers; 2) sponsorship of plenary speakers; 3) sponsorship of concurrent sessions speakers or "tracks". Webb further discussed a request from Community Options to assist with their national conference in San Antonio. He acknowledged that he did not know specifics of what that would entail but wanted to know the Committee's desire to explore this request. The Committee agreed that the subject has merit and supported Webb exploring this request further.

13. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed the member and staff conflict of interest disclosure report and found no concerns.

ADJOURN

Chair Durham adjourned the Executive Committee at 5:33 PM.

Roger A. Webb
Secretary to the Council

Date

Attachment 1



TEXAS COUNCIL *for*
DEVELOPMENTAL
DISABILITIES

(512) 437-5432
(800) 262-0334
TDD (512) 437-5431
Fax (512) 437-5434

6201 E. Oltorf, Suite 600, Austin, TX 78741
E-Mail TXDDC@txddc.state.tx.us
<http://www.txddc.state.tx.us>

Mary Durham, Chair
John Morris, Vice Chair
Roger A. Webb, Executive Director

TO: TCDD Executive Committee

FROM: Joanna Cordry, Planning Coordinator
Sonya Hosey, Grants Management Director

SUBJECT: Summary of Review Panel Recommendations

DATE: May 2, 2012

TCDD staff recently convened a panel consisting of 3 people to review 1 proposal received in response to TCDD's Gulf Coast of Texas African American Family Support Conference (GCTAAFSC) Request for Proposals (RFP).

TCDD developed and posted this particular RFP in order to identify an organization that, as a member of the community hosting the GCTAAFSC, can organize and support the various types of community partners who must be involved to develop this conference into a sustainable annual event. Eligibility for this project was restricted to those organizations that were actively involved in planning and coordinating the 2011 Gulf Coast of Texas African American Family Support Conference.

The three individuals serving on the review panel have all been actively involved in planning and implementation of the Central Texas African American Family Support Conference, the conference on which the GCTAAFSC is modeled. One of the review panel members was also involved in the planning of the GCTAAFSC as a technical assistance provider. Additionally, Sonya Hosey, TCDD Grants Management Director, was also actively involved in the planning of that conference. Both the review panel member and Ms. Hosey have had direct experience with all potential eligible applicants.

The panel reviewed the proposal received; their recommendations for funding are summarized in the attached document. Additionally, the risk assessment used to determine the level of monitoring this project would require has been completed for this proposal and is attached.

Staff concur with the review panel that the workplan requires additional detail, but that the applicant organization, with technical assistance, is capable of working with their community partners to reach the Council's intended goal and is highly committed to the effort. Additionally, the review panel, staff, and the technical assistance providers from Austin Travis County Integral Care believe that continued support to establish the GCTAAFSC provides an important service to the community and the state.

Texas Council for Developmental Disabilities
Request for Proposal Reviewer Summary

RFP: # 2012-1 Gulf Coast of Texas African American Family Support Conference

Applicant Organization:	Helpful Interventions
Key Project Staff:	Project Director: Jerrilyn Hayes Project Coordinator: Vacant
Project Location:	Greater Houston Area

Project Abstract: The disparity in access of care and services among the African American population is a significant phenomenon. The disparity extends to a stigma associated with mental health, developmental and intellectual disabilities, substance disorders, and complex physical and social health concerns. Additionally, disparity in education, social economics, power, and resources are concerning as well. There appears to be a need for sensitive educational and supportive care systems to eliminate disparity in access of care and services. A conference with a focus on educational opportunities to strengthen family and individual awareness is needed in the Houston Gulf Coast Region of Texas.

Year 1 Project Cost: \$43,750.00
Funding amount requested: \$35,000.00
Match: \$ 8,750.00

Strengths:

The proposal demonstrates that the applicant actively participated in the planning and implementation of the 2011 Gulf Coast of Texas African American Family Support Conference (GCTAAFSC), and it is clear that there would be continuity between the previous conference and the proposed 2013 conference.

It is clear that the applicant “gets it” – i.e., understands the goal of the conference, the principles of self-determination, and the need for the community to have information and support.

Ms. Hayes, the Project Director, is part of an existing well-developed network in the Houston area. Faith-based communities are included as partners, which is appropriate.

The proposal includes a listing of previous committee members, their contact information, and provides information regarding how these previous members might participate in the funding and implementation of the conference. The proposal includes letters of support from organizations who intend to be involved in the conference.

Needs:

The workplan, timeline, speaker recruitment, sustainability, and evaluation plans require more detail to be able to ensure that the goal will be reached, and inconsistencies and other issues with the budget must be corrected or clarified (including how much will directly support the conference and the speakers; how travel costs are broken down). Additional information needs

to be provided throughout the proposal to describe how families and individuals will be included in the conference planning committee and in the actual hosting of the conference.

It is not clear if this proposal was developed collaboratively or if one person alone wrote the proposal. There is not enough evidence of non-professional community involvement, and it isn't clear if the professionals involved are also self-advocates and/or family members. Families and people with disabilities need to be an active part of the planning and implementation. Everyone involved should have the opportunity to provide input into and understand all aspects of the conference (including the budget).

The applicant organization needs to ensure that they have the resources to work with partners to support the conference. The amount of staff time allocated to support the administration of the project is low; the applicant will need to meet with members of the planning committee more than they currently estimate (which is once per quarter). It appears that partner organizations may have capabilities and strengths that would support the project implementation (e.g., could the university partner conduct the evaluation), but that have not been specifically identified in the proposal. Additionally, the applicant should reach out to Mental Health Advocacy groups (6 in Houston, including 2 that are predominantly African American).

Questions/Concerns:

The proposal doesn't specify inclusion of families and self-advocates on the Project Advisory Committee; however, the original Request for Proposals did not clearly indicate this expectation. *(TCDD staff note: staff are aware that two of the individuals suggested for PAC membership are parents of children with disabilities).*

It is not clear that the applicant has the infrastructure to develop the conference "from scratch." However, templates and the website content from the previous conference will be provided to the applicant if funded. Additionally, Austin Travis County Integral Care expects to provide technical support to ensure model fidelity, as per a contract with TCDD.

Final Recommendation:

The proposal itself does not include sufficient detail for a reviewer unfamiliar with the applicant's involvement in the previous conference to determine that this proposal is fundable. Additional work will be required to provide the needed information. However, it is evident that they understand the purpose and goal of the conference and have a well-developed network of strong partners. Additionally, the applicant was highly involved in the planning and implementation of the previous conference. The review panel recommends TCDD staff work with the applicant to add the necessary detail to the workplan, and that the Council award funding to the applicant pending agreement on the workplan.

Attachment 2

Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget

Date: 05/02/12

ITEM: A

Grantee: Community Healthcore (Sabine Valley Center)

Year: 5 of 5

Project Title: Customized Self-Employment

Project Location: Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk, and Upshur

TCDD RFP Intent:

TCDD intends to fund projects that demonstrate innovative activities that will systematically increase employment opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. The project will provide customized self-employment opportunities for individuals with disabilities by training them, their families, and local collaborating agencies in how to develop and implement an individualized self-employment plan. The process will include assistance in securing the necessary natural supports and funding for the self-employment endeavor. TCDD has approved funding of up to \$125,000 per year for up to 5 years.

Project Goals and Accomplishments for Year 4:

Goal: Assist individuals with disabilities to become successfully self-employed by educating them, their supports, and community partners through training, technical assistance and demonstration.

Accomplishments per goal: The project is in the process of working with 10 new businesses to start up their businesses after attending the training; there was a total of 44 individuals that attended one or more of the training sessions; completed a 4-point outline that covers essential components of the Texas Customized Self Employment Project; 2 individuals were assisted in obtaining additional funding; and, 2 project staff were certified by the new Department of Assistive and Rehabilitative Services (DARS) Self Employment process.

Proposed Goals and Objectives for Year 5:

Goal: Same as above

Objectives: The project will continue to provide awareness regarding the merits of self-employment for persons with disabilities; continue to support past business owners in their businesses; and, establish effective and sustainable funds for self-employment.

Council Considerations: Public Policy considerations: Demonstrating how to effectively and efficiently create self-employment options for people with developmental disabilities may yield results that other agencies can adopt for their employment programs. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$100,877	\$30,896	\$131,773
Amount expended in year 2 (\$31,000 consultants)	\$125,000	\$35,494	\$160,494
Amount expended in year 3 (\$28,740 consultants)	\$115,196	\$33,493	\$148,689
Amount expended in year 4 (\$28,740 consultants) based on 8 months - \$112,704 awarded	\$55,140	\$17,326	\$72,466
Amount requested for next year budget:			
I. Personnel Services	3303	4476	7779
II. Travel	75	0	75
III. Purchased Services (\$5565 consultants)	30,326	6214	36,540
IV. Property/Materials	30	0	30
V. Rental/Leasing	171	0	171
VI. Utilities	309	0	309
VII. Other	3421	0	3421
Budget period totals (3-month budget only)	\$37,635	\$10,690	\$48,325

Attachment 3

Texas Council for Developmental Disabilities

Executive Committee

Review of Proposed Activities & Budget

Date: 05/02/12

ITEM: B

Grantee: Region 17 Education Service Center

Year: 5 of 5

Project Title: Positive Behavior Intervention Support (PBIS) Head Start

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 4, Objective 1 of the TCDD State Plan.

Region 17 Education Service Center seeks to expand the current PBIS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand current PBIS strategies to staff employed by Head Start programs, early childhood settings, child care settings and pre-school settings. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for 5 years, however the Council directed TCDD staff to attempt to negotiate a reduced funding amount for this project. The Executive Committee subsequently approved final funding of up to \$120,000 per year for up to 5 years.

Project Goals and Accomplishments Year(s) 1 - 4:

Goal 1: Improve behavior intervention skills and knowledge for staff in child care, public school pre-K, ECI Head Start and other settings that serve children with disabilities ages 2 to 5. (The number of students expelled from the above settings will be reduced as a result of the increased intervention skills, training skills and documentation skills)

Accomplishments: The project has developed the training curriculum for the PBIS Head Start project, which consists of curricula from "Promoting and Developing Social Emotional Development" and "Incredible Years." The project provided training to 3 Head Start and Childcare sites in Year 1, 5 sites in Year 2, 5 sites in Year 3, and 5 more sites in Year 4, which resulted in improved childcare programs/policies.

Proposed Goals and Objectives for Year 5:

Goal: Same as above

Objectives: 1) Fewer children will be expelled from settings serving those 2-5 years of age; 2) Staff behavior intervention skills will be increased; 3) Decrease staff turnover rates in child care settings; and, 4) increase social-emotional levels in children 2-5 years of age.

Council Considerations: Public Policy considerations: Evidence indicating that PBIS strategies have reduced the rate of children removed from classrooms and/or increased educational attainment would provide the support for expanding these important services. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in Year 1	\$121,000	\$21,755	\$142,755
Amount expended in Year 2	\$120,000	\$22,827	\$142,827
Amount expended in Year 3	\$120,000	\$13,344	\$133,344
Amount expended in Year 4 (based on 9 months) - \$120,000 awarded	\$49,057	\$11,972	\$61,029
Amount requested for next year budget:			
I. Personnel Services	68,775	0	68,775
II. Travel	3500	0	3500
III. Purchased Services (\$20,000 consultant)	20,750	4385	25,135
IV. Property/Materials	16,703	500	17,203
V. Rental/Leasing	10,172	0	10,172
VI. Utilities	100	0	100
VII. Other	0	8448	8448
Budget period totals	\$ 120,000	\$13,333	\$133,333

Attachment 4

Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget

Date: 05/02/12

ITEM: C

Grantee: Region 17 Education Service Center

Year: 5 of 5

Project Title: Positive Behavior Intervention Support – Disproportionate Impact (PBIS-DI)

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 3, Objective 2 of the TCDD State Plan. Region 17 Education Service Center seeks to expand the current PBIS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand PBS strategies with special emphasis placed on intervention specifically aimed at impacting disproportionality. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for up to 5 years, however the Council asked TCDD staff to try to negotiate a reduced funding amount for this project.

Project Goals and Accomplishments for Year(s) 1- 4:

Goal 1: Districts and campuses within the Region 17 Education Service Center area will implement research-based strategies that have been shown to reduce the number of disciplinary referrals (rates of suspension and expulsion of greater than 10 days in a school year of children with disabilities by race and ethnicity); establish procedures to monitor at-risk students to prevent escalating disciplinary action and support their success in school; and will increase their skills in the area of cultural competency.

Accomplishments per goal: The project completed the curriculum mapping for PBS training and used the PBS framework. In year 1, the project trained 348 people and held 27 workshops; Year 2, trained 500 people with six school districts participating; Year 3, trained 1,133 people and six more campuses recruited; and Year 4, trained more than 1,100 educators, students, agency personnel and community members.

Proposed Goals and Objectives for Year 5:

Goal: Same as above.

Objectives: 1) Fewer students with disabilities by race and ethnicity will receive suspensions and expulsions of greater than 10 days in a school year; 2) Fewer students with disabilities by race and ethnicity will be suspended or expelled from their educational setting; 3) Fewer student with disabilities by race and ethnicity will receive disciplinary referrals to the office; 4) Staff knowledge of culturally relevant classroom strategies will be increased; and, 5) Staff behavior intervention skills will be increased.

Council Considerations: Public Policy considerations: Texas based evidence indicating that PBIS strategies have reduced the rate of children removed from classrooms and/or increased educational attainment would provide the support for expanding these important services. No staff concerns; Council to consider continued funding for this project is recommended.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1	\$109,058	\$21,221	\$130,279
Amount expended in year 2	\$115,000	\$18,763	\$133,763
Amount expended in year 3	\$115,000	\$12,783	\$127,783
Amount expended in year 4 (based on 9 months) – \$115,000 awarded	\$71,079	\$7,504	\$78,583
Amount requested for next year budget:			
I. Personnel Services	84,728	0	84,728
II. Travel	3000	0	3000
III. Purchased Services (\$10,000 consultant services)	10,500	4182	14,682
IV. Property/Materials	4541	500	5041
V. Rental/Leasing	12,131	0	12,131
VI. Utilities	100	0	100
VII. Other	0	8,096	8,096
Budget period totals	\$ 115,000	12,778	127,778

Texas Council for Developmental Disabilities

Attachment 5

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget**

Date: 05/02/12

ITEM: D

Grantee: Texas A&M University

Year: 5 of 5

Project Title: Texas Advanced Leadership and Advocacy Conference

Project Location: Austin - Statewide

TCDD RFP Intent:

The project intent is to coordinate training events for individuals that have been active in disability policy advocacy and who want to create system changes in large geographic areas and/or specialized topics for which local training is not available. "Intentional networking" will be an important part of these training events. TCDD has approved funding of up to \$150,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1-4:

Goal: The overall goal of the project is to provide statewide advanced leadership and public policy advocacy training to further develop leaders and public policy advocates with disabilities in Texas and to provide follow-up training and networking activities.

Accomplishments per goal: Held 2-day conferences for years 1-4: Year1: February 2009 with 82 participants; Year 2: February 2010 with 146 participants; Year 3: February 2011 with 112 participants; and Year 4: February 2012 with 111 participants in attendance (does not include speakers/presenters). There were two keynote speakers, breakout sessions, participation in mock legislative hearings with legislative aides, and co-sponsored a rally at the Capitol. The project Facebook page continues to be updated to reflect conference activities. The balance of program income funds generated from conference registration will be used to for future activities after the grant ends.

Proposed Goals and Objectives for Year 5:

Goal: Same As Above

Objectives: To conduct a 2-day conference with at least 100 participants to provide advanced training; identify innovative ways to generate funds for sustainability of project; and provide opportunity to access online social media or discussion forums to facilitate understanding and allow interest circles to continue with networking activities. Participants at the 2013 conference will be referred to the local youth leadership project to serve as speakers, facilitators, or mentors for the purpose of mentoring young developing advocacy leaders.

Council Considerations: Public Policy considerations: Recommend grantee to meet with PP Staff prior to first PAC meeting to discuss potential conference topics and agenda. No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$112,500	\$37,321	\$149,821
Amount expended in year 2 (\$41,624 consultants)	\$115,146	\$38,442	\$153,588
Amount expended in year 3 (\$36,584 consultants)	\$130,638	\$38,927	\$169,565
Amount expended in year 4 (\$34,474 consultants) based on 7 months - \$150,000 awarded	\$22,112	\$7180	\$29,292
Amount requested for next year budget:			
I. Personnel Services	58,264	0	58,264
II. Travel	3000	0	3000
III. Purchased Services	73,001	0	73,001
IV. Property/Materials	2099	0	2099
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Costs)	13,636	49,773	63,409
Budget period totals	\$150,000	\$49,773	\$199,773

Texas Council for Developmental Disabilities

Attachment 6

**Texas Council for Developmental Disabilities
Executive Committee**

Date: **Review of Proposed Activities & Budget**

ITEM:

Grantee: VSA Arts of Texas
Project Title: Art Works: Creative Industries
Project Location: Statewide

Year: 5 of 5

TCDD RFP Intent:

To fund innovative projects that demonstrate ways of developing and supporting self-employment or income-producing opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. Grantees will demonstrate innovative and strategic approaches to address self-employment related needs that results in documented long-term self-employment for people with developmental disabilities. TCDD has approved funding up to \$125,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1 - 5:

Goal: The project goal is to increase competitive employment outcomes through self-employment and the development of micro-enterprises in the arts. Through the utilization of professional partnerships of business, arts, and disability service providers, participants will engage in a variety of training aspects in 3 discrete skills areas: applied and fine arts, marketing and financial management, and social skills/career readiness.

Accomplishments per goal: The project expanded the Teen Apprenticeship in Arts program to include the exploration of and skills building in new media, i.e. digital photography and video, social media, adaptive technology in which 25 teens and young adults participated. The apprentice/mentor program continues provide mentoring to artists through music, visual art, and theater to name a few, and they were provided the opportunity to show and sell their work and received financial advice.

Proposed Goals and Objectives for Year 5:

Goal: Enhance the pre-vocational skills of teens and young adults with disabilities and to strengthen the work related community connections in the arts for teens and young adults with disabilities.

Objectives: Provide training opportunities in new media arts to transitioning youth with disabilities and provide opportunities for transitioning youth with disabilities to learn about available community media resources.

Council Considerations: Public Policy considerations: If it can be demonstrated that the results of this project is successful, this can be incorporated into recommendations to give to policy makers as another avenue for job creation. No staff concerns; council to consider continued funding for this project.

Continuation Budget Detail Summary

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 10 months)	\$100,000	\$35,830	\$135,830
Amount expended in year 2 (\$43,077 consultants)	\$93,773	\$31,263	\$125,036
Amount expended in year 3 (\$10,200 consultants)	\$125,000	\$40,993	\$165,993
Amount expended in year 4 (\$16,000 consultant)	\$125,000	\$41,666	\$166,666
Amount expended in year 5 (10,937 consultant) based on 10 months – \$125,000 awarded	\$102,882	\$31,967	\$134,849
Amount requested for next year budget:			
I. Personnel services	17,762	1225	11,603
II. Travel	0	0	0
III. Purchased services	7200	5000	12,200
IV. Property/materials	0	0	0
V. Rental/leasing	128	1950	2078
VI. Utilities	0	300	300
VII. Other			
Budget period totals (2-month budget only)	\$ 25,000	\$8813	\$33,813

Texas Council for Developmental Disabilities

Attachment 7

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

ADMINISTRATIVE RULES

TEXAS ADMINISTRATIVE CODE TITLE 40, PART 21

Chapter §876 General Provisions

Chapter §877 Grant Awards

**Proposed Review Schedule
and
Draft Proposed Amendments**

February 2012

Texas Administrative Code

Title 40 Part 21

Social Services Texas Council for Developmental Disabilities

Chapter §876	General Provisions
§876.1	Definitions
§876.2	Legal Authority
§876.3	Administration
§876.4	Responsibilities of the Council
§876.5	TCDD State Plan
§876.6	Powers and Duties of the Executive Director
§876.7	Committees of the Council
§876.8	Standards of Conduct
§876.9	Charges of Access to Public Records
§876.10	Petition for Adoption of Rules
876.11	Applicability of Open Meetings Law
§876.12	Alternative Dispute Resolution Process
Chapter §877	Grant Awards
§877.1	General
§877.2	Application and Review Process
§877.3	Suspension or Termination of Funding
§877.4	Appeal of Funding Decisions
§877.5	Confidentiality of Records

TITLE 40. SOCIAL SERVICES AND ASSISTANCE

PART 21. TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Chapter 876. GENERAL PROVISIONS

§876.1 Definitions

The following words and terms, when used in these sections, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Council --Texas Council for Developmental Disabilities.

(2) Designated State agency -- the State agency designated by the Governor to provide administrative support to the Council.

(3) Developmental disability – The term "developmental disability" has the meaning as defined in federal law, the Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 6000 et seq).

(4) Executive director -- Chief administrative officer of the Texas Council for Developmental Disabilities.

(5) Grant – An award of financial assistance, including cooperative agreements, in the form of money, property provided in lieu of money, or other financial assistance paid or furnished by the Council to an eligible recipient to carry out a program in accordance with the rules, regulations and guidance provided by the Council.

§876.2 Legal Authority

(a) These rules are adopted under provisions of the Texas Human Resources Code, Title 40, Chapter 112.

(b) The following federal laws and regulations are adopted by reference into this part:

(1) Developmental Disabilities Assistance and Bill of Rights Act as Amended (U.S.C. 6000 et. seq.); and

(2) Developmental Disabilities Program, 45 Code of Federal Regulations, Parts 1385-1387.

§876.3 Administration

(a) The Texas Council for Developmental Disabilities is a joint state-federal program designed to **assist people with developmental disabilities and their families to participate in the design of and have access to needed community services and supports, and to** promote the development of a consumer and family-centered, comprehensive system and a coordinated array of culturally competent services, supports, and other assistance designed to achieve independence, productivity, and integration and inclusion into the community for individuals with developmental disabilities.

(b) The Council performs its responsibilities through staff activities, grants or contracts to public, or nonprofit, or private for-profit organizations and in other ways as determined by the Council to carry out the state plan.

(c) The Council shall enter into a memorandum of understanding with the designated state agency which sets forth their respective roles;

(d) The designated state agency carries out the functions set forth in applicable federal and state laws and regulations and the memorandum of understanding with the Council.

§876.4 Responsibilities of the Council

The Council is an agency within the executive branch, but functions independently within its statutory authority to serve the long-term public interest. The Council is responsible for

establishing the policy framework through which the agency carries out its statutory responsibilities. Specifically, the Council shall:

- (1) exercise the authority provided by law to adopt policies and rules governing Council activities;
- (2) develop and implement policies that clearly separate the policymaking authority of the Council and the management responsibilities of the executive director and staff of the Council;
- (3) approve the state plan and amendments;
- (4) serve as an advocate for state and federal legislation, appropriations and policies on behalf of individuals with developmental disabilities as authorized by federal law;
- (5) oversee operations of the Council for integrity, effectiveness, and efficiency;
- (6) approve personnel policies that provide for the selection, supervision, and evaluation of the executive director and staff
- (7) ensure projects and activities comply with all applicable federal and state requirements; and
- (8) **carry out** other responsibilities as provided by Council policies.

§876.5 TCDD State Plan

The Council develops and submits the "TCDD State Plan for Texans with Developmental Disabilities" in a manner consistent with federal law and regulations. The state plan may be revised and updated after public review and comment as provided by the federal requirements. The plan is available from the offices of the Texas Council for Developmental Disabilities.

§876.6 Powers and Duties of the Executive Director

The executive director is responsible for the effective and efficient administration of the affairs of the Council subject to applicable laws and this chapter and under the general direction of the Council. The director shall select, supervise and evaluate staff to implement Council approved activities consistent with policies approved by the Council. The director may delegate responsibilities to Council staff as appropriate.

§876.7 Committees of the Council

The Council may establish standing and special committees of Council members to expedite the work of the Council. Members shall be appointed to Committees in the manner provided by Council policies.

§876.8 Standards of Conduct

- (a) Standards of conduct of members and employees of the council are governed by Texas Government Code Annotated, Chapter 572, and by Human Resources Code Chapter 112.0161.
- (b) Council members and staff shall adhere to the conflict of interest policy approved by the Council.

§876.9 Charges of Access to Public Records

- (a) The charge to any person requesting copies of any public record of the Council will be the charge established by the Buildings and Procurements Commission at 1 TAC §§111.61-111.70.
- (b) The Council may reduce or waive these charges at the discretion of the executive director if there is a public benefit.

§876.10 Petition for Rules or Changes to Rules

Any interested person may petition the Council for a rule or rule change by submitting a request to the executive director in a manner and form as directed by the Council, consistent with state law.

§876.11 Applicability of Open Meetings Act

(a) The official minutes of all Council and committee meetings are kept in TCDD staff offices, are posted on the TCDD website, and are available for public review as authorized by the Open Meetings Act.

(b) Opportunities to provide public comments are provided at each Council and committee meeting. The chair of the Council or committee may limit each person presenting public comments or public testimony on any agenda item to a certain number of minutes by announcing the period when comments or testimony are given.

§876.12 Alternative Dispute Resolution

The dispute resolution process provided for in Chapter 2260 of the Government Code shall be used by the State and any other party to attempt to resolve any claim for breach of contract made by any party against the State as applicable.

Chapter 877 GRANT AWARDS

§877.1 General

(a) As authorized by Human Resources Code Title 40, Chapter 112.020 (a)(3), the Council may contract or provide grants to public or private organizations to implement the TCDD State Plan for Texans with Developmental Disabilities, if funds are available.

(b) The Council may solicit proposals from state agencies, non-profit organizations, or private for profit organizations that have organizational expertise related to the requirements of the proposal.

(c) **The Council may accept unsolicited** ~~Unsolicited proposals~~ **or unsolicited ideas for future projects** ~~may be submitted by organizations and will be considered~~ consistent with Council policies and procedures.

(d) The Council may develop projects with organizations without competitive proposals as allowed by state and federal requirements and Council policies.

(e) All grantees shall comply with applicable state and federal requirements including the Texas Uniform Grant Management Standards, Office of Management and Budget (OMB) circulars, and Council grants procedures.

(f) Independent audits of grantees are required for each year of funding in accordance with the requirements of OMB Circulars and Texas Uniform Grant Management Standards. Project specific independent reviews and other procedures may be required of grantees not subject to annual independent audit requirements of OMB or UGMS consistent with Council policies. The Council shall reimburse the grantees for the reasonable cost of the required audit activities.

(g) Grant awards shall contain appropriate provisions for program and fiscal monitoring and for collection and submission of evaluation data and related reports.

(h) The Council may limit by policy the amount of Council funds allowed to reimburse indirect costs of projects. Any indirect costs of a grantee above those amounts may be allowed as part of the required non-federal participant share.

(i) Donated time and services may be included as a financial match contribution unless otherwise restricted by a specific request for proposals or by state or federal requirements.

(j) No organization shall receive more than three (3) direct grants from the Council at any time.

§877.2 Application and Review Process

(a) All requests for proposals will be published in the Texas Register and posted on the Council's website, and a notice will be provided to interested parties.

(b) Proposal information for each request for proposal shall be available upon request from Council offices and will be made available at the Council's website.

(c) Proposals received after the closing date will not be considered unless an exception is approved in a manner consistent with Council policies.

(d) Projects seeking continuation funding may have separate application forms, instructions, and procedures, as determined by Council staff.

(e) Grants shall be awarded based on guidelines that reflect state and federal mandates. Selection criteria shall be designed to select applications that provide best overall value to the state and to the Council and meet the requirements and intent of the Council as provided in the request for proposals.

(f) Final approval of organizations to receive grant funding shall be determined by the Council consistent with Council policies.

(g) Council staff may negotiate with selected applicants to determine the final terms of the award.

§877.3 Suspension or Termination of Funding

(a) If a grantee fails to comply with the terms of the grant, the Council may suspend authority to obligate or receive grant funding pending the result of corrective measures.

(b) The Council, in its complete discretion, may terminate authority to obligate or receive grant funding prior to the end of the funding period if corrective actions are not taken during the suspension period, or if the deficiency is serious enough to warrant immediate termination.

(c) A grant, or portion thereof, may also be terminated at the grantee's request by approval of the Council executive director.

(d) The procedure to request reconsideration of a suspension or termination of funding shall be included in grant award materials.

§877.4 Appeal of Funding Decisions

Appeals may be submitted from applicants for grants who did not receive funding or from grantees whose grants have not been awarded continuation funding. The appeals process adopted by the Council shall be included in grant application materials.

§877.6 Confidentiality of Records

A grantee that provides direct services to individuals under a Council grant must have a system to protect client records from inappropriate disclosure. Disclosure of confidential information must be in accordance with applicable law.